



2011 – 2012 SECURITY REPORT

In order to maintain a positive safety record, it is important for everyone to be aware of security measures at the college. This annual security report, distributed to all students and employees, as well as to any prospective student or employee upon request, is published in an attempt to accomplish this goal.

Security Staff

Wor-Wic employs a staff of security officers who patrol the campus facilities and grounds. Wor-Wic security officers have the authority to ask persons for identification to determine whether individuals have lawful business at Wor-Wic Community College. Wor-Wic security officers also have the authority to issue parking and traffic citations which are billed to financial accounts of students, faculty, and staff. Wor-Wic security officers are not police officers and as such do not possess arrest power. All criminal incidents are therefore referred to the local police who have jurisdiction on the campus. The Security Office at Wor-Wic maintains a working relationship with the Wicomico County Sheriff's Office and the Maryland State Police but is in no way associated with these agencies.

Operating Hours

The campus is open during the school year:

Monday – Thursday 7 a.m. - 11 p.m.
Friday 7 a.m. - 9:30 p.m.
Saturday 8 a.m. - 5 p.m.

College security staff can be reached during these hours by dialing (410) 334-2937. A phone is available in every classroom, office and laboratory at the campus for anyone who needs to call for emergency assistance (9-1-1). These phones can also be used to reach campus security by dialing 2937.

Access to campus facilities

Access to all College facilities is limited to authorized employees and contractors during periods when the college is closed. Permanent signage to that effect is maintained at all entrances to the college. For safety reasons, students, visitors and unauthorized college personnel are not permitted to be at the campus during hours when the college is not open. The college is not responsible or liable for the safety of anyone at the campus when the college is closed.

Satellite Locations

Because college activities occur in diverse locations throughout the region, individual faculty members and staff assume responsibility in the event of an emergency situation. Medical, fire or police assistance can be obtained by dialing 911.

Crime Prevention Tips

Students and employees should do all they can to protect their own safety and the safety of others. The following common sense safety tips were compiled from Maryland Crime Watch literature provided by the Salisbury and Ocean City police departments:

- Ride or drive to school with a friend whenever possible. It's always safer to travel with at least one other person.
- Always roll up your car windows and lock your doors. Never leave the car running unattended - even for a minute!
- Carry as few valuables in your car as possible. Keep electronic items and packages out of sight. Lock all your valuables in the trunk or put them under the seat before you get where you're going.
- Park in well lit and well traveled areas. Be aware of your surroundings. For example, when parking your car, look around before you turn off your engine. Be mindful of anyone or anything that looks suspicious. If things don't seem right, leave and park somewhere else.
- As you enter a building, become aware of the location of the nearest telephone. If you find yourself in an emergency situation, call 911. Emergencies will be handled by the sheriff's department or the Maryland State Police.

- When leaving class, don't leave the building alone. Always try to walk to your car in a group with other students or faculty members.
- Get your keys out and have them ready to unlock your car door before you leave the building. Check the interior of your car before you get in - even if the doors are locked. If you see someone suspicious loitering around your car or if it looks as if your car may have been tampered with, go back into the building and get help.

WHO TO CALL

IN AN EMERGENCY

9-1-1

Emergencies are handled by the sheriff's department,
Maryland State Police or local fire and EMS
departments

NON-EMERGENCY NUMBERS

Campus Security
(410) 334-2937
Director of Plant Management
(410) 334-2932
Director of Counseling
(410) 334-2900
Vice President for Administrative Services
(410) 334-2911

Crime Reporting Procedures

Any member of the campus community that is the victim of, or witness to a crime should report the crime to the local sheriff's office (9-1-1) and to campus security (410) 334-2937. If you need help reporting the crime to the sheriff's office please contact campus security and they will provide whatever help is required. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the appropriate police agency and to the campus Security Office. Prompt reporting will assure timely warning notices on-campus and disclosure of crime statistics.

Circumstances which must be reported and which may require the assistance of local law enforcement officials include, but are not limited to, murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary and motor vehicle theft.

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crimes. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Student Disciplinary Committee for review.

All reports of criminal activity are recorded in the Daily Crime Log in the Security Office by the Security Officer taking the report. The Daily Crime Log is available for public inspection during normal business hours at the Security Office in the Maintenance Building. Each year the Director of Plant Management prepares the Annual Security Report as required by 34 CFR 668 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). The report is made available to all currently enrolled students and all employees on the college web site by Oct 1 of each year. The report is also available to any prospective student or prospective employee upon request.

Timely warnings

In order to aid in the prevention of similar crimes Federal law requires that a report be given to the campus community if certain crimes are committed on the Wor-Wic campus, at any of our satellite centers, or on public property that is immediately adjacent to Wor-Wic facilities. This "timely warning" will be issued through the college e-mail system and through the e2campus alert system to students, faculty and staff. Depending on the particular circumstances of the crime, Wor-Wic Campus Security may also post a notice on the exterior doors of all buildings on campus detailing the situation.

Any crime listed in the Crime Statistics section of this report may require a timely warning be issued to the campus community if thought to pose a threat to students, staff or visitors to the campus. The President or Vice Presidents will authorize issuing the timely warning and determine the content of the message.

Anyone with information warranting a timely warning should report the circumstances to Wor-Wic Campus Security by telephone (410) 334-2937, in person at the college information desk or at the Maintenance Building on Horsebridge Drive.

Emergency Notification

The campus community will, without delay, be notified of a significant emergency or dangerous situation that may pose an immediate threat to the

health or safety of students, faculty or staff on campus. Such notification will be by

- e2Campus (a subscription only text, phone and e-mail messaging service)
- E-mail to registered Wor-Wic e-mail accounts
- Telephone
- Personal contact by security or other administrative staff

Prior to initiating the emergency notification system a reasonable attempt to verify the validity and severity of the emergency will be pursued. Personal or telephone contact with the reporting party or other reliable witness, typically by security or administrative staff, is the preferred method to confirm the validity of the emergency. Physical personal verification by security or administrative staff, with due regard for their own personal safety, is acceptable if contact with reporting party is unavailable or unreliable. If the emergency is off-campus or if the situation warrants it then independent verification through reliable public safety personnel is acceptable.

Taking into account the safety of the community, the college will then initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Under normal circumstances the determination to initiate the emergency notification system as well as the content and means of the notification will be made by the president or vice presidents. In extreme situations it may be necessary to send an immediate emergency notification when the president or vice presidents cannot be reached in a timely fashion in which case the following individuals are authorized to compose and send the notification:

- Dean of Student Development
- Director of Plant Management
- Director of Information Technology
- Dean of Occupational Education
- Dean of General Education
- Dean of Continuing Education and Workforce Development
- Evening and Weekend Administrator

Unless notification would cause or further exacerbate an unsafe situation all members of the campus community on-campus will be notified.

If, in the opinion of the president or the vice presidents, in consultation with on-scene emergency response personnel, the emergency is of such a nature as to require notification of the general public a press release will be prepared and disseminated to the local print and electronic media outlets. All tactical communications or emergency notifications will be the responsibility of on-scene emergency responders.

The emergency notification system will be tested at least once per year. The test will be coordinated by the Director of Plant Management and may be announced or unannounced. The text of the message will direct the recipients to the appropriate location on the college's website where the full text of the emergency response procedures can be obtained. The Director of Plant Management will maintain records of the date, time and description of the test as well as whether it was announced or unannounced.

Sex Offenses

When a forcible or non-forcible sex offense is reported, the director of plant management notifies the director of counseling, who encourages the victim to contact law enforcement and medical personnel as soon as possible to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and prosecution of assailants. At the request of the victim, the director of counseling assists in the notification of local law enforcement officials and makes arrangements for transport to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit (Peninsula Regional Medical Center, Atlantic General Hospital or E.W. McCready Memorial Hospital). The director of counseling also provides victims with referrals to appropriate counseling, mental health and other agencies in the community. Upon the request of the victim, the director of counseling can arrange a modification in the victim's class schedule or employment situation if such an alternative is available and appropriate.

Information Concerning Registered Sex Offenders

Information provided by the State of Maryland under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 USC 14071(j)) concerning registered sex offenders may be obtained from the Wicomico County Sheriff's Department at (410) 548-4891 or www.wicomicosheriff.com.

Substance Abuse

The college recognizes drug or alcohol abuse as an illness and a major health problem, as well as a potential safety and security problem. Health risks associated with substance abuse include death, stroke and diseases of the heart and liver, in addition to alcohol and drug related suicides, homicides and accidents. The college complies with all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both State and Federal laws. Violation of drug laws will be referred to the appropriate law enforcement agencies. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

Consumption of alcoholic beverages on the campus of Wor-Wic Community College, at any college owned or operated facility or at any college sanctioned event is prohibited except by persons over the age of 21 at officially sponsored college activities. Violations of Maryland Law regarding the possession, consumption, sale or furnishing of alcohol to persons under the legal drinking age will be referred to the appropriate law enforcement agencies. Violations of the alcoholic beverage policy by students will be referred to the Student Disciplinary Committee. Employees violating the policy are subject to disciplinary procedures up to and including termination.

Students and employees with substance abuse problems are referred to the director of counseling, who provides evaluation, counseling and referrals to community agencies. All students agree to abide by the college's substance abuse policies and procedures when they sign the college's admission application.

Employees are required to sign a statement when they begin their employment at the college, certifying that they understand that they are required to notify their supervisor of any criminal substance abuse conviction within five calendar days after conviction. The college is required to provide written notification of an employee substance abuse conviction to the U.S. Department of Education within 10 calendar days after receiving notice of such conviction and to take appropriate disciplinary action against the employee or to require that the employee complete a substance abuse assistance or rehabilitation program at his or her own expense within 30 calendar days after being notified of the conviction.

Sanctions

In addition to any criminal or civil proceedings, any employee or student who is accused of substance abuse, a sex offense or any other crime is subject to college disciplinary procedures. If the employee is found guilty of the charges, appropriate personnel action is taken, up to and including dismissal. If the student is found guilty of the charges, disciplinary action is taken in accordance with procedures that govern student conduct, up to and including permanent suspension. The accuser and accused are entitled to the same opportunities to have others present during college disciplinary proceedings and both are informed of the outcome of any college proceedings related to the alleged crime.

Prevention & Awareness

Efforts to provide a safe and secure environment focus on the prevention and awareness of substance abuse, sex offenses and other crimes. If you notice something at any college facility that you believe poses a safety or security risk, call our plant management department at (410) 334-2932 during regular office hours.

Wor-Wic Security staff is present on the main campus during all hours when the college is open and during special events when the college would otherwise be closed. Operational procedures for the security force specify that staff will regularly patrol all occupied campus buildings and parking lots. Security staff will also provide escorts to vehicles in remote campus parking lots upon request.

The director of plant management coordinates the prevention program for the college by periodically inspecting the lighting, landscaping, doors, locks and alarm systems at college facilities to make any necessary security improvements. The director of plant management also serves as the college liaison to law enforcement officials.

The director of counseling coordinates the awareness program by dissemination of pamphlets and brochures, displaying posters in college facilities, submitting articles for student and employee publications or providing information to students and employees at orientation sessions, workshops or meetings. College prevention and awareness programs are reviewed at least every other year to determine their effectiveness and to ensure that sanctions are consistently enforced.

Educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses and how to prevent becoming the victim of such crimes are available from the local health department office or the local sheriff's office. These agencies can also provide counseling or other mental health services for victims of sexual offenses.

Missing Students

Wor-Wic Community College does not provide on-campus student housing facilities and as such is not required to maintain missing student notification procedures as detailed in 34 CFR 668.46 (h). Missing person reports should be made to the local law enforcement jurisdiction.

Crime Statistics						
The following crimes have been reported to the Director of Plant Management for the calendar years listed:						
	2008	Hate Crimes	2009	Hate Crimes	2010	Hate Crimes
Murder/Non-negligent manslaughter	0		0		0	
Negligent manslaughter	0		0		0	
Sex offenses – forcible	0		0		0	
Sex offenses – non-forcible						
Incest	0		0		0	
Statutory rape	0		0		0	
Robbery	0		0		0	
Aggravated assault	0		1		0	
Burglary	0		0		0	
Motor vehicle theft	0		0		0	
Arson	0		0		0	
Simple assault	0		0		0	
Larceny – theft	0		0		0	
Intimidation	0		0		0	
Destruction, damage or vandalism of property	0		0		0	
	Arrests	Discipline	Arrests	Discipline	Arrests	Discipline
Liquor-law violations	0	0	0	0	0	0
Drug-law violations	0	0	0	0	0	0
Weapons-law violations	0	0	0	1	0	0

Code	Category of Bias for crime	Code	Location
A	Race	OC	On-Campus
B	Religion	NC	Non-campus property
C	Sexual Orientation	PP	Public property
D	Gender		
E	Disability		
F	Ethnicity or national origin		

Wor-Wic Community College does not recognize any student organizations that maintain off-campus locations (including off-campus housing). Criminal activity of student groups is not monitored by or reported to the college by local police agencies.

Wor-Wic Community College makes a reasonable, good faith effort to obtain crime statistics from local police agencies to include in this report. The college is not, however, responsible for the failure of police agencies to provide the requested statistics.

It is the policy of Wor-Wic Community College not to discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation or disability in the admission and treatment of students, access to educational programs and activities, and terms and conditions of employment. 9/27/11