



2009 – 2010 SECURITY REPORT

In order to maintain our excellent safety record, it's important for everyone to be aware of the 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.

Wor-Wic employs six security officers (one full-time and five part-time workers who patrol the campus facilities and grounds. Campus buildings are open during the school year:

Monday - Thursday
7 a.m. - 11 p.m.

Friday
7 a.m. - 9:30 p.m.

Saturday & Sunday
8 a.m. - 5 p.m.

College security personnel can be reached during these hours by dialing (410) 334-2937. Pay phones are located outside the main entrance of the Academic and Administrative Building (AAB) and in the lobbies of Henson Hall (HH) and Guerrieri Hall (GH). A phone is also available in every classroom and laboratory at the campus for faculty who need to call out for emergency assistance by dialing 911. These phones can also be used to reach campus security by dialing 2937.

Parking lots and grounds are checked on a regular basis and the college makes every attempt to keep bushes trimmed and lights in good working order at all college facilities. These tasks are performed by plant management personnel at the campus and by the landlords at our outreach facilities. 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.

Because college activities occur in diverse locations throughout the region, individual faculty members

and staff should assume responsibility in the event of an emergency situation. Medical, fire or police assistance can be obtained by dialing 911. The call to 911 is free on any pay phone.

The college recognizes drug or alcohol abuse as an illness and a major health problem, as well as a potential safety and security problem. The college complies with all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

Students, faculty and staff are required to report to class and work each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance and the unlawful possession or unauthorized use of alcohol at any college facility or college sponsored event is prohibited. Any individual who violates Wor-Wic's drug and alcohol policies is subject to college, city, county, state and federal sanctions. Legal sanctions for illegal drug and alcohol activity are severe and can include substantial fines and / or incarceration.

All students and employees should continue to do all they can to protect their own safety and the safety of others. The following 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 you doors. Never leave the car running unattended - even for a minute!
- Carry as few valuables in your car as possible. Keep tape decks, radios 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. The call is free on any pay phone. Emergencies will be handled by the city

police, 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 of 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 city police, the sheriff's department or the Maryland State Police.

NON-EMERGENCY NUMBERS:

(410) 334-2937
Campus Security

(410) 334-2932
Director of Plant Management

(410) 334-2911
Vice President for Administrative Services

POLICIES AND PROCEDURES

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college sponsored events.

Crime Reporting Procedures

Any employee or student who discovers a crime at the college should notify the police and the college security office. 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.

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 alleged 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 alleged victim, the director of counseling assists in the notification of local law enforcement officials and makes arrangements to transport the alleged victim 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 alleged 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.

Substance Abuse

Substance abuse is a major public health 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 does not advertise or promote the use of alcohol by students or employees, and students and employees are subject to all federal, state and local laws governing the unlawful possession, sale, manufacture, distribution or use of drugs and alcohol. Violators are subject to arrest and prosecution by appropriate law enforcement agencies, with penalties that include fines and / or imprisonment, as well as college disciplinary procedures for violations at college facilities. 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. 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. 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 as they seek to protect life and property, to prevent anti-social conduct and to preserve a secure college environment. The director of counseling coordinates the awareness program by dissemination 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.

CRIME STATISTICS

The following crime statistics were reported at college facilities by the Director of Plant Management from Jan 1, 2006 through Dec 31, 2008:

INCIDENTS	2008	2007	2006
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Aggravated Assault	0	0	0
Sex Offenses			
Forcible	0	0	0
Non-forcible	0	0	0
Murder / Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Arson	0	0	0
ARRESTS			
Liquor-law Violations	0	0	0
Drug-law Violations	0	0	0
Weapons-law Violations	0	0	0

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 student, access to educational programs and activities, and terms and conditions of employment.

9/10/09