



CLERY REPORTING POLICY

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- I. Purpose**
The purpose of this Written Directive is to establish procedures for meeting the requirements of the “CLERY ACT” by the University of Maryland Police Force (UMPF).
- II. Policy**
It shall be the policy of the Force to comply with federal laws impacting the daily administration and operation of the UMPF and to comply with obligations and requirements of the “CLERY ACT” as identified herein.
- III. Background**
The Federal Student Right-to-Know, Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) as amended in 1998 includes renaming the existing law to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” hereafter identified as the “CLERY ACT”.
- The “CLERY ACT” requires institutions of higher learning, (post secondary educational institutions) to publish and distribute an annual report which will hereafter be identified as the “Clery Report”. The report will identify campus crime statistics and security policies and will be distributed through appropriate publications. Mailings will be available upon request.
- The “CLERY ACT” also requires institutions of higher learning to provide policy disclosures, collect, classify and count crime reports and crime statistics and issue emergency notifications and timely warnings in addition to retaining certain records and providing for the dissemination of information. The purpose of the disclosure is to promote continued public safety on campuses and to keep campus communities informed about safety and security issues on a regular basis.
- IV. Mandated Actions/Policy Disclosures**
- A. Four Mandated Actions
The “CLERY ACT” requires compliance in four general categories of mandated actions. Those actions are:
- 1. Publication of an Annual Crime Statistics Report
 - 2. Policy Disclosure
 - 3. Records Collection and Retention
 - 4. Information Dissemination

B. Compliance

The University of Maryland (UM) and the UMPF will be compliant in these four general categories.

C. Policy Disclosures

In compliance with the “CLERY ACT”, the UMPF will publish within its Annual CLERY Report, policies and practices related to (1) policies and procedures for students and others, (2) criminal actions or other emergencies occurring on the UM Campus, (3) policies for providing Timely Warnings to members of the campus community regarding the occurrence of “CLERY ACT” reportable crimes and threats to public safety of an ongoing nature, (4) security of and access to campus facilities at UM, (5) sexual offense policies and programs at UM as well as Hate Crimes policies and procedures at UM and policies concerning campus law enforcement and security services at UM.

V. The CLERY Report

A. Title IV Student Aid

The Clery Report is an annual security report prepared and published by all post secondary educational institutions participating in Title IV student aid programs. Each year, the Clery Report is submitted to the U.S. Department of Education and is retained by the submitting institution with supporting documentation for three consecutive years. The report is required to be published and distributed no later than the 1st of October of each year. The United States Department of Education provides no grace period for submission of this report.

B. Crime Statistics

The Clery Report is required to reflect accurate crime statistics for the past three years, to disclose available security measures and services including “Timely Warning” notices, and to provide policy

disclosures concerning reporting procedures. In addition to Timely Warnings, the report includes the identification of Campus Security Authorities, security of and access to institution facilities, campus security and law enforcement, sex offenses and sex offender registration and policies and procedures for reporting and investigating hate crimes.

C. Publishing the Report

The “CLERY ACT” requires institutions of higher learning, (post secondary educational institutions), to prepare, publish and distribute an annual report identified as the “Clery Report”. The report contains campus crime statistics and security policies and is made available through appropriate publications and mailings upon request.

D. Preparing the Clery Report

1. It shall be the policy to prepare an annual Clery Campus Crime Report, consistent with the mandates of the Jeanne “CLERY ACT”. (Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f))
2. The report will be prepared and submitted to the U.S. Department of Education no later than October 1st annually, by the Technical Services and Records Lieutenant or designee.
3. It shall also be the policy to distribute a flier no later than August 25th, annually informing the UM campus community of the date of publication and location of the annual “CLERY ACT” Report.

E. Annual Notice of the UM Campus Crime Report

An annual notice of the availability of the Campus Crime Report will be generated and made available to all current students and employees by the Technical Service and Records Lieutenant or designee no later than 10 days from the date of publication of the report by the U.S. Department of Education.

F. Availability of Daily Crime Logs
Crime Logs will be made available to all students, employees, prospective students and/or prospective employees and members of the general public at the Police Communications Center. Crime Logs will contain crime information covering the last 60 days. Upon request, a public inspection of the Crime Log will be accomplished within two business days.

VI. Reporting Criminal Activity

A. Investigating Crime

The UMPF has primary jurisdiction and responsibility for investigating crimes and providing police services to the University Community. Police services are available 24 hours a day, 7 days a week. Headquarters is located on campus at 214 North Pine Street, Baltimore, Maryland 21201. The Operations Building is located at 222 North Pine Street, Baltimore, Maryland 21201.

B. Reporting Crime

In keeping with federal guidelines, it is the policy that all crimes reported to any campus official must be relayed to the UMPF except by professional and pastoral counselors when they are acting in their official capacity. The UMPF works cooperatively with both the Baltimore Police Department and the Maryland State Police in matters of mutual concern. A Concurrent Jurisdictional Agreement has been established between the University Police and the Baltimore Police Department.

C. Arrests/Disciplinary Referrals

The referral of any person to any official who initiates a disciplinary action for which a record is kept and which may result in some sanction, must be made part of the required CLERY Report. The sanctions must be for carry and possession of weapons, drug abuse or liquor law violations.

D. Sexual Assault/Victim Rights

1. When the victim is not sure whether to pursue prosecution officers should encourage the victim to obtain a medical evidentiary examination. If the victim files a police report, they will always have the option to change their mind and decide not to pursue a criminal complaint.
2. If the victim is not sure what to do, they should be referred to the Rape Crises Hotline at 410-828-6390 or the Maryland Coalition Against Sexual Assault at 1-800-656-HOPE (4673). The advocate will provide options and the victim will not be required to give any personal information.
3. In order to retrieve the best physical evidence, the victim should be instructed not to bathe, shower, douche, change clothes or disturb anything at the crime scene.
4. If the victim does not wish to make a police report, officers should strongly suggest that they seek medical advice in recognition of the possibility of sexually transmitted diseases and/or pregnancy.

VII. Responding to Calls for Service

A. Timely Response Required

It is the policy of the UMPF to provide a professional and timely response to all calls for emergency or non-emergency police services within UM jurisdictional boundaries. Uniformed and/or plainclothes officers will be dispatched to all calls or requests for police services and will adhere to the procedures cited in this policy and cited in all other established policies and procedures published by the Director of Public Safety.

B. Emergencies/Notifications

Any member of the University Community who is the victim of a crime on campus, or who witnesses a crime on campus, should call the University Police immediately at 711 or 6-3333 or off-campus at 410-706-3333. The UMPF has staff on duty and

available to assist 24 hours a day, 7 days a week.

C. Call Handling Procedures

1. Whenever a crime is reported, an officer will be dispatched to conduct the initial investigation including gathering information and seeking physical evidence. The officer will question all witnesses and determine the basic facts of the case.
2. In order to assist in identifying the person(s) responsible, the investigator will collect basic and necessary information including home addresses, telephone numbers and dates of birth. The first responder will also protect the crime scene in order to preserve forensic and physical evidence.
3. Through various communications including the UMPF website, orientations and pamphlets, the University Community is asked to be observant and to pay attention to descriptions of persons, including clothing worn and vehicle's license plate numbers. Officers should encourage them to report any suspicious person observed in or around a classroom, office or work area. The investigating officer shall reinforce this concept with each witness and victim, and request that they contact the UMPF immediately by dialing 711 or 6-3333 from an on-campus phone regarding any future incidents.
4. Because UM is committed to doing everything possible to assist crime victims and witnesses, police officers will provide a Crime Victims and Witnesses Assistance brochure to all victims. This brochure contains important information to aid in coping with the experience. The brochure, for instance, includes referral information to counseling resources, both routine and emergency, as well as legal, medical and social service referrals. Additional brochures are also available from Headquarters 24 hours each day. Additional services, such as case status information,

court liaison, and security surveys are available by contacting the Victim/Witness Unit at 410-706-5547.

5. Follow-up investigations may be likely depending on the nature of the call for service. Should an additional investigation be required, a UMPF detective will be assigned to review the case.

D. Limited Voluntary & Confidential Reporting

1. The UMPF encourages anyone who is a victim or witness to any crime to promptly report the incident. Because police reports are public records under state law, the UMPF cannot hold reports of a crime in confidence. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other UM campus security authorities as defined in this policy. Professional and Pastoral counselors are exempt from these reporting requirements.
2. UM encourages counselors and clergy to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis to any Campus Security Authority (CSA) for inclusion in the Annual Security Report.

VIII. Campus Security Authorities

A. Disclosing Crime Information
The "CLERY ACT" mandates that institutions must disclose statistics for crimes reported to local police agencies and crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many students are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

B. Definition

Campus Security Authority is defined as all individuals who have primary responsibility

for campus security, an individual or organization specified in an institutions campus security statement as the individual or organization to which students and employees should report criminal offenses, an official of each school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline and campus judicial proceedings.
(Campus Security Authority Cite 34 CFR 668.46(a))

C. Reporting to Campus Security Authorities

Officers should encourage the reporting of campus criminal activity directly to the UMPF or any of the Campus Security Authorities listed below. All crimes should be reported to the UMPF directly or other Campus Security Authority immediately using their website, fax machine or the campus mail system.

D. Identifying Campus Security Authorities (CSA)

1. UMPF
2. Schools – Deans or Assistant Deans
3. Student Judicial Programs – Assistant Dean
4. Student Affairs – Assistant Dean
5. Housing/Residential Life
6. University Health Services – Director
7. University Counseling Services - Director
8. Recreation and Fitness Center - Director
9. Student Support Services - Director

IX. Timely Warnings

A. Making the Decision to Issue a Crime Alert

1. The UMPF is tasked with making the decision to issue crime alerts on any “CLERY ACT” crime reported to campus authorities or local police agencies and is considered a continuing threat to students, faculty and staff. The Director of Public

Safety, the Deputy Director or the Operations Commander will make the determination to issue a Crime Alert.

2. Before making the Alert, the following considerations must be made on a case-by-case basis and include:

- a. The nature of the crime
- b. The continuing danger to the campus community
- c. The possible risk of compromising law enforcement efforts

B. When to Issue an Alert

In the event that an incident occurs or a situation arises, either on campus, or off campus in the community immediately surrounding the campus property that constitutes an immediate, continuing or ongoing threat or to the safety of the campus community, its students, faculty, staff, guests or visitors, the UMPF will issue a Crime Alert on its website.

C. Determining Content

Included in the issued Crime Alert Bulletin shall be a description of the incident including type of crime, time, date and location, etc., a physical description of the offender and a safety notice, (when practical) specific to the incident. The warning should always promote safety and aid in the prevention of similar crimes.

X. Security Access to Campus Facilities

A. Entering Campus Buildings

All academic buildings on campus are generally open from 0700 to 2345 hours, Monday through Friday. Certain academic buildings are also open for weekend classes and special activities. All campus facilities and grounds are maintained in such a manner as to enhance security. While on patrol, police officers and security officers observing malfunctioning lighting or defective doors will submit work orders so the repairs are made in a timely manner.

B. Residential Life Facilities

1. Residential Life facilities and event facilities may maintain separate and distinct operational access policies that may differ at times from the central academic area and may differ in access to specific areas of these facilities.

2. UM has two residential housing communities. The UMPF and Residential Life personnel work closely together to create a safe and comfortable living and learning environment.

3. Theft is the most common crime problem in the residential areas; therefore, precautions should be exercised at all times. Residents should be encouraged to be watchful, cautious and aware of their surroundings and the presence of unknown persons. Residents should also be reminded to always lock their doors to reduce the opportunity of crime.

C. Solicitation

Door-to-door solicitation is prohibited at UM. Residents should be encouraged to report the presence of such persons to residential life personnel and/or the UMPF. Residents should also be advised to keep their apartment doors locked at all times and are encouraged not to hesitate to ask for assistance from any residential life staff member or UMPF Security or Police Officer.

D. Shuttle Busses

UM shuttle buses provide safe transportation around the campus and to and from other select locations for residents, commuters and visitors. The UM Website can be used to access information about the shuttle or details can be obtained by calling 410-706-2826.

E. Parking Lots and Parking Structures

In addition to the many parking lots located around campus, UM has nine multilevel parking garages on campus. UM Parking

Lots are patrolled by uniformed police officers in marked police vehicles during each shift, 24 hours a day. Parking garages are also equipped with emergency telephones inside the elevators for direct contact with the UMPF.

F. Fire Safety

1. This program, administered by Environmental Health and Safety staff (EHS) and deputized State Fire Marshals, ensures that campus fire safety policies/procedures (evacuation plans, fire permits, fire prevention, impairment policy, fire watch procedures, decorations policy, etc.) and building's life safety systems (fire alarms/strobes/pull stations, extinguishers, suppression equipment, etc.) are maintained in compliance with all applicable state fire codes and University safety policies.

2. This entails reviewing building renovations or new construction plans for compliance with fire codes and local ordinances, inspecting all campus facilities including fire extinguishers, fire pumps, standpipes, fire alarm and sprinkler systems, investigating fires and fire alarms, conducting fire exit drills every semester in all campus facilities, providing educational programs on fire safety, reporting evacuation and fire safety inspection results to Residence Life staff, distributing written fire safety literature to the campus community, installing evacuation procedures on all dormitory room doors, issuing hot works and fire permits, coordinating all fire work displays with the State Fire Marshal (SFM) and the Baltimore City Fire Department (BCFD) and identifying evacuation procedures for individuals with disabilities.

G. Fire Report Logs

1. All reports of fires whether handled by the UMPF, the Baltimore Police Department or the Fire Department's Arson Investigation Unit, will be documented in

the appropriate report format according to UMPF reporting policies, standards and practices.

2. These reports, upon approval and completion, will be forwarded to the Director of the UM Department of Environmental Health and Safety (EHS) for inclusion in a UM Fire Log Report for compliance with applicable requirements of the “CLERY ACT” and subsequent submission to the United States Department of Education.

H. Annual Fire Safety Report

Although the UMPF writes reports on all fires occurring on campus including arson and attempt arson, it is the responsibility of the UM Environmental Health Services to collect and report annual statistics.

XI. Records Collection & Retention

A. Statistical Data

The “CLERY ACT” mandates that UM collect and retain certain records from various sources in support of statistical data published in the Annual Clery Report. The “CLERY ACT” mandates that these records be accurate, supported by reports retained by a campus police department and that these records are maintained in accordance with the mandated retention schedule.

B. Daily Crime Logs

1. The “CLERY ACT” further mandates that a campus police department keep and maintain a Daily Crime Log that captures and reflects information related to reported criminal incidents. The law requires that the log be easily understandable and that it contain a minimal level of specific categories of information. It also requires that the most recent 60 days of this daily log should be available, upon request, for public inspection.

2. The Daily Crime Log may be in an electronic or hard copy format but must be available on site. The law requires that any

portion of the log older than 60 days, be made available for public inspection upon request within two business days of the date of the request. Also, anyone may inspect the Daily Crime Log, including the media.

3. The Daily Crime Log is available for public inspection between the hours of 8 a.m. and 4 p.m., Monday through Friday at 214 N. Pine Street, excluding holidays when the University is closed.

C. Records

1. It shall be the policy to collect and retain for public inspection and audit purposes, all necessary original reports, records, communications and supporting documentation related to the publication of the Annual Clery Report.

2. The documentation shall include all related UMPF Offense and Incident Reports, Daily Crime Logs, Timely Warning Notices, Crime Alerts and related documentation, records of supporting documentation for the most recently published Annual Clery Report and Baltimore Police Offense or Incident Reports.

3. All information will be secured consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f); with the exception of fire logs which are completed and maintained by the UM Department of Environmental Health and Safety. Records shall be collected and retained for three consecutive years and for the current year and shall be identified as the UMPF “CLERY ACT” File.

4. It shall be the policy to adhere to the retention, collection, review and submission of “CLERY ACT” statistical data and to comply with the due date submission schedule herein established, consistent with the timeline for final submission of statistical data to the US Department of Education as established by the mandates of the “CLERY ACT”.

D. Retention

1. Records collected and retained, both hard copy records and computerized records, in support of the published Annual Clery Report include, but are not limited to the following offenses:

(All retained records are required to bear a date and must be easily retrievable)

- a. Murder and Non-Negligent Manslaughter
- b. Negligent Manslaughter
- c. Forcible Sex Offenses
- d. Non-forcible Sex Offenses
- e. Robbery
- f. Aggravated Assault
- g. Burglary
- h. Motor Vehicle Theft
- i. Arson
- j. Hate Crimes

(Note: 2008 Amendments to the "CLERY ACT" mandate that four additional "Hate Crimes" be reported in the published annual "CLERY ACT" Report.)

2. Hate Crimes include any of the previously listed offenses that are motivated by bias as well as:

- a. Larceny/Theft

The unlawful taking, leading, or riding away of property from the possession of another

- b. Simple Assault

An unlawful physical attack by one person upon another where neither the defendant displays a weapon nor does the victim suffer obvious severe or aggravated bodily injury

- c. Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words without displaying a weapon or causing bodily harm.

- d. Property Destruction/Vandalism

To willfully destroy, damage or deface real or personal property without the consent of the owner.

3. The following reports and communications will also be retained:

- a. UMPF Incident Reports, Baltimore Police Department "College Incident Emergency Notification Program"

reports and communications and Daily Crime Logs

(Note: Retention of the Daily Crime Logs will be for a period of three years following the publication of the most recent Annual Clery Report).

- b. Records of arrests and referrals for disciplinary actions

(Note: Records of expunged referrals and arrests will be included in reporting of statistical data in the Annual Clery Report.)

- c. Timely Warning Notification Reports (Note: These documents include UMPF Web site Crime Alert Notices, E2Campus Alerts and UM Crime Alerts)

- d. Letters to and from any local police agency regarding "CLERY ACT" compliance

- e. Letters, correspondence, emails or reports to and from any identified Campus Security Authority.

- f. Any correspondence with the US Department of Education regarding "CLERY ACT" compliance

- g. Notices to students and employees about the availability of the Annual Clery Report

4. All records must be retained for seven (7) years.

E. Location and Composition of Clery File

1. Beginning in 2009, all collected and retained reports, communications and documentation related to all published Annual Clery Reports will be maintained as a collective paper file, in addition to duplicated computerized records. This file will be identified as the UMPF Clery File and will be maintained separate from all other UMPF Files and will be the responsibility of the Records Management Section.

2. This file will be composed of published historical Annual Clery Reports for UM for three consecutive years, to include all related offense reports and incident reports and their supporting documentation. This includes ARMS Clery Report index

documents for a three year period beginning in 2010.

3. The following historical published reports are included:
 - a. Historic Published Timely Notifications including Crime Alerts/E2 Campus Alerts/Email to campus list serve groups for the preceding three years.
 - b. Current year reportable offenses and incidents organized by offense classification, then by assigned case number sequence, to include ARMS Clery Report index documents.
 - c. The Baltimore Police Department's reports and communications.
 - d. Letters, correspondence, emails or reports to and from and identified Campus Security Authority.
 - e. Any correspondence with the US Department of Education regarding "CLERY ACT" compliance or audits.
 - f. Notice to students about the availability of the Annual Clery Report.

F. File Organization

1. Historic reportable offense reports or incident reports, and related documents to include ARMS Clery Report index documents, will be organized in separate files, by year for three preceding years.
2. Each year's identified documents will be organized by month, with the ARMS Clery Report Index document and then offense by case number.
3. Historic Published Timely Warnings, by date which includes any and all emailing to campus list serve groups, UMPF Website Crime Alert Notices and all E2 Campus Alerts will be organized in separate files by year for three preceding years.
4. Current year reportable offenses and incidents, to include ARMS Clery Reports, will be organized by month, with the offenses by assigned case numbers.
5. Current year published Timely Warning notifications will be made available by publication number.

XII. Collection, Storage, Retrieval and Review of Files

A. Personnel Duties and Responsibilities

1. Collection, retention, storage, retrieval and review of the Annual Clery Report and all records of supporting documentation, compliance correspondence, mutual agency agreements and public notices of availability of the annual published Clery Report from UM will be the primary responsibility of the Technical Services and Records Lieutenant with necessary assigned staff assistants.
2. Accuracy of the Daily Crime Log entries, review and timely entry of "CLERY ACT" reportable crimes or incidents will be the primary responsibility of the UMPF Records Management Section. A periodic review will be completed with necessary assigned staff assistants and will comply with the due dates established by this policy for scheduled periodic review and for submission to the US Department of Education.
3. This schedule of review and submission is to ensure that the Daily Crime Log and all other "CLERY ACT" reportable statistical data reflect up-to-date information and meet the reporting deadline consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f).

B. Periodic Compliance Review

All "CLERY ACT" reportable data will be reviewed in accordance with the schedule herein established. The established review process will be completed by the UMPF Staff assigned to establishing compliance with this policy.

C. Schedule of Review

1. Daily Crime Logs

Daily Crime Logs are reviewed monthly for capture of Clery reportable offenses and internal supporting documentation.

2. Review will be initiated by the 7th of each successive month and completed by the 15th

of each month. The review will be conducted by assigned Support Services Division Staff

3. Referrals for Disciplinary Action

Referrals for disciplinary action are reviewed annually by the Support Services Section of the UMPF. They are submitted annually by the Dean or designee in charge of Discipline and Judicial Proceedings at each school. Forms will be reviewed to determine the level of follow-up required. Review procedures will be initiated no later than March 15th and completed no later than May 15th annually.

4. Records of Criminal Arrests

Criminal records are reviewed annually for statistical data and accuracy in supporting documentation. The review is initiated after December 31st annually and completed by May 15th. The review will be conducted by assigned Support Services Bureau Staff.

XIII. Submission of Statistical Data to the United States Department of Education

A. Due Date for Submission

Submission of all reviewed statistical data will be initiated annually by the 1st of August by means of electronic on-line submission to the US Department of Education's web site. Submission of all "CLERY ACT" reportable statistical data is to be completed annually no later than October 1st.

B. Daily Crime Logs

1. All records entered in the Daily Crime Log, along with related hard copy files will be reviewed monthly for accuracy in classification of offenses.
2. All files will be reviewed by the Support Services Commander or designee.
3. This review and inspection will include a review of hard copy files of reports and documentation for Clery reportable offenses and incidents and will be completed between the 7th and 15th of each month.

4. A monthly report will be forwarded to the Support Services Commander by the Records Section verifying the completion of this review and inspection and noting whether these files were determined to be up to date and accurate and noting any discrepancies found or corrected.

5. Each month the Clery Report will be printed. The report will list each police report by number and will be compared to the UCR to ensure that all reportable Clery crimes are listed. It will then be reviewed by the next level of supervision for accuracy and will appear as part of the Support Services Monthly Report as referenced above.

6. Both the Checklist for Clery Compliance and the Handbook for Campus Crime Reporting will be used as reference.

C. Baltimore Police Records Collection & Retention

1. In support of mandated requirements for compliance by the UMPF regarding the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f), the Records Section will request submission of required reporting from the Baltimore Police Department's Central and Western Districts which surround the University.
2. By February of each year and upon request, the Baltimore Police Department will report crimes in the surrounding identified communities up to a radius of approximately one mile around the campus in any direction and will include reporting areas where UM students, faculty and/or staff may live or visit. A documented follow-up by the Records Section with the Baltimore Police Department will also take place within 60 days.
3. Specific crimes and/or incidents will be reported to the UMPF upon request when those crimes or incidents are responded to by Baltimore Police Officers within one of the identified reporting areas.

4. Calls to or on-view information provided to the UMPF Communications Center or to any UMPF employee that originate with any member of the Baltimore Police Department that may provide information critical to the safety and security of the UM Community, will be handled consistent with this policy and consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f).

XIV. College Incident Emergency Notification to UMPF by Baltimore Police

A. Timely Actions Required
Police Communications Operators, sworn police personnel or non-sworn civilian employees of the UMPF who receive a call or on-view information from any member of the Baltimore Police Department, reporting any of the identified crimes or incidents will ensure the following actions are initiated and completed in a timely manner. In addition, UMPF personnel shall ensure that the flow of information critical to ensuring timely notification to the UM campus community is provided at the earliest opportunity. The information shall be made available to community members, guests and visitors to protect themselves from any potential threats to public safety.

B. Telephone Calls or Faxes

1. If a telephone call, fax or report is received from the Baltimore Police Department regarding a crime or incident, the employee taking the call will record all pertinent information provided by the caller to include the type and nature of the crime or incident, location of the incident, when the incident began, the callers name and callback number, ongoing safety issues or concerns, number and descriptions of suspects sought in the incident or offense, suspect vehicle descriptions, information related to armed suspects or persons, type or types of weapons involved, manner and

direction of travel and contact information of local police investigating this reported incident or offense and any additional special circumstances that may have an impact upon the continued safety and security of the campus community.

2. Upon receipt of a report, the employee recording the information shall notify the on-duty Patrol Supervisor.

3. Patrol Supervisors will then make the following immediate notifications:

a. When the information received constitutes an ongoing immediate threat to safety on campus, (persons sought in crimes of violence or armed persons who are at large in the surrounding communities, vehicles sought for crimes of violence, major traffic accidents impacting the flow of traffic into the campus community or area road closures, loss of services to the region, campus or surrounding communities due to incidents or naturally occurring events and any information impacting the general safety of the campus community or surrounding communities), notify the Director of Public Safety, the Assistant Director of Public Safety and the Operations Commander.

b. Ensure that the information is recorded completely and accurately on an ARMS/CAD Radio Log Event Record, to include all names, telephone numbers and descriptions and follow up notifications made.

c. Forward a copy of the ARMS/CAD Radio Log Event Record and any facsimile report(s) received from the Baltimore Police Department to the Assistant Director of UMPF and to the Support Services Commander for retention in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; Title 20, USC, SS 1092(f).

XV. Emergency Notification System

A. Definition

1. Campus Emergency

The UMPF will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty or staff.

2. Confirmation

Before the notification of students, faculty and staff can take place, the UMPF must verify that an emergency or dangerous situation exists on campus.

B. Procedures and Responsibilities

1. Once an emergency on campus has been confirmed, the procedures used to notify campus students, faculty and staff will include:

- a. Making appropriate notifications to the Communications Center, Supervisor and Director of Public Safety
 - b. Establishing an ICS (Incident Command System) based on the needs of the emergency
 - c. Notification of UM Emergency Management Director (EMD)
 - d. Notification of the Emergency Management Team (EMT) and establishing an Emergency Operations Center (EOC)
 - e. Notification of the Public Information Officer (PIO)
 - f. Determine the need for notifying additional campus resources like the AVP for Communications and Marketing.
2. The following University personnel will respond to a campus emergency:
- a. Incident Commander (IC) – On-scene commander of response operations.
 - b. AVP for Communications & Marketing – Assist the Emergency Management Director in creating and disseminating internal and external messages and identifying the Public Information Officer (PIO).
 - c. PIO – Determines limits on information release, develops press releases, conducts periodic press briefings, arranges for tours

or interviews, releases information to the Incident Commander that may assist in planning, communicates with incident personnel and participates in planning meetings

C. Non-Delay Notice

The UMPF will without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system unless doing so, in the judgment of the responsible official, would compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

D. Notification Authorization and Content

Only designated personnel shall have the authority to create and send messages. Designated personnel shall include the Incident Commander (IC), Patrol Supervisor and designated members of the Emergency Management Team (EMT). The content of the notification shall be consistent with the requirements set forth elsewhere in this Written Directive.

E. Disseminating Information to the Campus Community

1. Email – the following email lists are available to communicate directly with certain stakeholders in the emergency:
 - a. DLFMENT@umaryland.edu (Emergency Management Team)
 - b. DL-Campus Leadership@umaryland.edu (Deans, Vice Deans, Assistant Vice Principals and other campus leaders)
2. e2Campus – Campus Alerts are available to certain EMT campus members, campus staff and students, Communications and Marketing staff and others such as Building Coordinators and Emergency Wardens.
3. Public Address Amplifier System – Voice announcements in campus buildings from one or more central locations including the UMPF.

4. Radio – University Police, Facilities Management and Parking and Commuter Services radios with VHF repeater capabilities.
5. Emergency Wardens – two Wardens for every floor of every building have been trained to act as messengers within their buildings.
6. Building Coordinators – Management-level Building Coordinators are assigned to each building and have been trained to take independent action in an emergency should it become necessary.
7. Runners – The IC or EMD may assign one or more individuals to carry written and/or verbal messages from one location to another.

F. External Notifications

External notifications are used to notify the surrounding community of an emergency on campus. They include:

1. Web-based – can be used in conjunction with the Campus Alert page, the UM homepage, or individual school homepage to notify campus students, faculty and staff or outside campus stakeholders. This will be accomplished in accordance with established protocol as defined elsewhere in this Written Directive.
2. Social Media – Twitter, Facebook, LinkedIn and YouTube can be accessed by the PIO.
3. UM News and UM Facebook organization page can also be accessed by the PIO.
4. Media – TV, Radio and Newspapers can be notified by the PIO.
5. Amateur Radio – Licensed Amateur Radio Operators on campus can be contacted by the Communications Center and a request made for their assistance.

G. Emergency Notification Procedures

1. In the event that campus evacuation is recommended by the Emergency Management Team (EMT) or the

appropriate governmental authority and approved by the President of the University, the following channels will be utilized for disseminating information:

- a. Telephone
 - b. Web
 - c. E-mail
 - d. Voice mail
 - e. Fire Wardens
 - f. Shelter-in Place Coordinators
2. OYNXWorks programming available in the Communications Center has a Voice Amplifier feature which allows for voice communication with buildings on campus and will be used for emergency notifications of all kinds including fire, airborne hazards, civil disturbances, active shooter and dangerous weather conditions.
 3. Evacuation plans are also placed strategically in hard-copy form in each campus building.

H. Availability of the Emergency Notifications Procedures

Campus Emergency Notification Procedures can be found on the website by accessing the Notice of the Annual CLERY Campus Security and Fire Report and in the UM Student Answer Book.

I. Testing Procedures

1. Testing of the emergency Notification System will be accomplished at least annually with drills and exercises and follow-through activities scheduled regularly by the Emergency Management Director (EMD). The test shall evaluate emergency plans and capabilities and can be simulated or live and may include shelter-in-place contingencies and evacuation drills.
2. Each exercise will be documented and include a description of the exercise, the date, time and whether it was announced or unannounced.

(See Written Directive 7.13 “Mass Notification System” and 7.1 “Emergency Notifications” in the Police Force Manual)

XVI Campus Notification Policy for Missing Students Residing on Campus

A. With the exception of the following notifications within the University, the investigation of students reported missing who reside in on-campus residential facilities shall be handled in the same manner as any other reported missing person.

1. Each student who resides in on-campus residential facilities has been allowed to designate an emergency contact.
2. The Associate Vice President for Academic and Student Affairs (AVP) is responsible for notifying the emergency contact within 24 hours after a student is determined to be missing.
3. If the student is under the age of 18, the AVP will notify the parent or guardian.

B. To ensure that these notifications are made in a timely manner, the following policy is being implemented.

1. When investigating a missing student the UMPF will:
 - a. Notify the Associate Vice President for Academic Affairs (AVP) that a report has been made and that an investigation has been initiated. This information shall be communicated through the chain of command to the Operations Commander who will notify the AVP.
 - b. Initiate an appropriate investigation to determine the validity of the missing person report.
 - c. Make a determination as to the status of the student reported missing.
 - d. Report promptly to the AVP through the chain of command in the event the student is determined to be missing so that the AVP may comply with the rule that a student's emergency contact must be notified within 24 hours of the determination.
 - e. Report timely to the AVP through the chain of command in the event the student is not determined to be missing at the time of the initial investigation.

f. Initiate follow-up steps, as required, in consultation with the AVP. Follow-up investigations may also be required by the UMPF.

C. The General Manager for University Housing will be required to develop a system for obtaining/modifying/storing the emergency information and will keep all such records confidential as required by the Family Educational Rights and Privacy Act.

D. The Associate Vice President for Academic and Student Affairs will have primary oversight responsibilities for the University's Missing Person's policy and procedure.

(See Written Directive 6.44 "Missing Persons")

Antonio Williams
Chief of Police
Assistant Vice President for
Public Safety