



**Annual Campus Security
&
Fire Safety Report**

2010



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Non-Discrimination Statement

Towson University’s policies, programs, and activities comply with federal and state laws and University System of Maryland policies prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability and sexual orientation.

1.00 INTRODUCTION

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” (Clery Report) as amended by the Higher Education Opportunity Act of 2008, requires institutions of higher learning to prepare, publish, and distribute a report concerning certain campus crime and fire statistics, as well as policies concerning security, personal safety, fire safety, emergency response and missing on-campus residential students, on an annual basis through appropriate publications, mailings or computer networks to all current students and employees, and all prospective students and prospective employees upon request. This publication contains the annual report concerning specific campus crime and arrest statistics, fire statistics, as well as information about campus policies and practices intended to promote awareness, campus safety and security.

Copies of this report may be obtained from the Towson University Office of Public Safety, 8000 York Rd. Towson Md. 21252 or by visiting the Office of Public Safety Web page located at:

www.towson.edu/adminfinance/publicsafety

Public Safety and Emergency Preparedness Videos

The university produced a Campus Safety video as part of fulfilling President Caret’s 2010 initiatives. The video provides an overview about the police department and information on crime prevention tips, personal safety information, escort service, blue light phones, residence hall security, fire safety and health services. All members of the campus community are invited and encouraged to view the video:

<http://www.towson.edu/adminfinance/facilities/police/campussafety/campussafetyvideo.asp>

The university has also prepared a video about emergency preparedness that can be viewed by following this link:

<http://www.towson.edu/adminfinance/facilities/police/campussafety/emergencyprep.asp>

2.00 TOWSON UNIVERSITY POLICE DEPARTMENT

(Policies Concerning Law Enforcement)

The Towson University Police (TUPD) is part of the University System of Maryland and has the authority and responsibility to enforce, on University property, all applicable local, state, and federal laws. The Towson University Police Department is comprised of the following:

- Assistant Vice President - Office of Public Safety & Chief of Police
- Deputy Chief of Police
- Patrol Bureau
- Operations Support Bureau
- Administrative and Technical Services Bureau



2.01 Police Authority

The Towson University Police Department was empowered as a law enforcement agency in 1976 with the responsibility of providing a full range of police and security services to the university community. The agency’s 42 sworn police officers are vested with full police authority under the provisions of the **Education Article § 13-601 Annotated Code of Maryland**. They are all police academy graduates and are fully certified by the Maryland Police Training Commission in all areas of law enforcement responsibility. Their responsibilities involve enforcing State and local laws, campus regulations, and providing protection and service to the university community. The agency also investigates most

criminal incidents that occur on university property. A memorandum of understanding has been established with the Baltimore County Police Department. See **2.10**.

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 **410-704-2133** or by using a **“BLUE LIGHT” campus emergency telephone**. Telephone numbers for additional services and individuals may be found under **“Police, University”** in the campus telephone directory. Besides being fully prepared to respond to any emergency and to investigate criminal offenses, the TUPD emphasizes a philosophy of **quality service** to all members of the university community. The agency has adopted the philosophy of community policing in an effort to improve the overall quality of campus life.

The department maintains lost and found items to assist the campus community in the recovery of lost property. Police personnel also provide assistance to persons with vehicles disabled on campus or when keys are locked inside a vehicle. The agency added specially equipped bicycles to its fleet of marked and unmarked police vehicles in 2001. Ten specially trained officers use the bicycles during routine and directed patrol activities, selective enforcement, and special events.



2.02 Mission Statement

The mission of the University Police, Towson University is to provide a safe and supportive environment for the university community through professional law enforcement, prevention of crime, intervention with offenders, problem solving, and community participation. **Integrity, fairness, and service** will guide our every action as we fulfill our commitment to the university and each other.

2.03 Office of the Director of Public Safety

The Assistant Vice President for the Office of Public Safety & Chief of Police is the chief executive officer of the Towson University Police and reports directly to the Senior Vice President and Chief Fiscal Officer for Administration and Finance. The Chief, as the agency’s chief executive officer, is responsible for the overall management and administration of the agency, including operational efficiency, budgeting, planning, responding to the needs and inquiries of the public, and maintaining interactions with county, state, and federal agencies.

2.04 Deputy Chief of Police

The Deputy Chief of Police is responsible for the day to day functioning of the police department and serves as the acting chief in the absence of the Chief of Police. The Deputy Chief of Police also commands the Administrative and Technical Services Bureau.

2.05 Patrol Bureau

The Patrol Bureau consists of, but is not limited to, the units, personnel, and functions of:

- Patrol Bureau Commander;
- Administrative Assistant (shared);
- Patrol Squads;
- Special Events; and
- Security Escort Services.

The department is complimented with support staff *police aides* who assist with calls for service that do not require fully sworn officers. The Patrol Bureau Commander is an administrative ranked officer who reports to the Deputy Chief of Police and has responsibilities that include, but are not limited to, all matters pertaining to the efficient and effective administration and command of the Patrol Bureau.

2.06 Operations Support Bureau

The Operations Support Bureau consists of, but is not limited to, the units, personnel and functions of:

- Operations Support Bureau Commander;
- Administrative Assistant (shared);
- Community Crime Reduction Unit;
- Communications Unit; and
- Information Support Services (Central Records).

The Operations Support Bureau Commander is an administrative ranked officer who reports to the Deputy Chief of Police and has responsibilities that include, but are not limited to; ensuring the day-to-day operational efficiency of personnel and functions assigned to the Operations Support Bureau, including the management of contract security services operations.

Police Communications Operators staff the agency's communications section 24 hours 365 days a year.

2.07 Administrative and Technical Services Bureau

The Administrative and Technical Services Bureau consists of, but is not limited to, the units, personnel, and functions of the:

- Administrative and Technical Services Bureau Commander;
- Administrative Assistant;
- Police Planner;
- Professional Standards Sergeant;
- Logistics Officer.

The Administrative and Technical Services Bureau Commander currently serves as the Deputy Chief and reports to the Assistant Vice President of the Office of Public Safety & Chief of Police. In addition to the duties as Deputy Chief of Police, this person also has responsibilities that include, but are not limited to:

- Serving as the agency's Internal Affairs Commander;
- Serving as the agency's primary public information officer;
- Serving as the chair of the Awards Committee;
- Administering the agency's information technology development programs;
- Coordinating agency budget and fiscal affairs;
- Coordinating agency human resources functions;
- Managing agency facilities;

- Managing the agency's fleet activities; and
- All other matters pertaining to the command of the Administrative and Technical Support Bureau and the efficient and effective administration thereof.

2.08 Contract Security Services

Towson University has retained the services of a private security company to provide skilled security services on campus. Security officers are responsible for providing highly visible security patrols focused around residence halls during certain days of the week. They also screen access to student residences halls daily from 11pm to 6:30 am. The Department of Housing and Residence Life employs students to conduct access screening activities when contracted security guards are not on-duty. It is policy that all contract security personnel promptly report all criminal or non-criminal incidents to the TUPD.

2.09 Uniformed Secondary Employment

Towson University Police has established a program employing police officers from other jurisdictions to supplement the current established staff during times when additional staffing for events or emergency circumstances are required in order to carry out the operations. Approximately 20 officers are used as needed.

2.10 Allied Police Support

A memorandum of understanding for the coordination of law enforcement responsibilities between the Towson University Police and the Baltimore County Police has been in effect since June 2000. This document clarifies and affixes police responses to emergencies, investigation of certain crimes and jurisdictional boundaries. The TUPD also uses resources and assistance from allied agencies, such as the Maryland State Police and Baltimore County Police, when more sophisticated investigative resources are required.

3.00 ENVIRONMENTAL HEALTH AND SAFETY

Environmental Health and Safety (EHS) is an organizational component that reports to the Office of Public Safety (OPS) and the Assistant Vice President for the Office of Public Safety & Chief of Police. EHS monitors the university to minimize risks in campus health and safety. Whether addressing indoor air quality or waste management, EHS provides centralized, state-of-the-art education, inspections and hazard management that increase compliance with federal, state and local standards. In doing so, our department helps to maintain a safe and secure environment for the campus community to learn, work and live. Major activities of EHS involve, but are not limited to:

- [CPR/AED Information and Training](#)
- [Chemical Safety](#)
- [Hazard Communication Program](#)
- [Employee Safety Program](#)
- [Fire Safety](#) (See also **15.00 ANNUAL FIRE SAFETY REPORT.**)

4.00 EMERGENCY PREPAREDNESS

A police corporal is assigned to EHS to staff the Office of Emergency Preparedness and coordinate the university's emergency preparedness plans and operations. The safety of the Towson University community during an emergency is predicated on detailed planning as well as building awareness about how the plans will be implemented. Students, faculty, staff and visitors will be better prepared in an emergency if they know how the university will respond, where they can find information, and what they should do.

An Emergency Operations Plan has been approved by the Office of the President. An emergency preparedness website has been established to be an essential tool for sharing plans and providing relevant information in case an emergency arises at Towson University or in the surrounding area. The website is:

<http://wwwnew.towson.edu/main/abouttu/emergencypreparedness/>

4.01 Emergency Resource Guide

This guide provides recommended procedures for responding to certain emergencies. Many of these procedures are adapted from the Towson University Crisis Management Plan. This guide should be easily accessible in offices and other workspaces and used as a ready reference to supplement good judgment and common sense. It can be found at:

<http://wwwnew.towson.edu/adminfinance/facilities/police/documents/EmergencyProceduresGuide1.pdf>

5.00 ACCESS CONTROL

The OPS Security Access Control unit is responsible for securing the admission to and use of campus buildings through electronic security systems, such as video surveillance and access control systems. We maintain the database that dictates campus-wide access controls and serve as consultants on security and access on all new construction projects. In our role of overseeing the lock shop, we also manage the proper distribution of keys and key access on campus.

The Lock Shop provides the following services:

- Repairing and replacing doors, door closers, and door hardware
- Repairing automatic opening doors, e.g., ADA door operators
- Repairing electronic security access devices such as card readers
- Rekeying locks
- Cutting and issuing keys
- Purchasing and replacing interior signage



People who need new keys should ask their departmental key coordinator to complete an access request, have it approved by the department head, and faxed to 410-704-3060 or sent by campus mail to the OPS central key coordinator. Departmental key coordinators will be notified when keys are ready for pickup.

- [Access Control Policy](#)
- [Access Request Form FY 2010](#)
- [Key Liability Form](#)

The central key coordinator is responsible for ensuring proper key policies and records are maintained by all departments on campus. The key coordinator trains departmental key coordinators, conducts audits, assists with problems that arise and performs other duties as required.

6.00 REPORTING CRIMINAL ACTIVITY

The Towson University Police Department has primary jurisdiction and responsibility for investigating crimes and providing police services to the Towson University community. Police services are available 24 hours a day, every day of the year. The police department headquarters is located on campus on Towsontown Boulevard between Osler Drive and University Avenue. In keeping with federal guidelines, it is the policy of Towson University that all crimes reported to any campus official must be relayed to the University Police. Professional and pastoral counselors are exempt from this requirement when they are acting in their official capacities.

The agency works cooperatively with both the Baltimore County Police Department and the Maryland State Police in matters of mutual concern. Refer to section **2.10**. A written cooperative agreement has been established between the University Police and local law enforcement.

6.01 Emergencies

Anyone who is the victim or witness of a crime on campus should **immediately** call the University Police **at extension 4-2133** (410-704-2133) or by pushing the red emergency button on any blue light or yellow emergency phone. Also, fire and medical emergencies should be reported by calling **911** from any telephone, including cellular. The TUPD has staff on duty and available to assist 24 hours a day, every day of the year.



6.02 Procedures

A uniformed police officer is dispatched to conduct an initial investigation, gather information and seek physical evidence whenever a crime is reported. The investigating officer attempts to determine the basic facts by questioning all persons involved in the incident as well as any witnesses. Basic and necessary questions, including home address, telephone number, and date of birth, are asked. Please bear in mind that the police officer, by asking detailed questions, is attempting to solve the crime and apprehend any one responsible for the crime. The crime scene (area where the incident occurred) must not be disturbed in order to preserve physical evidence such as fingerprints. Each member of the university community is asked to be observant and to pay attention to descriptions of persons, including clothing worn, and vehicles, including license plate numbers. Any suspicious person observed in or around your residence facility, classroom, office or work area should be reported to University Police **immediately at extension 42133 or 410-704-2133**.



If additional information is needed after the initial inquiry, a patrol officer or a detective from the TUPD Community Crime Reduction Unit (CCRU) will be assigned to conduct a follow-up investigation. Towson University is committed to doing everything possible to assist crime victims and witnesses.

When you report a crime to the University Police, or are interviewed as a witness, the investigating officer will provide you with a Victim and Witness Assistance Guide. This brochure contains important information to aid in coping with your experience. Information and assistance to victims and witnesses, including referrals to routine and emergency counseling resources, and legal, medical, and social service referrals are available from the University Police Department 24 hours each day. Additional services, such as case status information, court liaison, and crime prevention information are available by contacting the Community Crime Reduction Unit through TUPD Communications at 410-704-2505.

6.03 Limited Voluntary/Confidential Reporting

The TUPD encourages anyone who is a crime victim or witness to promptly report the incident to the police. Because police reports are public records under state law, the TUPD 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 campus security authorities, as described in section **6.04**

Professional and pastoral counselors are exempt from certain reporting requirements when they are acting within the scope of their professions. The university encourages counselors and clergy; if and when they deem it appropriate, to tell the people they counsel about how to report crimes on a voluntary, confidential basis to any Campus Security Authority (CSA).

6.04 Campus Security Authorities

The Clery Act mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to Campus Security Authorities (CSAs). The intent of including non-law enforcement personnel as CSA is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

A Campus Security Authority is:

- A campus law enforcement unit;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department, such as an individual who is responsible for monitoring entrance into school property, such as an access monitor;
- An individual or organization specified in a school's campus security statement as the individual or organization to which students and employees should report criminal offenses; and
- An official of a school who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Although we encourage the reporting of campus criminal activity directly to the TUPD, in some instances members of the campus community may choose to file a report with one of the other campus security authorities. CSAs should immediately report any reportable incident to the university police by downloading and completing a "[Clery Incident Report](#)" form. Send completed reports to the TUPD by email, fax, or campus mail. The university police also send annual letters to CSAs to solicit any reportable crimes. The university's list of CSAs is updated annually.

CSAs – Organizations & Titles

- | | |
|---|--|
| <ul style="list-style-type: none">• University Police• Housing & Residence Life<ul style="list-style-type: none">○ Director & Assistant Directors○ Residence Life Coordinators• Student Affairs<ul style="list-style-type: none">• Vice President & Associate Vice Presidents• Diversity Resources<ul style="list-style-type: none">○ Diversity & Equal Opportunity Office – Special Assistant to the President for Diversity & Equal Opportunity○ Fair Practices Officer○ African American Cultural Center – Director○ Jewish Cultural Center – Director• Campus Ministry Center (except when acting as a pastoral counselor)<ul style="list-style-type: none">○ Religious Staff Coordinating Council○ Interfaith Campus Ministers Association• Commuter Student Association• Student Day Care Center – Director• Disability Support Services – Director | <ul style="list-style-type: none">• Office of Student Conduct & Civility Education<ul style="list-style-type: none">○ Director○ Associate & Assistant Directors• Campus Recreational Services<ul style="list-style-type: none">○ Director & Associate Director• Student Activities<ul style="list-style-type: none">○ Director & Assistant Director○ Greek Life Coordinator• Women's Center – Director• Athletics<ul style="list-style-type: none">○ Director○ Associate Directors○ Head & Assistant Coaches○ Trainers & Assistant Trainers• International Student and Scholar Office• Study Abroad Office• Contract Security Professionals (see section 2.08) |
|---|--|

6.05 Staff and Faculty Disciplinary Referrals

Regardless of criminal prosecution decisions, all criminal cases involving students are referred by the TUPD to the university's Office of Student Conduct and Civility Education. When there is evidence that a student has committed a crime on campus, disciplinary actions at the university may proceed whether or not criminal charges involving the same incident have been adjudicated or dropped. See also the [Towson University Code of Student Conduct](#).

6.06 Annual Clery Notice Distribution

The Towson University “Clery Notice” is distributed by email every October to all current students and employees. The “Clery Notice” is also available through various web sites and printed in several campus publications to ensure wide dissemination and satisfy federal law mandates.

This table summarizes various “Clery Notice” compliance mechanisms.

Distribution Method	Current Students	Prospective Students	Current Employees	Prospective Employees
TU Web Site – Home Page	X	X	X	X
TU Admissions Web Site	X	X		
TU Brochure – Transferring to TU	X	X		
TU Student Catalogue	X			
TU Office of Public Safety Web Site	X	X	X	X
TUPD Web Site	X	X	X	X
TUPD – Hard Copy	X	X	X	X
Environmental Health & Safety Web Site	X	X	X	X
Office of Human Resources Web Site	X	X	X	X
OHR Employment Application			X	X
OHR New Employee Packet				X
Daily Digest – Annual Announcement	X		X	
Annual (Oct.) All-Campus Email	X		X	
Events & Conference Guest Guide	X		X	

6.07 Police Daily Crime Log

A daily log of all criminal offenses reported on the campus is maintained by the TUPD and is available for public inspection between the hours of 8 AM and 4 PM, Monday through Friday, excluding holidays when the university is closed. The Crime Log may also be viewed on the TUPD web site by clicking on the link for [Crime Log](#).

The police department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

The police department’s crime log covers at least the most recent 60-day period, and it is open for public inspection during normal business hours. Printed crime log information dating back more than 60 days will be made available for inspection within two business days of a request.

7.00 CRIME PREVENTION

The TUPD has worked with other university departments to develop a very active and comprehensive program with the objective of preventing crime to the fullest extent possible through awareness and participation of the university community. While the Towson University Police Department may offer advice and assistance regarding campus safety, all persons have certain responsibilities for their own safety.

The dedicated men and women of the TUPD committed to the principles of community policing. As proof of this commitment to campus safety, the agency has received the Governor's Crime Prevention Award for Excellence for 26 consecutive years.

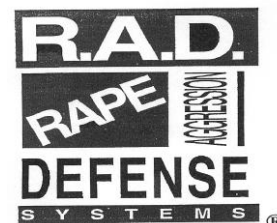
Crime prevention and awareness programs are delivered during freshman orientation programs. The university community is also regularly informed of crime trends, safety, and special programs through the agency's web site, pamphlets, flyers, the Crime Log, news articles and the Police Blotter in *The Towerlight*. Crime Alerts (Timely Warnings) are also made through the university's electronic mail system as described in section 8.00.

The CCRU provides informational seminars on request from any university department, student organization, or residence hall. Officers may be requested to speak on a variety of topics such as rape, sex assault, theft, and robbery prevention, drug and alcohol awareness, safety concerns and advice about personal defense.

Members of the University Police also routinely participate in classroom discussions on these and other crime prevention subjects when invited by the faculty. An officer regularly attends Student Government Association meetings to answer any questions and provide information relative to crimes and crime trends on campus.

Operation Identification allows any member of the university community to have personal property engraved with a driver's license or other identifying number to facilitate the recovery of property that is lost or stolen. Any academic or administrative department may also request that a security survey be conducted by the Community Crime Reduction Unit to identify areas of potential risk and to offer recommendations to enhance security.

The TUPD has partnered with other departments on campus to offer the Rape Aggression Defense (R.A.D.) program. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. It teaches realistic self-defense tactics and techniques for women. R.A.D. is not a martial arts program.



Anyone wishing to request crime prevention service, or wanting more related information should contact the Community Crime Reduction Unit through TUPD Communications at 410-704-2505.

Officers also distribute "Gotcha!" crime prevention notices when offices and residence hall rooms are found open and property is left unattended.

7.01 Campus Safety Education

The TUPD Community Crime Reduction Unit works closely with various campus departments to provide security and safety programs, presentations and workshops throughout the year. Numerous brochures and pamphlets relating to crime prevention and personal safety are made available. What follows are examples of our community outreach programs for crime prevention and safety education.



- **Police & Community Relations Council:** This advisory group is composed of seven faculty / staff members and two students that meet monthly at various locations around the campus so that representatives can raise safety, security, and policing of concern to faculty, staff and students to the TUPD. In turn, university police representatives, can explain what the agency is doing to assure safety on campus. Council members are expected to take this information back to their departments and residence halls and, when necessary, to communicate with the President’s Advisory Council.
- **Community Meetings:** Agency liaisons periodically meet with formal community organizations to exchange information and ideas related to policing, security, and other related community concerns.
- **Presentations:** Various groups are addressed with crime prevention information adapted to fit the audience. These programs include, but are not limited to:
 - **TU Cares:** Crime prevention information and safety tips to new students and their parents;
 - **International Student Orientation:** Crime prevention information, safety information, and information on American policing philosophies and operations is presented to new international students;
 - **Destination Towson:** Crime prevention and safety tip information is presented to prospective students and their parents;
 - **Open House:** Crime prevention and safety tip information is presented to student, staff, and faculty attendees of the university’s open house programs;
 - **Resident Assistant Training:** Resident Assistants for Housing and Residence Life (HRL) are trained in certain aspects of drug identification and recognition;
 - **Athletic Teams:** Information is provided in conjunction with the Athletic Department to athletes about alcohol and drug abuse, sexual assault, and gambling;
 - **Daycare Center:** Safety presentations and literature are provided to the staff and children at the university’s on-campus daycare center;
 - **Peer Educator Training:** Information is provided in conjunction with the Counseling Center to peer counselors about alcohol and drug abuse and sexual assault;
 - **Mascot Basketball Game:** The agency provides McGruff the Crime Dog at an annual mascot basketball game in order to distribute crime prevention literature to spectators and age appropriate literature, workbooks, and coloring books to young children in the audience.
- **Alcohol Awareness:** Alcohol awareness programs include, but are not limited to:
 - **Safe Summer Send-Off:** In conjunction with the university’s Health Center, students and staff are given the opportunity to wear “Fatal Vision” goggles to simulate some effects of alcohol consumption;
 - **National Collegiate Alcohol Awareness Week:** A mock vehicle rescue and DWI arrest are staged to demonstrate the effects of driving while intoxicated. The activity is held in conjunction with the university’s Counseling Center and the Baltimore County Fire Department;
- **Rape Aggression Defense (RAD):** This nationally known and respected program of realistic self-defense tactics and techniques for women. The R.A.D. System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training. is taught to female students, faculty, and staff in a cooperative arrangement with the Student Government Association;
- **Operation ID:** Engravers are loaned to community members to help prevent theft and assist in recovering stolen property;
- **Crime Prevention Through Environmental Design (CPTED) and Security Surveys:** Agency employees evaluate security related matters and make suggestions for improvements in physical security systems. This includes night walks to evaluate lighting and foliage, reviewing construction and renovation plans, and conducting related surveys of various academic, administrative, and support facilities on campus;

- **GOTCHA Program:** Printed notices are left in areas and offices that are discovered to be inappropriately unsecured or unlocked;
- **TU Police Internet Site:** The agency’s website is regularly updated with crime prevention tips, crime statistics, crime alerts, and the agency’s newsletter;
- **[TUPD Facebook Account;](#)**
- **[TUPD YouTube Account;](#)**
- **Emergency Telephones:** Direct connect emergency and “blue light” phones are strategically placed throughout campus;
- **CCTV Cameras:** The university is increasing its use of CCTV systems to , deter, and investigate crime.

Brochures, pamphlets and handouts distributed each year to students, staff and faculty.

- New Employee Orientations
- TUPD Guide to Personal Safety
- Outsmarting Crime - A personal guide to safer living
- Street Sense - It's Common Sense
- TUPD Workplace Safety
- Take Crime Prevention to Work
- Flyer concerning the Rape, Aggression, Defense (RAD) Program on campus
- Flyer concerning the SAFEWALK/RIDEVAN program on campus
- Flyer concerning general information about TUPD, including phone numbers,
- Towson University Emergency Resources Guide
- TU Cares Orientations, Open Houses, and Student Orientations
- TUPD Guide to Personal Safety
- Towson University Policies and Procedures Guide - current year's issue
- Fire Safety on Campus
- Fairy Tale Brochure – Myths about seat belt use
- 08 - If you Blow It, You Blew It
- TUPD Crime Prevention Tips
- Sexual Assault - Anyone can be a victim
- STAR Center (Sexual Trauma Treatment Advocacy and Recovery Center) Safety Tips; concerning reducing the risk of becoming a victim of sexual assault
- Rape, Aggression, Defense (RAD) Program on campus
- SAFEWALK / RIDEVAN program on campus
- TUPD general information flyer – Phone numbers, website, Clery Information.

7.02 Campus Residence Halls

Every residence hall on campus is locked 24 hours a day and requires a TU OneCard to access the exterior front doors and the elevators. Keys are required to enter individual rooms. Only residents, their registered and escorted guests, and those persons with *bona fide* business to conduct, such as university employees, are allowed to enter these facilities. Contract security officers are stationed in occupied residence halls between 11PM and 6:30 AM and Housing and Residence Life staff the desks with Community Center staff and/or Resident Assistants during at all other times to ensure only appropriate persons enter.



Campus residents are reminded that crime can happen anywhere, at any time to anyone. Towson University is not a sanctuary or a crime free zone. Residents must take personnel safety issues very seriously. Crime prevention is everyone's responsibility. Residents should be especially mindful of these crime prevention practices:

- Keep room and apartment doors locked at all times. **Never** prop open the exterior doors, and doors to your room.
- Secure all valuables out of sight.
- Do not leave personal property unattended.
- Report all suspicious activity or persons immediately to the Towson University Police Department.
- Never walk alone at night and always stay in well-lit areas.

Several residence halls along with some university parking garages and a number of campus areas are equipped with recorded closed circuit television cameras. Closed circuit television cameras **are not** monitored real time.

Emergency telephones have been installed at locations throughout the campus, including each level of all parking garages. Everyone should be alert for any suspicious activity or other emergency and use the **blue light or yellow phone** for immediate contact with the University Police.

7.03 Escort Services

Campus escort programs aim to improve the safety of individuals traveling alone on campus at night. The programs run from nightfall until 7 a.m. and can be arranged by calling 410-704-SAFE (7233). Safewalk, ride-van, and individual escort services are available.

Safewalk uses police aides to escort people walking across campus alone between dusk and midnight.



Escorts dressed in blue uniforms and equipped with radios will meet individuals at any central campus location and walk them to a chosen campus destination or shuttle stop if shuttles are running.

Point-to-point service is available to transport individuals traveling alone in outlying campus areas from midnight to 6 AM Monday through Friday and 10 PM to 6 AM Saturday and Sunday. The ride-van travels to all on-campus destinations accessible by a vehicle. The walking escort service is available to assist in getting you to a serviceable location if your pick up or drop off location is not accessible by vehicle.

8.00 CRIME ALERTS

In order to safeguard the campus community, to increase crime awareness and to meet our timely warning commitments, (subject to the availability of accurate information) campus Crime Alerts will be distributed as soon as possible following the reported incident. The circumstances of any particular situation coupled with the police department's evaluation of the situation and threat potential will determine the need and manner for issuing a Crime Alert.

Crime Alerts will generally be issued whenever a violent or major property crime is reported on or nearby campus and the TUPD believes the incident places the campus community at risk. The alert process will minimally involve a combination of all-campus e-mail postings and posting on the TUPD web site. Physical postings of bulletins in designated campus residential areas may be an option depending upon the circumstance.

CRIME ALERT	
TIMELY WARNING	
DATE	
Towson University Police Department	410-704-2133
CRIME ALERT	
Crime Alerts are posted in an effort to make the Towson University Community aware of any situation that poses a potential threat to the safety and well-being of those who live, work, study and visit the campus. By keeping you aware of crimes occurring in our community the University Police hope to encourage you to become actively involved in crime prevention. Personal safety practices and knowledge are your best defense against crime. This alert has been approved by Col. Bernard Oest, Director of Public Safety and is mandated to promote safety on campus and comply, in part with the House Chap. Disclosure of Campus Security Police and Campus Crime Statistics Act of 1990.	
REPORTED OFFENSE - ASSAULT - DISPLAYED A WEAPON	
Police are investigating a report of an assault that occurred Wednesday morning, May 8, 2002 between 1:30 and 2:00 am, when an unknown male subject approached a female student who was sitting near the rear of Pauleyman Hall. The subject approached the woman from behind, and then grabbed her with one arm around her body between her neck and chest. The woman saw a small pocket knife in the suspect's hand. The woman told police that he was able to spray pepper spray at the suspect who fled the scene. No injuries were sustained by the victim. This case is under review by the suspect.	
SUSPECT DESCRIPTION:	
1. Male of white woman's ethnicity, though the skin tone on the arm the victim saw was light colored, possibly white. No further description available.	
CRIME PREVENTION TIPS:	
1. Try always to find a friend to accompany you while late at night. Even when planning to be just a short time.	
2. Be mindful of your surroundings and place a safe distance between you and potential hitting places.	
3. Report any and all suspicious people and incidents to police immediately.	
For more information on campus crime and safety, please visit our website at http://pages.towson.edu/p-1100	

Available information that will be in alerts includes, but is not limited to:

- Description of the incident, such as the type of crime, date, time, and location;
- A physical description the offender; and
- Safety notice, when practical, specific to the incident.

9.00 SEXUAL ASSAULT AND HARASSMENT PREVENTION

Towson University is committed to creating a safe and secure campus environment that is free from acts of intimidation or the fear of falling victim to a sexual assault or hate violence. These university departments contribute greatly toward this effort.

- Counseling Center (410-704-2512)
- Women's Center (410-704-2666)
- Towson University Police Department (410-704-2133)

9.01 Sexual Assault Safety Procedures

People who believe they have been sexually assaulted or who have been the victim of any sex offense should immediately report the incident to the TUPD calling X4-2133 or 410-704-2133. The following is strongly suggested.

- Get to a safe place;
- Call the police immediately;
- If you are not sure about prosecution, but you might want to later, you are encouraged to immediately file a police report in order to obtain a medical evidentiary examination. You always have the right to change your mind and not to pursue a criminal complaint.
- If you are not sure what to do, you can call the Rape Crisis Hotline at 410-828-6390 or The Maryland Coalition Against Sexual Assault at 1-800-938-RAPE (7273). The advocate will provide you with options and you will not have to give your name;
- Do not bathe, shower, douche, change your clothes or disturb anything at the crime scene. Extremely valuable physical evidence can be obtained from you, your clothing and objects at the scene of the crime; and

- If you do not wish to make a report to the police, you are still encouraged to seek professional medical advice. It is important not to forget the possibility of sexually transmitted diseases and/or pregnancy.

9.02 Physical Evidence

The timely preservation of physical evidence is essential to the successful prosecution of most sex offenses. Considering the time sensitive nature regarding the preservation and collection of such evidence, it is essential that the police department be contacted as soon as possible.

Due to the sophisticated investigative resources required to properly investigate certain sex crimes, the TUPD has entered into an agreement with the Baltimore County Police Department to take primary investigative responsibility for investigating first and second degree rapes and first and second degree sex offenses. The TUPD will also assign an investigator to facilitate internal university incident management and internal judicial affairs processes.

Maryland police departments offer reported victims of rape and sexual assault the opportunity to have SAFE exams (Sexual Assault Forensic Examination) regardless if victims want to initiate or cooperate with an investigation into the incident. GBMC (Greater Baltimore Medical Center) is the local health care facility that performs SAFE exams. Victims have SAFE exam options that are:

- SAFE exam with immediate police involvement;
- Medical examination only by an emergency department physician; and
- SAFE exam with a deferred reporting option (DRO) that will be explained by a Forensic Nurse Examiner.

9.03 Sexual Assault Education/Prevention Programs

The university offers various sexual assault education and prevention programs throughout the year. A central repository for all campus educational programs relating to sexual assault has been established in the University Police Department's Information Support Services Unit. All faculty, staff or student groups providing or sponsoring such programs are responsible for forwarding program information to the University Police in a timely fashion.

9.04 Administrative and Judicial Considerations

Accusers and accused are entitled to the same opportunities to have others present during any campus disciplinary proceedings in cases of alleged sexual assault. Both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. Possible sanctions for rape, acquaintance rape, or other forcible or non-forcible sex offenses following an on-campus disciplinary proceeding include censure, social probation, termination of residence contract, or suspension or expulsion from the university. For more information, see The Towson University Student Code of Conduct:

<http://www.towson.edu/studentaffairs/policies/conduct.asp>

Assistance will be made available in changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available. Counseling, mental health and other student services are available, both on campus and in the community, for victims of sexual assault. Counselors with Towson University are not considered Campus Security Authorities, when acting in their professional counseling roles and therefore, are not required to report statistics concerning incidents of sexual assault. Contact the Counseling Center (410-704-2512) for

more information. Please also refer to the Towson University and University System of Maryland policies that are

<http://www.usmd.edu/regents/bylaws/SectionVI/VI130.html>

and

[https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.30 Sexual Assault Policy and Procedures.pdf](https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.30%20Sexual%20Assault%20Policy%20and%20Procedures.pdf)

Please call the TUPD at 410-704-2505 for more information about campus safety, university security policies or crime prevention services. Members of the university community can take positive measures to prevent crime by being aware that crime does occur on campus. Some positive measures include locking doors, keeping valuables in a safe place, avoiding walking in areas that look unsafe or are not well lighted, utilizing the campus escort service, and being alert to surroundings.

10.00 REGISTERED SEX OFFENDER INFORMATION

Various statutes, including the federal Campus Sex Crimes Prevention Act, requires higher education institutions issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders can be found. Maryland sexual offender registration information, including registrants employed or enrolled at Maryland higher education institutions can be found at:

<http://www.dpscs.state.md.us/sorSearch/>

11.00 SUBSTANCE ABUSE

Towson University's complete policy on substance abuse for Faculty, Staff, and Students can be found at:

[https://inside.towson.edu/generalcampus/tupolicies/documents/07-01.10 Policy on Substance Abuse for Faculty, Staff, and Students.pdf](https://inside.towson.edu/generalcampus/tupolicies/documents/07-01.10%20Policy%20on%20Substance%20Abuse%20for%20Faculty,%20Staff,%20and%20Students.pdf)

11.01 Alcohol Policies

Any person using alcoholic beverages while on the campus of Towson University shall be responsible to all civil and university authorities for compliance with state and county laws and the University Alcohol Policy. It is illegal in the state of Maryland for anyone under the age of 21 to purchase, possess, or consume alcohol or to falsify or misrepresent his or her age to obtain alcohol. It is also illegal in Baltimore County to possess alcohol in an open container in any public area that has not been specifically designated as a location in which alcohol may be consumed.

11.02 Drug Policies

The use, possession, and/or sale of illegal drugs are violations of Towson University's Code of Conduct, the faculty contract, and the terms of employment of administrative, classified and contingent staff. Faculty, students and employees who use, possess or sell illegal drugs are subject to criminal prosecution as well as administrative disciplinary actions, including mandatory counseling, suspension or dismissal.

11.03 Enforcement

The possession, sale or furnishing of alcohol and illicit drugs on the University campus is governed by the Towson University Policy on Substance Abuse for Faculty, Staff, and Students, the University Code of Conduct and state and federal laws. These laws are strictly enforced by the Towson University Police Department. Violators are subject to University disciplinary action, criminal prosecution, fines and/or imprisonment.

11.04 Education

Numerous drug and alcohol abuse prevention programs are presented each year through a cooperative effort of many university departments. Alcohol counseling and drug rehabilitation programs and referrals are available at the University Counseling Center. See also:

<http://wwwnew.towson.edu/counseling>

11.05 Alcohol Education

Towson University has implemented a comprehensive prevention program to help our students make the safest, healthiest decisions possible. The university has adopted Alcohol Edu for College, a Web-based alcohol prevention program being used at more than 350 colleges and universities around the country. The program uses the latest prevention techniques and science-based research to educate students about the impact of alcohol on the mind and body whether or not the student drinks alcohol.

Every incoming first-year Towson University student will be asked to take Alcohol Edu for College and pass the course's final exam by a certain date and preferably before arriving on campus. Because it is available online, students need only a computer with Internet access and audio capabilities to take the course.

While Towson University is committed to making a difference with our students, we also understand that parents are the first line of defense against alcohol misuse and abuse. Additionally the university also makes the course available for parents to review to help them when having a discussion with their son or daughter about alcohol. We are confident that Alcohol Edu for College will help ensure our students' success at Towson University and in the future. More information on this program can be found at:

<http://www.outsidetheclassroom.com/solutions/higher-education/alcholedu-for-college.aspx>

12.00 CAMPUS FACILITIES ACCESS AND SECURITY

12.01 Access to Campus Facilities

Academic buildings are generally open from 7 AM to 10:30 PM, Monday through Friday. Certain academic buildings are also open for weekend classes and special activities.

All campus facilities and grounds are maintained to enhance security. An annual lighting survey is conducted by members of Facilities Management, various student organizations, and the University Police to identify poorly lit areas and enhance security. While on patrol, police officers on patrol who observe malfunctioning lights submit work orders so repairs can be made in a timely manner.



12.02 Residence Life

The university is the size of a small city with approximately 4,400 on-campus residents. Residential facilities range from apartments to low-rise and high rise dormitory style units. TUPD and Housing and Residence Life employees work closely to create safe and comfortable living and learning environments. Security in residential areas is supplemented by contract security guards.

Theft is the most common crime problem in residential areas. Residents should take reasonable and prudent precautions to safeguard their persons and property, be watchful and cautious for suspicious

persons and circumstances, and be aware of their surroundings and the presence of people they do not know. Residents should keep their bedroom and apartment doors locked to reduce the opportunity for being victimized.

12.03 Solicitors

Door-to-door solicitation is prohibited at Towson University. Residents are encouraged to report the presence of solicitors to residential life personnel and the TUPD.

12.04 Shuttle Bus Services

Towson University runs shuttle routes both on-campus and off-campus to serve campus visitors and the general campus community. Community members should plan to park their vehicle in a designated lot and use the shuttle to access other locations on campus. People with disabilities that prevent them from using regular shuttle buses contact the para-transit service. Follow these links for more shuttle and transportation information:

- [NextBus](#)
- [On-Campus Shuttle Bus Service](#)
- [Off-Campus Shuttle Bus Service](#)
- [Para-Transit](#)
- [Shuttle Map & Schedule](#)

12.05 Parking Facilities

There are 27 parking lots and four parking decks on campus. Parked cars can present opportunities for certain criminal activities, but drivers can do several things to significantly reduce the likelihood that their property will be victimized. Never leave a vehicle running, unlocked, keys in the ignition, or windows rolled down. Keep all valuables out of sight. Use security devices such as car alarms, steering wheel locks and devices such as fuel or electric cut-off switches. Drivers should have their vehicle keys in their hands when approaching their vehicles and look inside the vehicle before getting in. They should be aware of the locations of blue light and emergency telephones in parking lots and structures. Each phone is directly connected to the university police.

12.06 Fire Safety

The fire safety program is administered by Environmental Health & Safety Staff (EHS) staff who are deputized State Fire Marshals. This program 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. This entails reviewing building renovation 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 County Fire Department (BCFD), and identifying evacuation procedures for individuals with disabilities.



◀All Towson University residence facilities are equipped with sprinkler systems.▶

13.00 MISSING STUDENT NOTIFICATION POLICY

This section applies to students residing in any university or privatized/affiliated housing (collectively “housing”).

- Students, employees, or other individuals should report that a student has been missing for 24 hours to the Towson University Police, or to the appropriate Residence Life staff member (i.e., Residence Life Coordinator or resident Assistant). Any official missing student report will be referred to the Towson University Police.
- Each student in housing may identify a contact person to be notified within 24 hours of the determination by Towson University Police that the student is missing. Students may identify the contact person on the Housing and Residence Life student information card (which is filled out at the building community center) upon moving into their building.
- Contact information will be kept and maintained confidentially. It will be accessible only to authorized campus personnel, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
- If a student under 18 is determined by the Towson University Police to be missing, the university must notify a custodial parent or guardian, in addition to any contact person designated by the student, within 24 hours of the determination that the student is missing. Whether or not a student names a contact person, the university will notify the appropriate local law enforcement agency that the student is missing within 24 hours of the determination that the student is missing.

14.00 EMERGENCY RESPONSE AND EVACUATION PROCEDURES

As a basic principle of emergency response on campus, all calls for ambulance and fire emergency response shall be made first to 911, and immediately thereafter to the Towson University Police Department at 410-704-2133. It is essential that the TUPD be contacted in addition to 911 so that university police officers are able to direct emergency responders to the location of the emergency. For emergencies other than fire and ambulance, contact the TUPD at 410-704-2133.

14.01 Emergency Operations Plan

Towson University’s Emergency Operations Plan (EOP) governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and other emergencies that occur on Towson University’s campus. The plan also provides details about evacuation, emergency sheltering and lockdown procedures. The plan is made available to the university’s President’s Council, the Emergency Preparedness Task Force, and all individuals involved in emergency response at the university. An abbreviated manager’s version of the EOP is also provided to all Deans, Directors and Department Heads.

14.02 Emergency Resource Guide

Towson University’s Emergency Resources Guide is a quick-reference flip-chart that includes instructions and contact information for responding to a variety of emergencies. Much of the information in the guide is adapted from university’s EOP. The guide recommends procedures related to bomb threats, medical emergencies, suspicious letters and packages, civil disturbances/protests, fire and weather emergencies, infrastructure failures, evacuation procedures, hazardous materials, sheltering in place, lockdown, workplace violence/criminal behavior and active shooter scenarios. The guide is posted in all residence halls and academic buildings, and distributed both to all campus departments and individually to all faculty and staff at new employee orientation. Copies should be kept easily accessible in offices and other workplaces so they can be easily referenced to supplement good judgment and common sense.

Printed copies of the Emergency Resources Guide can be obtained by contacting the [Office of Public Safety](#). An electronic version can be found at:

<http://wwwnew.towson.edu/adminfinance/facilities/police/documents/EmergencyProceduresGuide1.pdf>

14.03 Evacuation Procedures

Evacuation emergencies include fires; hazmat and explosions in which evacuation is directed by emergency personnel; natural gas leaks; unplanned utility outages; bomb threats and other situations in which emergency personnel direct evacuation of a building. Evacuations can range from a single building to a portion of campus or the entire campus. In the event of an area-wide or campus-wide evacuation, the university police department will coordinate with local government authorities to ensure that evacuation directions do not conflict with those of the surrounding jurisdiction.

In the event of a fire or other evacuation emergency on campus, all persons in affected areas must evacuate immediately. Notification of a fire or other evacuation emergency is provided by a building fire alarm signal, which may be a strobe/horn or internal voice emergency communication system depending on the building. Initial emergency notifications may also be followed by e-mail, text message, voice communication (external emergency speaker system), message board announcement, NetNotify (computer screen announcement) and/or phone communication (i.e., voice mail) if appropriate. Fire evacuation procedures are also posted in all campus residence hall rooms and are available on the web.

14.04 Emergency Notification Methods

Unless issuing a notification would put the community at greater risk or compromise efforts to contain the emergency, Towson University will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus.

Emergencies and dangerous situations will be confirmed consistent with established university policy and TUPD directives before emergency notifications are made. TUPD's Police Communications Operators (PCOs) will inform the on-duty TUPD patrol supervisor about emergency situations that have been confirmed by TUPD or other responding personnel. PCOs are authorized by written TUPD directives and matrix to activate appropriate notification systems based on the nature of the emergency. The notification system also includes several pre-scripted messages that address foreseeable campus emergencies. Original messages can be inserted into notification systems when appropriate pre-worded messages do not exist. Original content messages may be authorized and developed by the TUPD on-duty patrol supervisor, an on-duty commander, or the on-call commander. TUPD patrol supervisors are also authorized to add to or modify notifications based on the immediate circumstances of the event.

The campus Media Relations Manager is notified in certain emergencies to inform the larger community by the electronic media and to update the university's web site with content specific to the emergency.

What follows is a description of various emergency notification system and processes that are in place.

- **Emergency Text Messaging System:** Towson University has a state-of-the-art emergency notification system for its community that is capable of sending messages instantly and simultaneously to all registered text-message capable mobile phones, Blackberrys, wireless PDAs, pagers, smart or satellite phones, and e-mail addresses. The service also posts these messages on the university's Web site and as a pop-up box and for people using Google, Yahoo or AOL on their home page. Users may register two e-mail addresses and two devices on their personal accounts.

Wireless service agreements may authorize users being charged nominal fees for receiving the text messages. Follow these links for text alert instructions:

- [Instructions for Registering](#)
- [Register for Alerts](#)
- [Instructions for Sending Alerts to a Second Phone](#)
- [Instructions for Unsubscribing to Text Alerts](#)

- **External Siren and Speaker System:** The campus is equipped with four external sirens / speakers that can be used to alert the campus community of an existing or pending crisis. In addition to the siren alert, the system is equipped with several pre-recorded messages tailored to specific types of emergencies. The system also allows for live real-time announcements via the public address capability.
- **Internal Emergency Signal and Public Address System:** All residence hall facilities and several academic and administrative buildings are equipped with an enhanced fire alarm system which allows for pre-recorded and live messages to be broadcast over the internal speakers in addition to the traditional audible fire alarm tone. The system will be installed in additional campus buildings in the coming years as funding is available.
- **Desktop Messaging System:** The TUPD has the ability to display messages on the screens of most university-owned computers. The message appears in front of other open windows on all OTS-managed university computers that run Windows XP or Vista.
- **All-Campus E-Mail Message:** An all-campus e-mail will provide information regarding present or imminent threats or dangers and inform the campus of appropriate steps to take to maintain safety.
- **Campus Telephone Notification System:** Callers who dial 410-704-NEWS and our main campus telephone number (410-704-2000) will be alerted to events by a voicemail message.
- **Web Site and Media Alerts:** A message will appear on the Towson University homepage, and television, radio and print media will be alerted if appropriate.
- **Police Announcements:** If necessary, police announcements could be made via in-car public address systems as the police patrol campus in vehicles.
- **Residence Hall Announcements:** All of the residence towers are equipped with a public address system that enables building-wide and room-specific communications. Students in the other residence halls will be notified by their RAs and by other systems in place.

14.05 Training and Testing

TU conducts emergency policy and procedure training and testing through:

- Fire drills
- Testing of the internal and external voice communication systems
- Table top/emergency exercises
- The publication of information pertaining to emergency procedures in the Daily Digest and other campus publications
- The campus safety video and emergency preparedness videos that are linked the Office of Public Safety's web site: <http://www.towson.edu/adminfinance/publicsafety>
- Annual fire safety training for Housing & Residence Life Staff

- Mandatory State Fire Marshall crowd management training for campus event managers and police officers

Documentation for these tests is maintained Department of Environmental Health and Safety (EHS) and is available for review upon request. Documentation includes a description of the activity, date and time accomplished, and names of attendees (as applicable).

Emergency tests and drills are conducted at least each semester and sometimes more frequently in accordance with applicable codes. Policies and procedures are reviewed and updated annually.

Police Communications Operators are required to regularly demonstrate their proficiency on activating the emergency notification systems.

15.00 ANNUAL FIRE SAFETY REPORT

The information compiled in this section includes safety practices, standards, and all fire-related on-campus statistics required by the Higher Education Opportunities Act of 2008.

15.01 Fire Log

Starting in 2009, the university’s fire log lists the dates, times, general locations, and nature of all fires that occurred in on-campus student housing facilities.

Towson University’s fire log for at least the most recent 60 day period is open to public inspection during normal business hours at the Environmental Health and Safety office that is located at 7400 York Road, Suite 301, Towson, MD. Any portion of the log that is older than 60 days and that is not immediately available will be made available not later than two business days of a request for public inspection. Fire logs are kept for three years following the publication of the last annual report to which it applies.

Direct all questions about the fire log to the Department of Environmental Health and Safety at (410) 296-7593 or safety@towson.edu. The fire log can be read at this link:

<http://www.towson.edu/adminfinance/facilities/ehs/FIRELOG.htm>.

Towson University Fire Log – 2009 & 2010							
Year	# of Fires	Building	Date & Time	Cause	Injuries	Deaths	Value of Property Damage
2009	1	Glen Tower B	11/16/09 @ 12:02 AM	Intentional	0	0	\$25.00
2010	1	Towson Run	10/17/10 @ 7:40 PM	Food Left on Stove	0	0	\$2,500
2010	1	Glen Tower C	12/10/10 @ 5:27 PM	Unknown (Trash Compactor)	0	0	0

15.02 On-Campus Student Housing Fire Safety Systems

Each on-campus student housing facility is inspected at least semi-annually and has:

- Complete automatic sprinkler system
- Fully addressable fire alarm system monitored by the Towson University Police Department (TUPD)
- Smoke alarm in each sleeping area.
- Fire rated egress corridors and stairwells

- Speaker in each room that is connected to the Mass Emergency Voice Communication System which will receive emergency messages.

15.03 Fire Drills

Fire drills are conducted and evaluated at least semi-annually in each on-campus residence hall by EHS employees who are also Special Assistant State Fire Marshalls.

15.04 Hazardous Practices Prohibited

These activities are prohibited in on-campus residence halls:

- Smoking. Towson is a smoke-free campus.
- Using lighted candles or other open flames devices.
- Cooking in unapproved areas, such as bedrooms, or using toaster ovens or other appliances that have open heating elements. The only approved microwave ovens are the ones issued by EHS.
- Space heaters, except as approved by EHS on a case by case basis.
- Misusing extension cords.
- Tampering with or blocking fire protection equipment.
- Possessing fireworks.
- Touchier halogen lamps or halogen bulbs.

15.05 Student Housing Evacuation Procedures

Residential facilities must be evacuated any time the fire alarm sounds.

- Residents should:
 - Dress for the weather and put on shoes.
 - Use the nearest exit or another exit if the nearest is blocked by smoke or fire. Go back to your room if all exits are blocked. Do not use the elevators.
 - Feel the door knob with the back of your hand before opening any door. Do not open the door if it is hot. Brace yourself against the door and open it slightly if the door knob is not hot. You should close the door and stay in your room if fire, heat or smoke is present on the other side of the door.
 - Keep lot to the floor where the air is fresher if you encounter smoke in a room or corridor. Try to wet a cloth and hold it to your mouth and nose to filter some of the smoke.
 - Close doors behind you has you leave if possible.
 - Exit the building and go to the exterior assembly area. You will be guided to an indoor assembly area if there is inclement weather or if the evacuation may last more than 30 minutes.
 - If you cannot leave a room and it is possible, attempt to open windows from the top and bottom to let heat out and fresh air in. Hang a bed sheet or piece of clothing out of the window to attract attraction. Wave a flashlight at night. Dial 911 to report your location.
- Follow all staff and emergency personnel's instructions.
- EHS asks that you assist residents with disabilities to evacuate and to ensure that they are aware of the alarm if these actions do not place you in personal danger.
- If you spot smoke or fire, pull the alarm, evacuate the building and from a safe location outside of the building, **dial 911**. At the emergency blue-light and yellow phones located around campus, press the emergency button to be connected to the University Police who can contact 911 for you, or dial 911 on the key pad to be connected directly to the 911 Center. Give the dispatcher all of the requested information.
- All fires, even if extinguished, must be reported to the TUPD at X4-2133.
- All fire alarms, even if suspected of being false or accidental, must be reported to 911.

Residents with *temporary or permanent mobility disabilities* are responsible for informing Housing and Residence Life staff of this fact. Your name, room number, and nature of disability will be placed on a list that will be given to the fire department in an emergency. Follow the previously described procedures for students who cannot leave their rooms. Residents and staff may help you to evacuate only if this does not place them in danger. Your rescue will be the first priority of the responding fire department units.

15.06 Fire Safety Education Policies & Training Programs for Students & Employees

Environmental Health and Safety provides these policies and training programs:

Policies:

- Employee Safety Programs-Fire Safety Procedures & Office Fire Prevention
- Fire Emergency Policy
- Fire Watch Policy & Procedures
- Residence Hall Emergency Evacuation Procedures
- Decorations Policy
- Non-Residential Building Fire Evacuation Procedures
- Impairment Policy for Fire Protection Systems
- Housing and Resident Life Policies and Procedures
- Smoking Policy

Training Programs:

- Resident Assistant/Resident Staff Fire Safety Training
- State Fire Marshall Crowd Control Certification Training Video
- Semi-Annual Fire Drills
- RA Floor Fire Safety Training
- Campus Safety Video

Other Fire Safety Resources:

- National Safety Council's Dorm Safety 101
- U Fire on Campus Brochure
- "In Case Of Fire" Evacuation Procedures (posted on all bedroom doors)
- EHS website: <http://www.towson.edu/adminfinance/facilities/ehs/FireSafety1.asp>

15.07 Fire Reporting

University policies require that all fires must be reported immediately to the Baltimore County 911Center and the TUPD. Call 911 from any on-campus, off-campus, or cell phone. Press the emergency button on any emergency blue-light or yellow phones located around campus to be connected directly to the TUPD who will connect you with 911. You can also use the emergency phone key pad to call 911 directly. Call 410-704-2133 to be connected to the TUPD from any off-campus or non-campus phone. The on-campus phone extension for TUPD is 4-2133.

15.08 Future Fire Safety Improvements

The university has been using a systematic process of annually planning and budgeting for fire protection system upgrades for over 30 years. EHS regularly evaluates the fire protection systems in residential facilities. Upgrades occur through replacements or during building renovations. Current improvement plans include:

- Have all penetrations in walls fire stopped.

- Place electronic door holders on all fire doors to prevent fire doors being blocked open.

16.00 ILLEGAL WEAPONS

Towson University's weapons policy, **06-01.11 – Weapons Prohibited**, prohibits the possession or control of any weapon on university property. Follow this link to the university's policy:

[https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11 Weapons Prohibited.pdf](https://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11_Weapons_Prohibited.pdf)

17.00 CRIME STATISTICS

The TUPD reports crime statistics to State and Federal authorities. *Clery Act* statistics are submitted to the US Department of Education. Uniform Crime Report (UCR) crime statistics are reported through the Maryland State Police, Criminal Justice Information System (CJIS) to the Federal Bureau of Investigation (FBI).

There are significant similarities and differences in the two crime reporting systems. Crime definitions are the same between the UCR and Clery Act systems. However, the Clery Act requires that certain student disciplinary referrals and incident data from Campus Security Authorities is reported.

This report contains *Clery Act* crime statistics for 2008, 2009, and 2010. These statistics have been compiled from data collected by the Towson University Police Department, the Baltimore County Police Department, and TU Campus Security Authorities.

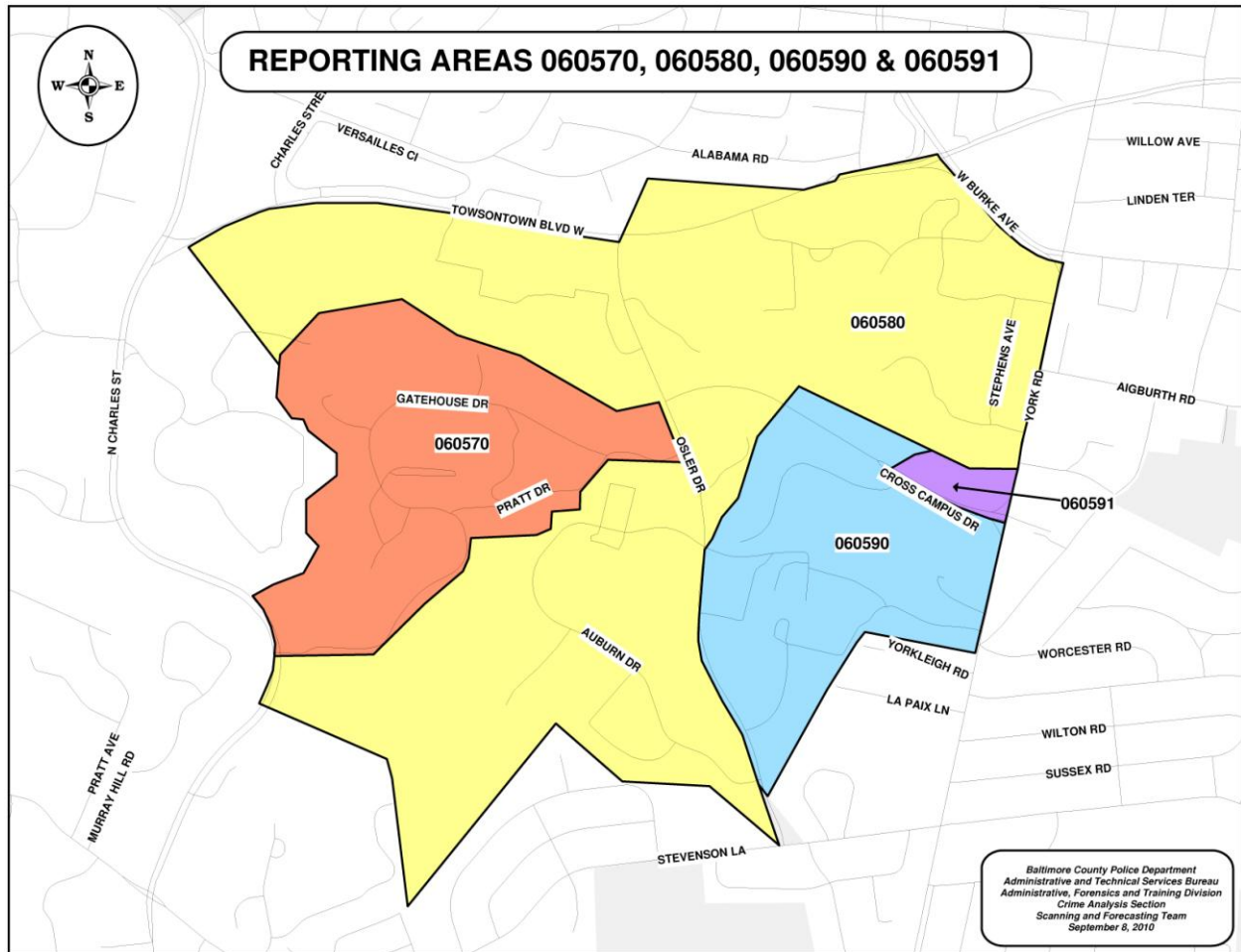
17.01 Reporting Locations

The Clery Act requires that statistics be reported according to where reportable incidents occurred. These locations are:

- **On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Dormitories or other residential facilities** for students on campus are a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.
- **Non-Campus Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Towson University does not currently have any non-campus property.
- **Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or *immediately adjacent* to and accessible from the campus. Towson University is located within the Sixth Precinct of the Baltimore County Police (<http://www.baltimorecountymd.gov/Agencies/police/>). TUPD reports public property crimes reported in Baltimore County Police reporting areas: 060570, 060580, 060590, and 060591. Only those crimes reported in these areas that meet the Clery Act definition of **public property** are included in the yearly Clery Report. Public property roadways include:
 - Towsontown Blvd. from Burke Avenue to Charles Street
 - Burke Avenue from York Rd. to Towsontown Blvd.

- York Road from Burke Avenue to 7720 York Road.
- Cross Campus Drive
- Osler Drive

This map shows the involved Baltimore County Police reporting areas.



17.02 Crime Statistics – 3 Year Comparison

Clery Act Reportable Crimes & Incidents	On Campus			Student Residences ^(A)			Noncampus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	3	2	0	1	1	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	3	0	3	0	0	1	0	0	0	0	0	0
Aggravated Assault	9	0	6	0	0	1	0	0	0	1	2	0
Burglary	34	24	15	11	11	7	0	1	0	0	0	0
Motor Vehicle Theft	1	2	0	0	0	0	0	0	0	0	1	0
Arson	2	1	1	2	1	0	0	0	0	0	1	0
Other Crimes Involving Bodily Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons	Arrests	0	0	2	0	0	1	1	0	0	0	0
	Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0
Drug Law	Arrests	28	27	33	26	19	28	26	0	0	0	2
	Disciplinary Referrals	86	73	29	55	67	22	0	0	0	0	0
Liquor Law	Arrests	27	70	34	18	46	30	7	0	0	0	1
	Disciplinary Referrals	350	325	247	323	295	237	0	0	0	0	3

(A) Student Residences is a sub-set of On Campus and is already included in On Campus totals.

18.00 HATE/BIAS CRIMES & INCIDENTS

The maintenance of a welcoming campus climate is essential to the university's ability to enroll, hire, and retain highly qualified students, faculty and staff. Therefore, the university takes an active role in promoting peace and harmony among diverse groups living, working, and studying within our campus community and to the extent possible, protecting students, faculty, staff, and visitors against incidents or criminal acts that would constitute hate/bias incidents or crimes.

Reporting, investigating, and responding to hate/bias incidents and crimes is a crucial component in the development of a more tolerant society and a hate free campus environment. Those who believe they have witnessed or been the target or victim of a hate crime or a hate bias motivated incident are encouraged to report the matter to the:

University Police

410-704-2133 (emergency)

410-704-2134 (non-emergency)

Center for Student Diversity

410-704-2051

Office of Diversity and Equal Opportunity

410-704-2360

Office of Fair Practices

410-704-2361

The university will respond to and investigate all reported hate/bias incidents or crimes, as described in these related university procedures:

- [Hate/Bias Response Team](#)
- [Hate/Bias Reporting Form](#)
- [Hate/Bias Reporting Instructions](#)
- [Towson University Procedures for Responding to Hate/Bias Incidents or Crimes \(PDF\)](#)

18.01 Clery Act Reporting Hate Violence

Towson University complies with the Clery Act's requirements to report by geographic location and by category of prejudice, any of the hate violence statistics for specified crimes (Murder, Manslaughter, Sex offenses, Robbery, Aggravated Assault, Simple Assault, Burglary, Motor Vehicle Theft, Arson), and any other crime involving bodily injury reported to the local police agencies or to the campus security authority, that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived:

- **Race:** A performed negative attitude toward a group of persons who possess common physical characteristics, such as skin color, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, such as Asians, blacks, whites, or
- **Gender:** A performed negative opinion or attitude toward a group of persons because those persons are male or female, or
- **Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, such as Catholics, Jews, Protestants, atheists, or
- **Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g. gays, lesbians, heterosexuals, or
- **Ethnicity/National Origin:** A performed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, such as Arabs, Hispanics, or
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury advanced age, or illness.

Amendments to the Clery Act that became effective for 2009 now require the reporting of hate crimes involving:

- **Larceny (Theft):** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Vandalism (Destruction of Property):** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

18.02 Hate Crime Statistics – 3 Year Comparison

Clery Act Reportable Hate Crimes	On Campus			Student Residences ⁽¹⁾			Noncampus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injuries	0	0	0	0	0	0	0	0	0	0	0	0
Larceny ^(B)		0	0		0	0		0	0		0	0
Simple Assault ^(B)		0	0		0	0		0	0		0	0
Intimidation ^(B)		3 ^(C)	0		2	0		0	0		0	0
Vandalism ^(B)		9 ^(D)	10 ^(E)		9	10 ^(E)		0	0		0	0
(A) Student Residences is a sub-set of On Campus and is already included in On Campus totals.												
(B) These reporting categories were implemented for 2009. Reporting is not required for previous years.												
(C) Intimidation: Total = 3, Race = 2, Ethnicity = 1												
(D) Vandalism: Total = 9, Race = 2, Religion = 2, Sexual Orientation = 5												
(E) Vandalism: Total = 10, Religion = 2, Sexual Orientation = 8												

19.00 THE UNIVERSITIES AT SHADY GROVE

The Universities at Shady Grove (USG) is a regional center located in Rockville, Maryland, that supports programs from nine different institutions, including Towson University, within the University System of Maryland. Students attend classes at USG but are still considered students of their “home campus.” In addition, employees at USG can be affiliated with any of the nine institutions.

Please access the link <http://www.shadygrove.umd.edu/about/public-safety/> for the USG *Annual Security Report* that is compiled and distributed annually in compliance with the *Clery Act*. This publication contains crime statistics and statements of security policy. Annually, prior to October 1st, current students and employees are sent an email message providing them with a link to this brochure and notification that the current edition of the *Safety & Security* publication has been posted on the Universities at Shady Grove website. Printed copies may be obtained from the 24 hour security desk located in the Camille Kendall Academic Center on the Shady Grove campus.

Crime statistics for USG are reported, in their entirety, by each of the nine institutions that conduct classes at USG.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the *Clery Act*) mandates the manner and format in which statistics are to be collected and published. Statistical updates, if any, will be posted online (<http://www.shadygrove.umd.edu/about/public-safety/>).

Clery Act Statistics – The Universities at Shady Grove										
Clery Act Reportable Crimes & Incidents		On Campus			Noncampus Property			Public Property⁽¹⁾		
		2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder & Non-Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Negligent Manslaughter		0	0	0	0	0	0	0	0	0
Forcible Sex Offenses		0	0	0	0	0	0	0	0	0
Nonforcible Sex Offenses		0	0	0	0	0	0	0	0	0
Robbery		0	0	1	0	0	0	0	0	0
Aggravated Assault		0	0	0	0	0	0	0	0	0
Burglary		0	0	0	0	0	0	0	0	0
Motor Vehicle Theft		0	0	0	0	0	0	0	0	0
Arson		0	0	0	0	0	0	0	0	0
Hate Crimes Involving Bodily Injury ⁽²⁾		0	0	0	0	0	0	0	0	0
Illegal Weapons	Arrests	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals ⁽³⁾	0	0	0	0	0	0	0	0	0
Drug Law	Arrests	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals ⁽³⁾	0	0	0	0	0	0	0	0	0
Liquor Law	Arrests	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals ⁽³⁾	0	0	0	0	0	0	0	0	0
<p>1. Any statistics listed in "Public Property" category include incidents that took place off campus, on public property immediately adjacent to and accessible from the Campus, but not on the property of USG.</p> <p>2. Hate Crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or received Race (RA), Religion (RE), Sexual Orientation (SO), Gender (G), Ethnicity (E), or Disability (D). Any numbers in small print parentheses would indicate how many of the total number of reported incidents were motivated by each type of bias. Statistics for the chart category, "Hate Crimes Involving Bodily Injury" do not include other hate crimes that might be included in other categories.</p> <p>3. Individuals not arrested but referred for possible campus disciplinary action (e.g. first offenders required to attend educational programs).</p>										