



## **Annual Security Report January 1 – December 31, 2012**

Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff. This report is available in an alternate format upon request, under the American with Disabilities Act, by contacting the Office of Compliance at 240-567-7396.

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## INTRODUCTION

Montgomery College's Annual Security Report is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the US Department of Education (34 C.F.R. Part 668.46). The College's Office of Safety and Security prepares the Annual Security Report, which contains three years of selected campus crime statistics and certain campus security policy statements, in accordance with the Clery Act. The text for the policy statements are prepared by the Office of Compliance with input and additional information from other College offices. The Office of Safety and Security compiles the statistical information based on information that it receives directly and from crimes reported to: (a) campus officials designated as "campus security authorities" (as that term is defined in the regulations) and (b) crimes reported to local law enforcement agencies.

By October 1, all employees and members of the College community are notified by e-mail that the Annual Security Report has been posted on the College's website, and that it can be accessed at the following web addresses: [www.montgomerycollege.edu/verified](http://www.montgomerycollege.edu/verified) or <http://www.montgomerycollege.edu/SecurityReport>

Also, as required by the Clery Act, information concerning our compliance with The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) is contained in this report. The Drug-Free Schools and Communities Act Amendments of 1989 require the College to conduct a written biennial review, which is coordinated by the Office of Compliance. The review is to determine the effectiveness of programs to implement any needed changes to the prevention program and to ensure that sanctions developed for violating standards of conduct are enforced consistently. A copy of the College's Drug-Free Schools and Community Act 2013 Biennial Review can be accessed at the following web address: <http://www.montgomerycollege.edu/heoa>.

Hard copies of this report will be provided upon request by contacting the Office of Compliance at 240-567-7396 or [compliance@montgomerycollege.edu](mailto:compliance@montgomerycollege.edu).

## **SECTION I – OFFICE OF SAFETY AND SECURITY**

### **General Procedures**

While Montgomery College is a non-residential, open-access institution, areas in some buildings have controlled access locks to limit entry into classrooms and spaces containing valuable property and/or confidential material. For after-hour access, authorized users must contact the Office of Safety and Security to gain admittance. Additionally, closed circuit television monitors are used on a limited basis for asset protection and investigation.

The Office of Safety and Security operates 24 hours per day on each campus, and safety and security officers perform regular patrols on foot or by using marked security vehicles and bicycles. Security officers are equipped with portable radios and can communicate with each other and the Office of Safety and Security as needed. Upon request, a 24-hour escort service is also provided on each campus.

Montgomery College's safety and security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. However, they do not possess arrest powers. Safety and security officers must contact the local police who have jurisdiction on campus should a criminal act occur.

The Office of Safety and Security at Montgomery College maintains a highly professional working relationship with the Montgomery County Department of Police, Rockville City Police, Takoma Park Police, Maryland-National Capital Park Police, and Montgomery County Fire and Rescue. Additionally, officers work closely with the College administration to address problems and to keep a proactive approach to campus safety. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Office of Safety and Security as well as the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

### **Emergency Response Partners**

Montgomery County Police

City of Rockville Police

City of Takoma Park Police

Maryland-National Capital Park Police

Montgomery County Fire & Rescue

While we consider Montgomery College's environment as relatively safe, the Office of Safety and Security is committed to promptly informing the College community of incidents that occur on all campuses. In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Montgomery College posts crime alerts (Appendix 1) for serious crimes that occur within the Clery geography as well as those that may pose an ongoing risk to members of the College community.

It is policy that each campus safety and security officer complete a written Incident Report

within 24 hours for all reportable incidents pursuant to 20 United States Code Section 1092 (f), the Jeanne Clery Disclosure of Campus Security Policy, and Campus Crime Statistics Act. Each campus safety and security supervisor is responsible for ensuring proper report classification, utilizing the FBI's Uniform Crime Reporting (UCR) procedures.

Daily Crime/Incident Logs are maintained in the Office of Safety and Security. Incidents from the last 60 days are open to public inspection during normal business hours. Any portion of the log older than 60 days shall be made available within two business days of the request for public inspection.

The following guidelines will be implemented on a continuous basis for issuing crime alerts:

1. Crime Alerts are drafted by the safety and security manager and/or safety and security supervisor and approved by the director of public safety and emergency management or designee.
2. Notification shall be made by conspicuously posting bright red Crime Alert flyers around campus, as well as the safety and security manager, or designee, transmitting an e-mail to employees and students using MC Urgent!
3. Each campus safety and security manager shall maintain a record of all Crime Alerts published.
4. Notification shall be made in a timely manner, preferably within a 24-hour period. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the report.
5. Crime Alert flyers posted on College property shall be removed after being posted for a minimum three-day period.
6. Crime Alerts should utilize the format and include the information noted on the Crime Alert form.
7. Provided the guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
8. The Crime Alert will not identify the victim by name and address.
9. The general description of the location may be given, such as but not limited to: Montgomery College (Rockville, Germantown, or Takoma Park/Silver Spring Campus, building, physical address, etc.)

The Office of Safety and Security offers assistance in delivering crime prevention programs and materials to employees and students. Examples include distribution of safety flyers, presentations to academic departments, new employee and student orientations, and participation in the student resource fair.

### **Reporting a Crime or Emergency**

All students and employees are encouraged to report a crime if they are the victim, observe a crime in progress, or believe a crime may be in progress. If a life-threatening emergency is taking place, students and employees should call **9-1-1** first, and then call the Office of Safety and Security at the appropriate campus.

***All Local police organizations***

***9-1-1***

***Germantown Campus***

240-567-7777 (on campus, x77777)  
282 Sciences and Applied Studies Building (SA)

***Rockville Campus***

240-567-5111 (on campus, x75111)  
101 Counseling and Advising Building (CB)

***Takoma Park/Silver Spring Campus***

240-567-1600 (on campus, x71600)  
117 Student Services Center (ST)



Students and employees are encouraged to carry a cell phone to report emergencies and receive county and College alerts.

All off-campus locations should call **9-1-1**, and then notify the appropriate College administrator. If the emergency is at a Montgomery County Public School (MCPS), call **9-1-1** first, and then call MCPS security at 301-279-3232.

Emergency phones are located in all campus elevators and at numerous internal and external locations. These phones will automatically ring in the nearest Office of Safety and Security. All calls made on emergency phones are recorded.

**Crime Prevention Tips**

- Be aware of your surroundings and alert to strangers.
- Avoid potentially dangerous situations.
- Park and walk in well lit, frequently traveled areas.
- Avoid walking alone at night.
- Utilize campus escort services provided by security.
- Learn where emergency telephones are located on your campus.
- Program campus security numbers into your cell phone.
- Always lock your vehicle and do not leave valuables in plain view.
- Do not leave personal items unattended at any time.

## **SECTION II - CAMPUS SECURITY AUTHORITIES**

### **Roles and Responsibilities of Campus Security Authorities (CSAs)**

The Clery Act requires all institutions to collect crime reports from various individuals and organizations identified as Campus Security Authorities (CSAs) or campus police. CSAs collect and report crimes “in good faith” that include: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible/non-forcible), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, drug-related violations, weapons possession, and other crimes manifesting hate or bias.

The Clery Act also mandates that institutions disclose statistics for crimes reported to local police agencies and crimes reported to CSAs. The intent of including non-law enforcement personnel as CSAs 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 campus-affiliated individuals.

The Clery Act defines a CSA as:

- 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 (not applicable at Montgomery College), student discipline, and campus judicial proceedings.

However, Clery exempts campus security authorities holding positions of a pastoral or professional counselor(s). Montgomery College does not employ these positions.

While we encourage the reporting of campus criminal activity that occurs within the geographic area as defined by the Clery Act directly to the Office of Safety and Security, in some instances members of the campus community may choose to file a report with other campus security authorities. CSAs should immediately report the criminal activity to the Office of Safety and Security who will prepare an Incident Report. Frequently, the Office of Safety and Security also send e-mails to CSAs to solicit information on alleged crimes that were reported in good faith.

### **CSA Training**

Online training as well as follow-up face-to-face training is conducted on each campus to provide clarity regarding the roles and responsibilities of CSAs. During the months of April through July, 2012, the Office of Safety and Security presented a PowerPoint presentation

entitled “Jeanne Clery Campus Security Policy and Crime Statistics Disclosure Act: What you need to know if you are a Campus Security Authority at Montgomery College.”

### **Collegewide CSAs**

The College maintains and updates a list of CSAs on an annual basis. Listed below is contact information on CSAs for the period January 1–December 31, 2012:

Chief of Staff	MK/300	240-567-1796
Senior VP of Student Services	MK/200	240-567-4344
VP of Human Resources, Development, and Engagement	MK/130	240-567-5382
Chief Equity and Diversity Officer	MK/140	240-567-5276
VP and Provost for Workforce Development & Continuing Education	GBTC/346	240-567-2582
Chief Enrollment Services and Financial Aid Officer	MK/281	240-567-5036
Director of Academic Initiatives	SB/101	240-567-5150
Director of College Libraries and Information Services	MT/303J	240-567-7101
Acting Bookstore Services Director	40WG/137	240-567-7656
Refugee Training Center	CF/269	240-567-1404
Director of Child Care Services	MK/139	240-567-7672
Athletic Director	PE/234	240-567-7587

### **Germantown Campus**

VP and Provost for Germantown Campus	PK/108	240-567-7711
Office of Safety and Security	SA/282	240-567-7777
Safety and Security Manager	SA/277	240-567-7776
Director of Campus Facilities	PK/113	240-567-7880
Collegewide Dean of Student Access and Germantown Dean of Student Services	SA/120	240-567-1993
Associate Dean of Student Services/Chair of BIT	SA/161	240-567-1993
Counselors	SA/120	240-567-1993
Office of Disability Support Services	SA/172	240-567-7770
Student Employment Services Director	SA/122	240-567-6908
Student Services Staff	SA/120	240-567-1779
Campus Student Financial Aid Director	SA/142G	240-567-7811
Campus Registrar	SA/137B	240-567-7817
Office of Student Life	SA/186	240-567-7842
Instructional Deans		
Business, Math, Science, Technology	HT/314	240-567-7724
Humanities, Social Sciences, Education	HS/138	240-567-1951
Student Life Club Advisors	SA/186	240-567-7840
Chair of Counseling	SA/175A	240-567-6966



Child Care Center Manager	CG/103	240-567-7875
Center for International and Multicultural Students Counselor	SA/150	240-567-1801
Athletic Coordinator	PG/122	240-567-6915
Athletic Coaches	PG/104	240-567-7727
Librarians	HS/110	240-567-7858

**Rockville Campus**

VP and Provost for Rockville Campus	MT/102	240-567-5010
Office of Safety and Security	CB/101	240-567-5111
Safety and Security Manager	CB/109	240-567-5110
Director of Campus Facilities	SW/115	240-567-5015
Collegewide Dean of Student Success and Rockville Dean of Student Services	MT/605	240-567-5052
Associate Dean of Student Services/Chair of BIT	CC/016	240-567-7180
Counselors	CB/215	240-567-5083
Office of Disability Support Services	CB/122	240-567-5058
Office of Student Life	CC/005	240-567-7181
Campus Student Life Club Advisors	CC/005	240-567-5092
Campus Student Financial Aid Director	SV/121	240-567-7326
Campus Registrar	SV/105	240-567-7338
Campus and Community Coordinator	CC/016	240-567-4134
Child Care Center Manager	CH/103	240-567-5308
Office of International Student Coordinators	SV/115	240-567-5315
Director of Evening and Weekend Office	TC/221	240-567-7525
Athletic Trainer	PE/212	240-567-7574
Athletic Coaches	PE/239	240-567-7575
Instructional Deans	MT/602- MT/623	240-567-5029
Librarians	MT/107	240-567-7117

**Takoma Park/Silver Spring Campus**

VP and Provost for Takoma Park/Silver Spring Campus	ST/306	240-567-1312
Office of Safety and Security	ST/117	240-567-1600

Safety and Security Manager	P2/128	240-567-1603
Director of Campus Facilities	P2/124	240-567-1638
Collegewide Dean of Student Engagement and Takoma Park/Silver Spring Dean of Student Services	ST/231	240-567-1469
Associate Dean of Student Services/Chair of BIT	ST/216	240-567-1469
Counselors	ST/122	240-567-1480
Office of Disability Support Services	ST/122	240-567-1480
Campus Student Financial Aid Director	ST/235	240-567-1510
Campus Registrar	ST/149	240-567-1493
Office of Student Life	ST/224	240-567-1490
Student Life Club Advisors	ST/224	240-567-1490
Child Care Center Manager	DC/201	301-650-1517
International Students Coordinator	ST/146	240-567-1639
Director of Evening and Weekend Office	CM/202G	240-567-3904
Librarians	RC/215	240-567-1540
Instructional Deans		
Arts, Humanities and Social Sciences	CF/225	240-567-1364
Health Sciences	HC/419	240-567-5557
Natural and Applied Science, Business Management and Information Science	SS/120A	240-567-1408

## SECTION III – EMERGENCY OPERATIONS PLAN

### Emergency Operations Plan

The Emergency Operations Plan (EOP) consists of three sections: Emergency Procedures, guidelines for employees and students to follow when reporting or responding to emergencies <http://www.montgomerycollege.edu/emergency>; Emergency Protocols, confidential emergency procedures for College emergency responders; and Emergency Contact Information, critical contact information for College emergency responders.

The EOP is supported by the Emergency Guidelines for Individuals with Disabilities <http://cms.montgomerycollege.edu/EDU/Plain2.aspx?id=4162> and the Continuity of Operations Plan (confidential).

### Emergency Responses

Montgomery College has developed a comprehensive Emergency Operations Plan to prepare for and respond to both manmade and natural emergencies occurring on one or more of the campuses or in the local community. The purpose of the plan is to provide guidelines, assign responsibilities, and increase awareness in responding to emergencies that may impact the College community. The response actions of emergency personnel are guided by the College's commitment to preventing or minimizing harm or injury to individuals; minimizing damage to College assets; effectively communicating to the College community information concerning a potential emergency, and restoring operations to a normal level in the shortest possible time frame. Information pertaining to the Emergency Operations Plan is available on the College's website at: <http://www.montgomerycollege.edu/emergency>.

Montgomery College safety and security officers will respond immediately to emergencies and determine the priority, which can include any one of the three types of priority emergencies cited below:

1. Priority 1 – Active or imminent life-safety emergency, which means an incident that has an impact on the life or safety of the College community and possibly the surrounding community. Safety and security officers will inform the director of facilities, the director of public safety and emergency management, and the vice president of facilities and security.
2. Priority 2 – Major emergency is an incident that has an immediate impact or potentially may impact a significant portion of the College or campus operations and requires assistance from external organizations. Safety and security officers will inform the director of facilities, the director of public safety and emergency management, and the vice president of facilities and security.
3. Priority 3 – Minor emergency is an incident limited in scope and area with minimal impact on normal operations and quickly resolved with internal resources or limited help from external organizations.

## **Incident Command System (ICS)**

The College's approach to managing an emergency is based on the National Incident Management System (NIMS), which includes the Incident Command System (ICS). ICS provides a common organizational structure, common terminology and operating procedures; establishes a clear chain of command for effectively managing an incident; and provides for effective interfacing with College personnel and emergency agencies. Moreover, ICS focuses on the rapid identification of a potential emergency, building evacuation or denial of entry, quick notification of the proper authorities, and initiation of mitigation and recovery efforts in conjunction with emergency agencies.

## **Emergency Procedures**

Montgomery College also has emergency procedures for activities on the following page. Additional information is also available on the website at: [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency).

Active Shooter	Hostage Situation
Bomb Threat	Medical
Campus Demonstrations	Pandemic Influenza
Crime	Suspicious Packages and Envelopes
Fire	Swimming Pool
Gas Leak	Utility Outage and Building Equipment Failure
Hazardous Material Spill or Release	Weather
Earthquakes	Shelter-In-Place

## **Behavioral Intervention Teams (BIT)**

Collegewide and campus-based Behavioral Intervention Teams (BIT) were created to identify students who could benefit from assessment, support, or counseling before a threatening situation might occur. The purpose of BIT is preventive. The student has not necessarily violated the Student Code of Conduct or other College policies. The mission of the BIT is to help maintain a healthy and safe environment for all students, faculty, and staff; however, BIT cannot guarantee anyone's safety. BIT is not a first-responder group, but with the help of the College community, student behaviors of concern can be identified and addressed in an effort to avert potential problems or incidents.

Campus-based teams are responsible for reviewing, investigating, and assessing behaviors of concern. They evaluate situations to determine risk/threat levels for reported behaviors, decide next steps and, when appropriate, refer students for internal and/or external intervention. The BIT also supports first responders by providing follow-up to emergency situations and making recommendations. The campus-based teams meet on a regular basis to discuss and respond to new concerns and follow up on active cases. The campus-based teams consist of deans/associate deans, counselors, security, instructional faculty, and staff.

Incident Report Forms are used to report a "student of concern" or a student disciplinary issue. These forms are divided into three incident reports: (1) non-academic incident, (2) academic incident, and (3) behavior of concern. They can be accessed on College computer desktops, and are also available as the Submit an Incident Report link on the deans of student services web page at:

<http://cms.montgomerycollege.edu/studentervicesdean>. The report form is a part of the Maxient website and is designed to alert and track student incidents. Deans of student services and BIT team members can access the report quickly, start a case file, and provide judicial or behavioral intervention as appropriate. Information sessions on how, why, and when to report are available by contacting a dean of student services.

Reporting “cases of concern” via BIT or disciplinary cases via the Student Code of Conduct should never be substituted for calling the Office of Safety and Security or 9-1-1 in emergency situations or health and safety situations that need immediate attention.

## **Notifications**

The director of public safety and emergency management and the Office of Communications will determine the content of the notification and initiate the notification system, unless it will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Notifications of emergencies and changes to Montgomery College’s operational status will be communicated to the entire College community and the larger community outside the College through one or more of the following means:

1. College emergency responders (security officers, campus response, and/or support teams)
2. Montgomery College ALERT. Registered users receive text and e-mail messages. Registration information at: <http://www.montgomerycollege.edu/emergency>.
3. Montgomery College website at: [www.montgomerycollege.edu](http://www.montgomerycollege.edu)
4. MyMC website at <https://mymcprod.montgomerycollege.edu/cp/home/displaylogin>
5. MC Urgent. Faculty and staff e-mail distribution list for emergency and time-critical information.
6. All students e-mail. (Currently registered students e-mail distribution list for emergency and time-critical information.)
7. MyMC student e-mail system
8. Montgomery College employee voice mail. From off-site, dial 240-567-1701.
9. Montgomery College employee e-mail. From off-site, <http://mcmail.montgomerycollege.edu>
10. Montgomery College main phone number at 240-567-5000
11. Montgomery College cable channel 10 in Montgomery County
12. Commercial radio and TV stations

## **Evacuation Areas**

Each building has been assigned a specific external emergency evacuation area where persons should remain until receiving further instructions. Emergency evacuation area maps are posted in all buildings collegewide and can be accessed on the Montgomery College website at [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and on the College’s Emergency web page at: [www.montgomerycollege.edu/emergency](http://www.montgomerycollege.edu/emergency).

## **Evacuation Tests**

Montgomery College performs an annual announced test of its emergency response and evacuation procedures. The test is documented by recording a description of the exercise, the date, time, and that it was announced. Prior to the exercise, emergency response and evacuation procedures are publicized.

## SECTION IV – CRIME STATISTICS

### Reporting Crime Statistics

Table 1 references crime statistics for all college locations, adjacent property and adjacent thoroughfares for calendar years 2010 through 2012.

## TABLE 1 - MONTGOMERY COLLEGE CRIME STATISTICS

Montgomery College Crime Statistics	
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)	
Data is collected and reported following the FBI uniform Crime Reporting (UCR) system	
GT = Germantown Campus	RK = Rockville Campus
TPSS = Takoma Park/Silver Spring Campus	GBTC = Gaithersburg Business Training Center
SWIM = Rockville Swim and Fitness Center	OITB = Office of Information Technology Building
40WG = 40 West Gude Drive	WHPL = Westfield South

Consolidated crime statistics for all College locations, adjacent property, and adjacent thoroughfares

	VENUE	2010			2011			2012		
		GT	RK	TPSS	GT	RK	TPSS	GT	RK	TPSS
<b>CRIMINAL HOMICIDE:</b> • Murder and Non-Negligent Manslaughter	• On Campus	0	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
• Negligent Manslaughter	• On Campus	0	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES:</b> • Forcible	• On Campus	0	1	3 1	2	1	2	1	0	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	1
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
• Non forcible	• On Campus	0	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
<b>ROBBERY</b>	• On Campus	0	0	1	1	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	1	0	0	0	0	1	1
<b>AGGRAVATED ASSAULT</b>	• On Campus	0	0	1	0	1	1	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	1	0	0	0	0	0	0
<b>BURGLARY</b>	• On Campus	0	6	4	1	2	0	0	1	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
<b>ARSON</b>	• On Campus	0	0	0	0	0	0	0	0	0
	• In or on non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
<b>MOTOR VEHICLE THEFT/ATTEMPT (AT)</b>	• On Campus	0	1-AT	0	2	3	1	0	0	0
	• In or on non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	4	2	0	2	0	0	0	0



**TABLE 1(cont'd) - MONTGOMERY COLLEGE CRIME STATISTICS**

Montgomery College Crime Statistics	
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)	
Data is collected and reported following the FBI uniform Crime Reporting (UCR) system	
GT = Germantown Campus	RK = Rockville Campus
TPSS = Takoma Park/Silver Spring Campus	GBTC = Gaithersburg Business Training Center
SWIM = Rockville Swim and Fitness Center	OITB = Office of Information Technology Building
40WG = 40 West Gude Drive	WHPL = Westfield South

Consolidated crime statistics for all College locations, adjacent property, and adjacent thoroughfares

	VENUE	2010			2011			2012		
		GT	RK	TPSS	GT	RK	TPSS	GT	RK	TPSS
OTHER CRIME: Manifesting Hate or Bias	• On Campus	0	0	1-c	1-rc	1	0	0	2-r	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
ARREST FOR: Liquor law violations	• On Campus	0	1	6 <sup>nr</sup>	0	0	4 <sup>nr</sup>	0	3	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	2	0	0	0	4 <sup>**</sup>
Drug-related violations	• On Campus	0	2	1 3 <sup>nr</sup>	0	0	4 <sup>nr</sup>	0	7 <sup>*</sup>	0
	• In or on a non-campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	6 <sup>*</sup>	10 <sup>*</sup>	0	4	0	0	1	2 <sup>**</sup>
Weapons possession	• On Campus	0	0	0	0	0	0	0	2	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	1	0	0	0	0
DISCIPLINARY REFERRALS FOR: Liquor law violations	• On Campus	0	5	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
Drug-related violations	• On Campus	0	0	1	0	1	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0
Weapons possession	• On Campus	0	2	1	0	1	0	0	2	1
	• In or on a non campus building or property	0	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0	0

\*7 Drug Related crimes on the Rockville Campus-undercover Police on campus making arrests.

\*\* 2 Drug Related Arrests and 4 Alcohol Related Arrests occurred in Public Park adjacent to Takoma Park/Silver Spring Campus.

Crimes involving injury that were motivated by hate or bias have a hate crime notation.

Race = ra, Gender = g, Religion = re, Sexual Orientation = s, Ethnicity = e, and Disability = d.

**TABLE 1(cont'd) - MONTGOMERY COLLEGE CRIME STATISTICS**

Montgomery College Crime Statistics	
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)	
Data is collected and reported following the FBI uniform Crime Reporting (UCR) system	
GT = Germantown Campus	RK = Rockville Campus
TPSS = Takoma Park/Silver Spring Campus	GBTC = Gaithersburg Business Training Center
SWIM = Rockville Swim and Fitness Center	OITB = Office of Information Technology Building
40WG = 40 West Gude Drive	WHPL = Westfield South

Consolidated crime statistics for all College locations, adjacent property, and adjacent thoroughfares

	VENUE	Germantown Campus 2012		Rockville Campus 2012				Takoma Park/Silver Spring Campus 2012	
		GT	GBTC	RK	SWIM	OITB	40WG	TPSS	WHPL
<b>CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter</b>	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>SEX OFFENSES: Forcible</b>	• On Campus	1	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	1
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>Non forcible</b>	• On Campus		0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>ROBBERY</b>	• On Campus		0	1	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	1	0
<b>AGGRAVATED ASSAULT</b>	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>BURGLARY Forcible (F) and Non Forcible(NF) and Unknown(U)</b>	• On Campus	0	0	1 NF	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>ARSON</b>	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
<b>MOTOR VEHICLE THEFT Attempted Thefts (AT)</b>	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0

**TABLE 1(cont'd) - MONTGOMERY COLLEGE CRIME STATISTICS**

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SWIM = Rockville Swim and Fitness Center	OITB = Office of Information Technology Building
40WG = 40 West Gude Drive	WHPL = Westfield South

Consolidated crime statistics for all College locations, adjacent property, and adjacent thoroughfares

	VENUE	Germantown Campus 2012		Rockville Campus 2012				Silver Spring Campus 2012	
		GT	GBTC	RK	SWIM	OITB	40WG	TPSS	WHPL
OTHER CRIME: Manifesting Hate or Bias	• On Campus	0	0	2	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
ARREST FOR: Liquor law violations	• On Campus	0	0	3	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	4	0
Drug-related violations	• On Campus	0	0	7	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	1	0	0	0	2	0
Weapons possession	• On Campus	0	0	2	0	0	0	2	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS FOR: Liquor law violations	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
Drug-related violations	• On Campus	0	0	0	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0
Weapons possession	• On Campus	0	0	1	0	0	0	0	0
	• In or on a non campus building or property	0	0	0	0	0	0	0	0
	• On adjacent public property or thoroughfare	0	0	0	0	0	0	0	0

## SECTION V – CLERY-RELATED POLICIES AND PROCEDURES

### Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires sex offenders to notify states when they enroll or become employees at an institution of higher education. Information provided by the state of Maryland concerning registered sex offenders may be obtained from the Department of Public Safety and Correctional Services. Maryland's sex offender registry can be found online at <http://www.dpscs.state.md.us/sorSearch>.

As mandated by the Clery Act, the following policies have been provided at the end of this report.

*31005 – Drug and Alcohol Abuse Prevention: (Appendix 2)*

*31010 – Sexual Assault: (Appendix 3)*

## SECTION VI – DRUG/ALCOHOL ABUSE PREVENTION PROGRAMS

### Student Drug/Alcohol Abuse Prevention Program

The following activities were held as part of Montgomery College's effort to educate our students about the dangers of drug and alcohol abuse:

- Representation from the collegewide dean of student engagement on a county-wide coalition

*During the 2012–2013 academic year, Dr. Clemmie Solomon, collegewide dean for student engagement, was designated as the student services alcohol and substance abuse representative for the College. In this capacity, he also serves as the College's representative to the county-wide Drawing the Line –Keeping It Safe Coalition and the Statewide Collaborative to Reduce College Drinking.*

*As the representative to the Keeping it Safe Coalition, the dean has participated in monthly meetings and assisted with developing the mission goals and objectives of the coalition. As the College representative to the Statewide Collaborative to Reduce College Drinking, the dean of student engagement facilitated an assessment meeting with Monica Brown, collegewide dean of student success, and Rebecca Alisa Kuriksha, representative for Statewide Collaborative to Reduce Collegewide Drinking. Dean Solomon also represented the College at the Maryland Collaborative Statewide Conference to Reduce College Drinking at UMBC on May 8, 2013.*

- Substance Abuse Workshop held March 28, 2012, at the Takoma Park/Silver Spring Campus hosted by the Counseling and Advising Department
- DWI/DUI and Distracted Driving Prevention program activities held on October 22, 2012, at the Takoma Park/Silver Spring Campus
- DWI/DUI and Distracted Driving Prevention Program Activities held in October 2012, at the Rockville Campus
- Video Board display of information regarding the effects of drinking and driving, which was ongoing during Collegiate Alcohol Awareness week (fall 2012) at the Germantown Campus
- Drinking and Driving car simulator (Fall 2012) at the Germantown Campus
- Information Tables illustrating the effects of drinking and driving, held September and November 2012, at the Germantown Campus
- Mocktails: Served alternative drinks, handed out recipes for mocktails, and distributed additional information regarding the effects of excessive drinking, drinking and driving, and underage drinking, November 2012, at the Germantown Campus
- Health and Wellness Fair, March 2013, at the Germantown Campus included:

- *“Drawing the Line” – A Montgomery County program that targets underage drinking, and provides extensive literature to students through information tables*
- *Information on Narcotics Anonymous*
- *Information on Mothers Against Drunk Drivers*
- Safe Summer Send Off: distribution of information on Alcohol Awareness, Smoking and Drugs in May 2013, at the Germantown Campus
- Compliance Awareness Week (May 2013) at the Germantown Campus. The Student Life Office hosted a table with activities and information explaining the affects alcohol and drugs have on an individual
- Collegewide distribution of Student Health 101, an electronic newsletter, which serves as a means to improve the health and wellness of Montgomery College students.

For more detailed information concerning Montgomery College programs for students to prevent drug/alcohol abuse, please consult the 2013 Drug-Free Schools and Community Act Biennial Review at <http://www.montgomerycollege.edu/heoa>.

### **Employee Drug/Alcohol Abuse Prevention Program**

Drug and Alcohol education programs for employees are primarily provided through the Office of Business Services and Risk Management. The mission is to promote responsible decision-making regarding alcohol and drug use to students and employees through educational programs and other resources. Educational information is disseminated through the following:

- Alcohol and Drug Education Presentations
  - These presentations deliver information on alcohol and drug use to employees via a lecture and other interactive activities. Presentations are delivered to College employees at training seminars, department meetings, and workshops.*
- Faculty Staff Assistance Program
  - Employees that need assistance are referred to The Faculty Staff Assistance Program (FSAP). The FSAP is a voluntary, confidential assistance program available 24 hours a day, 7 days a week, and 365 days a year at no cost to employees. FSAP has licensed masters-level EAP specialists answering calls. It also has a diverse and credentialed national and international affiliate network to provide face-to face sessions, short-term, solution-focused interventions and consultations.*
- Tip Sheets
  - Tip sheets on topics related to Substance Abuse Prevention are placed on bulletin boards on all three campuses and at eight satellite locations located throughout Montgomery College. These tip sheets are also featured on Inside MC Online, which is an online e-newsletter that is accessible to all employees and students. The tip sheets are run twice a month for the entire year. There have been over 822 “reads” on the following topics: Alcoholism in the Workplace: A Managers Role;*

*Alcohol and the Family; What Do You Know About Alcohol & Drugs?; and Addiction.*

- **New Employee Orientation**  
*New employees are provided with a hard copy of the College's drug and alcohol abuse prevention policy (Referenced under Appendix 2). They are advised that short-term counseling is available to all employees and eligible dependents at no cost via the Faculty Staff Assistance Program. A list of resources in the community and treatment centers has also been provided in Section VII.*
- **Staff Professional Day**  
*Staff Professional Day is a day set aside to celebrate staff and to provide them with a wide variety of programs that will enrich their lives. Employees can attend workshops on various subjects of interest to them. This year, the following workshops were offered to employees: Compliance Matters; Drug & Alcohol Awareness for Employees; What is a Safe Zone? Why Create One at Montgomery College?, and Miranda Rights: What Do They Mean Anyway?*
- **In-house Training**  
*During this reporting period, supervisors were required to attend the following classes: Preventing Workplace Violence and Preventing Sexual Harassment and Workplace Discrimination.*
- **The Evening/Weekend News – A Newsletter for Montgomery College Part-time Faculty**  
*Information on the Drug and Alcohol Abuse Prevention Policy and a list of resources available to employees is published in the part-time faculty newsletter, which is made available to all employees.*
- **Employee Handbook**  
*The Employee Handbook is provided to all new employees during orientation and contains the drug and alcohol abuse prevention policy as well as a list of community resources relative to substance abuse. It is also available to all employees on the Office of Human Resources, Development, and Engagement web page at: <http://www.montgomerycollege.edu/ohr>. New employees receive a summary of the College's drug-free workplace policy and sign a statement that they received it when they complete their packet of new hire paperwork.*
- **Notification**  
*Current employees are notified via e-mail of the drug and alcohol abuse prevention policy on an annual basis.*

For more detailed information concerning Montgomery College programs for employees to prevent drug/alcohol abuse, please consult the 2013 Drug-Free Schools and Community Act Biennial Review at: <http://cms.montgomerycollege.edu/heoa/>.



## SECTION VII – HEALTH RISKS AND TREATMENT OPTIONS

**TABLE 2**

DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ABUSE OF ALCOHOL

<b>Controlled Substances - Uses &amp; Effects</b>							
Classification	Drug Name	Common or Brand	Dependence	Potential	Acute Effects	Health Risks and Effects of Long-term Use*	Overdose Effects
			Physical	Psycho-logical			
<b>ALCOHOL</b>	Ethanol	Beer Wine Distilled Liquor	High High High	High High High	<ul style="list-style-type: none"> <li>Lowered Inhibitions</li> <li>Impaired Judgement, Vision</li> <li>Loss of Motor Skills, Coordination</li> <li>Slurred Speech</li> </ul>	<ul style="list-style-type: none"> <li>Hypertension</li> <li>Liver Damage</li> <li>Cardiovascular Disease</li> <li>Toxic Psychosis</li> <li>Neurologic Damage</li> <li>Addiction with Severe Withdrawal</li> </ul>	<ul style="list-style-type: none"> <li>Coma</li> <li>Possible Death</li> </ul>
<b>NARCOTICS</b>	<sup>1</sup> Opium Morphine Codeine <sup>1</sup> Heroin Meperidine Other	<sup>2</sup> Paregoric, Dover S Power <sup>2</sup> Morphine <sup>2</sup> Tylenol W/Codeine, Robitussin Heroin <sup>2</sup> Demerol, Pethadol <sup>2</sup> Dilaudid, Lentine, Percodan	High High High High High High	High High High High High High	<ul style="list-style-type: none"> <li>Euphoria, Drowsiness</li> <li>Respiratory Depression</li> <li>Constricted Pupils</li> <li>Nausea, Vomit</li> <li>Analgesia (Pain Relief)</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Appetite</li> <li>Constipation</li> <li>Risk of AIDS &amp; Hepatitis from I.V. Drug Use</li> </ul>	<ul style="list-style-type: none"> <li>Shallow Perspiration</li> <li>Clammy Skin</li> <li>Convulsions, Coma</li> <li>Possible Death</li> <li>May be Toxic if Mixed with Alcohol</li> </ul>
<b>DEPRESSANTS</b>	Chloral Hydrate Barbiturates	<sup>2</sup> Noctec, Somnos <sup>2</sup> Nembutal, Phonobarbitol, Seconal, Tuinol	Moderate High	Moderate High	<ul style="list-style-type: none"> <li>Slurred Speech</li> <li>Disorientation</li> <li>Drunken Behavior Without the Odor of Alcohol</li> <li>Euphoria</li> <li>Lowered Inhibitions</li> <li>Loss of Motor Skills</li> <li>Blackouts</li> <li>Relaxation, Depression</li> <li>Hallucinations</li> </ul>	<ul style="list-style-type: none"> <li>Addiction with Withdrawal</li> <li>Toxic Psychosis</li> <li>Weak, Rapid Pulse</li> <li>Hallucinations</li> <li>Nausea</li> <li>Seizures</li> <li>Insomnia</li> <li>Anxiety</li> <li>Tremors</li> <li>Dizziness</li> <li>Loss of Peripheral Vision</li> </ul>	<ul style="list-style-type: none"> <li>Shallow Respiration</li> <li>Cold, Clammy Skin</li> <li>Blackout</li> <li>Coma</li> <li>Possible Death</li> <li>May be Toxic if mixed with Alcohol</li> </ul>
	Gamma Hydroxybutric Acid	Date Rape Drug, Liquid Ecstasy, Cherymeth,	Moderate-High	High	<ul style="list-style-type: none"> <li>Relaxation, Depression</li> <li>Hallucinations</li> </ul>	<ul style="list-style-type: none"> <li>High</li> </ul>	<ul style="list-style-type: none"> <li>High</li> </ul>
<b>STIMULANTS</b>	Gamma Butyrolactone Glutethimide Ketamine Methaqualone Tranquillizers	GBL <sup>2</sup> Doirden Special K, K <sup>2</sup> Optimil, Parest, Quaalude, Sopor <sup>2</sup> Equanil, Valium, Tranxene Serax, Xanax, Rohyphal, Dalmane, Dormate, Placidyl, Valmid	Unknown High Unknown High Moderate	Unknown High Unknown High High	<ul style="list-style-type: none"> <li>Feeling of Well-Being</li> <li>Excitation, Euphoria</li> <li>Increased Alertness</li> <li>Increased Blood Pressure, Pulse</li> <li>Insomnia, Appetite Loss</li> </ul>	<ul style="list-style-type: none"> <li>Delusions, Hallucinations (Toxic Psychosis)</li> <li>Possible Organ/Tissue Damage</li> </ul>	<ul style="list-style-type: none"> <li>Agitation</li> <li>Temperature Increase</li> <li>Hallucinations</li> <li>Convulsions</li> <li>Heart Attack, Stroke</li> <li>High Blood Pressure</li> <li>Loss of Consciousness</li> <li>Seizures</li> </ul>
	<sup>1</sup> Cocaine <sup>1</sup> Amphetamine  Phenmetrazine Methylphenidate Other  Methylenedoxy-methamphetamine	Cocaine Hydrochloride Cocaine, Biphphetamine, Desoxyn, Dexedrine <sup>2</sup> Preludin <sup>2</sup> Ritalin  <sup>2</sup> Cylert, Dixer, Pre-Sate, Sanorex, Voranil Ecstasy, MDMA	Possible Possible  Possible Possible Possible  Low	High High  High High High  High	<ul style="list-style-type: none"> <li>Dilated Pupils</li> <li>Increased Blood Pressure, Pulse</li> <li>Delusions/Hallucinations</li> <li>Distorted Perception of Time, Space, and Reality</li> </ul>	<ul style="list-style-type: none"> <li>Hallucinogens, Especially LSD, may Intensify Existing Psychosis</li> <li>Possible Violent Behavior</li> </ul>	<ul style="list-style-type: none"> <li>Intense Bad Trips</li> <li>Psychosis</li> <li>Possible Sudden Death</li> </ul>
<b>HALLUCINO-GENICS</b>	<sup>1</sup> LSD <sup>1</sup> Mescaline <sup>1</sup> Psilocybin <sup>1</sup> MDA <sup>1</sup> PCP	Acid, Lysergic Acid Peyote, Peyote Buttons, Mescalitor Magic Mushrooms, Shrooms  Angel Dust, Crystal, Cemylian (Veterinary)	Low Low Low Unknown Unknown	Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> <li>Slurred Speech</li> <li>Drunken Behavior</li> <li>Impaired Judgement</li> <li>Poor Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Hallucinations</li> <li>Possible Damage to Bone Marrow, Lungs, Kidneys, Liver, Heart, Brain, Eyes</li> </ul>	<ul style="list-style-type: none"> <li>Unconsciousness</li> <li>Coma</li> <li>Possible Toxic Reaction</li> <li>Possible Sudden Death</li> </ul>
<b>INHALANTS</b>	Airplane Glue Lighter Fluid Aerosols Spray Paints Paint Thinner Gasoline Poppers	Active Ingredient: Toluene Active Ingredient: Naphalene Active Ingred.: Chloroplourocarbon Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Petroleum Distillate Active Ingred.: Amyl/butyl Nitrite	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	Unknown Unknown Unknown Unknown Unknown Unknown Unknown	<ul style="list-style-type: none"> <li>Tachycardia, Reddened Eyes</li> <li>Euphoria, Profound Humor</li> <li>Altered Time/Space Perception</li> <li>Short-Term Memory Loss</li> <li>Increased Appetite</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular Damage as with Smoking Tobacco</li> </ul>	<ul style="list-style-type: none"> <li>Insomnia, Hyperactivity</li> <li>Panic Attacks, Paranoia</li> <li>Possible Toxic Reaction if Treated w/other Chemicals</li> </ul>
<b>CANNABIS</b>	<sup>1</sup> Marijuana <sup>1</sup> Hashish <sup>1</sup> Hash Oil	Grass, Pot, Weed, Dope Hash	Low Low Low	Moderate Moderate Moderate	<ul style="list-style-type: none"> <li>Relaxation</li> <li>Stimulation</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular Disease</li> <li>Respiratory Illness</li> </ul>	<ul style="list-style-type: none"> <li>Possible Death at very High Dosage Levels</li> </ul>
<b>TOBACCO</b>	Nicotine	Cigarettes Cigars	Moderate Moderate	High High	<ul style="list-style-type: none"> <li>Relaxation</li> <li>Stimulation</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular Disease</li> <li>Respiratory Illness</li> </ul>	<ul style="list-style-type: none"> <li>Possible Death at very High Dosage Levels</li> </ul>

\* Alcohol and other drug use during pregnancy increases risk of physical harm to fetus

<sup>2</sup> Psychoactive drug effects refer to use at a greater than prescribed therapeutic dosage level

<sup>1</sup> Additional risk of harm from toxic impurities in street drugs



**TABLE 3  
DRUG AND ALCOHOL RESOURCES AND CLINICAL SERVICES**

**Montgomery College Faculty/Staff Assistance Program**

*First Advantage*  
1-800-935-9551  
[www.fadv.com/eapsap/](http://www.fadv.com/eapsap/)  
Hearing Impaired: 1-800-855-2881, and then connect to 1-800-935-9551  
Available 24 hours a day, 7 days per week

**Montgomery County Department of Health and Human Services**

*Behavioral Health – Addiction Services*  
255 Rockville Pike #145  
Rockville, MD 20850  
240-777-1770 or 240-777-4710  
*Behavioral Health – Outpatient Addiction Services*  
240-777-1680  
<http://www.montgomerycountymd.gov/>

**Mental Health Association of Montgomery County**

1000 Twinbrook Parkway  
Rockville, MD 20851  
301-738-9697 - Youth Hotline  
301-738-2255 - General Hotline

**Crisis Center**

1301 Piccard Drive  
Rockville, MD 20850  
240-777-4000  
Available 24 hours a day, 7 days per week

**NATIONAL HOTLINES**

**Alcohol Hotline**

*Information and referral 24 hour*  
1- 800-ALCOHOL (252-6465)

**National Treatment Referral**

1-800-662-HELP (4357)

**Cocaine Addiction**

*Information and referral*  
1-800-COCAINE (262-2463)

**Substance Abuse and Mental Health Services Administration (SAMHSA)**

*Treatment Facility Locator*  
<http://www.samhsa.gov/treatment/index.aspx>

**National Suicide Prevention Lifeline**

1-800-273-TALK (8255)

**SELF- HELP GROUPS**

**Alcoholics Anonymous**

*Self-help group for alcoholic and alcohol abusers*  
202-966-9115 (DC, MD, VA)  
[www.aa-dc.org](http://www.aa-dc.org)

**Cocaine Anonymous National Referral Line**

*Group for cocaine abusers*  
800-347-8998 24 hours  
202-726-1717 DC, MD, and VA  
[www.ca.org](http://www.ca.org)

**Al-Anon /Alateen**

*Support group for families of alcoholics*  
202-882-1334, MD and DC  
202-797-9738 Spanish speaking  
703-764-0476 Northern VA.  
[www.al-anon.alateen.org](http://www.al-anon.alateen.org)

**Narcotics Anonymous**

*Group for narcotics abusers*  
202-399-5316 DC and MD  
703-532-1255 Northern VA  
[www.na.org](http://www.na.org)

**TABLE 3**  
**DRUG AND ALCOHOL RESOURCES AND CLINICAL SERVICES**

**Another Way Inc.**  
11308 Grandview Avenue  
Silver Spring, MD 20902  
**Phone: 301-942-5054**

**Avery House (Group)**  
14705 Avery Road  
Rockville, MD 20853  
**Phone: 301-762-4651**  
Women/Children - **Phone: 301-762-5613**  
Intermediate Care - **Phone: 301-279-8828**  
Combined Care – 301-279-8828

**Bilingual Counseling Center**  
11301 Georgia Avenue  
Silver Spring, MD 20902  
**Phone: 301-942-7821**

**Circle Treatment Center PC**  
424 N. Fredrick Avenue  
Gaithersburg, MD 20877  
[www.circletreatment.com](http://www.circletreatment.com)  
**Phone: 301-258-2626**

**Counseling Plus Inc**  
8561 Fenton Street  
Silver Spring, MD 20910  
**Phone: 301-565-9001**

**Family Health Center  
Psychological Services**  
16220 S. Frederick Avenue  
Gaithersburg, MD 20877  
[www.sober.com](http://www.sober.com)  
**Phone: 301-963-7222**

**Hannah's Aftercare and Rehab Center**  
1201 Millgrove Road  
Silver Spring, MD 20905  
[www.hanahsaftercareandrehabcenterfaithweb.com](http://www.hanahsaftercareandrehabcenterfaithweb.com)  
**Phone: 301-384-1615**

**Journeys Adult Program**  
402 Hungerford Drive  
Rockville, MD 20850  
**Phone: 301-294-4015**

**Kolmac Clinic**  
1003 Spring Street  
Silver Spring, MD 20910  
[www.kolmac.com](http://www.kolmac.com)  
**Phone: 301-589-0255**

**Lawrence Court Halfway House**  
1 Lawrence Court  
Rockville, MD 20850  
[www.vanguardservices.org](http://www.vanguardservices.org)  
**Phone: 301-251-8920**

**Metro Counseling Service Inc.**  
15719 Crabbs Branch Way  
Derwood, MD 20855  
**Phone: 301-670-6161**

**Montgomery County Dept. Health/Human  
Services/ Outpatient Addiction Services**  
751 Twinbrook Parkway  
Rockville, MD 20851  
[www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)  
**Phone: 240-777-1680**

**Montgomery General Hospital Addiction  
and Mental Health Center**  
18101 Prince Philip Drive  
Olney, MD 20832  
[www.montgomerygeneral.com](http://www.montgomerygeneral.com)  
**Phone: 301-774-8800**

**Montgomery Recovery Services Inc.**  
14636 Rothgeb Drive  
Rockville, MD 20850  
[www.drugtreatment.net](http://www.drugtreatment.net)  
**Phone: 301-762-5300**

**New Beginnings at Potomac Valley Nursing  
and Wellness Center**  
1235 Potomac Valley Road  
Rockville, MD 20850  
[www.potomacvalley.com](http://www.potomacvalley.com)  
**Phone: 301-762-0700**

**OACES Corp**  
416 Hungerford Drive  
Suite 209  
Rockville, MD 20850  
**Phone: 301-762-1383**

**Potomac Ridge Behavioral Health**  
14901 Broschart  
Rockville, MD 20850  
**Phone: 301-251-4500**

**Prince George's County Addictions  
Treatment Centers (Group)**  
3003 Hospital Drive  
Cheverly, MD 20785  
**Phone: 301-583-5920**  
(Clinton) **301-856-9400**

**Step Ahead Program of KHI  
Services**  
20528 Boland Farm Road  
Germantown, MD 20876  
**Phone: 240-686-0707**

**Suburban Hospital Addiction  
Treatment Center Outpatient  
Services**  
6001 Montrose Road  
Rockville, MD 20852  
[www.suburbanhospital.org](http://www.suburbanhospital.org)  
**Phone: 301-896-2036**

**Suburban Hospital Behavioral  
Health**  
8600 Old Georgetown Road  
Bethesda, MD 20814  
**Phone: 301-896-2564 (or) 301-  
896-3100**

**Washington Adventist Hospital**  
7600 Carroll Avenue  
Takoma Park, MD 20912  
[www.adventisthealthcare.com](http://www.adventisthealthcare.com)  
**Phone: 301-891-7600(or) 301-  
891-5600**

**White Flint Recovery Inc.**  
1335 Rockville Pike  
Rockville, MD 20852  
**Phone: 301-294-6545**

## **APPENDICES**

**APPENDIX 1**  
**MONTGOMERY COLLEGE**  
**Office of Facilities/Safety and Security**

# CRIME ALERT

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Montgomery College posts crime alerts for serious crimes that occur within its Clery geography and that may pose an ongoing risk to members of the College community. Through crime alerts, the College seeks to encourage crime prevention and safety practices.

Date:

Incident Number:

**The contents should include:**

Date and time of incident

A brief description of the incident

Suspect description when appropriate and if there is sufficient detail (If the only provided detail is race, for example, a description should NOT be included).

Other information as deemed appropriate by the safety and security supervisor or his/her designee

Police/public safety agency contact information

Information that will promote safety and potentially aid in the prevention of similar crimes  
(Crime prevention or safety tips)

## APPENDIX 2

**POLICY Board of Trustees – Montgomery College**

**31005**

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Chapter: Personnel

Modification No. 001

Subject: **Drug and Alcohol Abuse Prevention**

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- I. The Board of Trustees is committed to the education of students, employees, and community members regarding substance abuse prevention, detection, and treatment services; to the continuation of a collegewide substance abuse prevention program and other ongoing efforts which foster such education; and to the maintenance of a drug-free environment throughout the College.
- II. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Montgomery College.
- III. College employees and students are subject to appropriate disciplinary action for violation of this policy, in accordance with College policies and procedures regarding employee discipline and discharge and in accordance with the student code of conduct.
- IV. The President is authorized to establish procedures to implement this policy.

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Board Approval: May 15, 1989

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Chapter: Personnel

Modification No. 001

Subject: **Drug and Alcohol Abuse Prevention**

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- I. The College's Drug and Alcohol Abuse Prevention (substance abuse) program shall consist of the following:
  - A. Notification to all employees at the time of hire and annually thereafter through handbooks and other informational means:
    1. Of the College's policy on drug and alcohol abuse prevention;
    2. That the possession, use, or distribution of unlawful drugs and alcohol on its property or as part of any of its activities is prohibited;
    3. That the College will impose disciplinary sanctions on students and employees for violations of the policy, up to and including expulsion or termination of employment;
    4. Of the availability of counseling services available through the Faculty/Staff Assistance Program for those who voluntarily seek assistance;
    5. Of the educational opportunities and training programs available for all students and employees concerning the adverse effects of alcohol and drug abuse and the identification of behaviors and conduct that may be indicative of alcohol and drug abuse; and
    6. Of the treatment options available locally.
  - B. Maintaining data on the number of reported cases of drug and alcohol-related violations to assist in determining the effectiveness of programs and activities offered; and
  - C. Maintaining data on the number and type of sanctions imposed for violations of drug and alcohol-related violations for federal reporting purposes
  - D. The Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) requires the College to conduct a written biennial review which will be coordinated by the Office of Compliance. The review is to determine the effectiveness of programs to implement any needed changes to the prevention program and to ensure that sanctions developed for violating standards of conduct are enforced consistently.
- II. Standards of Conduct for Employees
  - A. Employees should report for work fit for duty and free of any adverse effects of illegal drugs or alcohol. This does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medication's effect on their fitness for duty and the ability to work safely and promptly disclose restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions to supervisors, but should do so to the HIPPA Privacy Official in the Office of Human Resources, Development and Engagement.
  - B. The unlawful manufacture, sale, distribution, dispensing, possession or use of

controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by anyone on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by anyone at any College sponsored or supervised activity off campus is also prohibited.

**C. Notification of Criminal Conviction**

1. As required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments, the Maryland Higher Education Commission's Policies Concerning Drug and Alcohol Abuse Control, and as a condition of employment, employees must abide by the terms of this procedure and notify the Office of Human Resources, Development and Engagement in writing, of any criminal drug statute conviction for a violation occurring on or off Montgomery College property, no later than five calendar days after such conviction. Lack of compliance with these requirements may subject the employee to immediate disciplinary action, up to and including dismissal.
2. Upon receipt of notification of a conviction, the College will take the following actions as required by law:
  - a. Notify the appropriate federal agencies of such convictions, and
  - b. Take appropriate personnel action against the employee, up to and including termination; and/or
  - c. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

**D. Consequences of Alcohol and Drug Abuse**

1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on the job or on College leased or owned property is a dismissible offense and may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, employees who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, suspension, termination of employment, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the

completion of an appropriate rehabilitation program as a condition of reinstatement or continued employment.

III. Standards of Conduct for Students

- A. Students are expected to abide by 42001 Student Code of Conduct. The unlawful manufacture, sale, distribution, dispensing, possession or use of controlled substances, and the unlawful use or abuse (e.g., being intoxicated) of alcohol by students on College property (including any facilities leased or used by the College) or in College vehicles is prohibited. The use of alcohol by anyone under 21 years of age or the abuse of alcohol by students at any College sponsored or supervised activity off campus is also prohibited.
- B. Consequences of Alcohol and Drug Abuse
1. The unlawful manufacture, distribution, use, sale, or possession (e.g., on the person or in a desk, or vehicle) of illegal drugs or of opened alcohol while on College leased or owned property may result in criminal prosecution. Any illegal drugs found will be turned over to the appropriate law enforcement agency.
  2. The illegal use or abuse of alcohol on campus or as a part of any College activity whether on College leased or owned property is prohibited in accordance with all applicable Federal, State and local laws and the Drug and Alcohol Abuse Prevention Policy. In addition to possible prosecution under the aforementioned laws, students who violate the prohibitions of this policy are subject to College imposed disciplinary sanctions consistent with applicable procedures and regulations. Sanctions may include, but need not be limited to, dismissal, suspension, disciplinary probation, community service, or referral to appropriate authorities for prosecution. Any disciplinary sanction imposed may also include the completion of an appropriate rehabilitation program as a condition of reinstatement or continued enrollment.
  3. The Dean of Student Development or designated instructional Dean of Workforce Development and Continuing Education should be informed in writing about any situation that should be addressed through the formal disciplinary process. The faculty or staff member will provide the Dean of Student Development with a written summary of the facts or conduct on which the referral is based within 48 hours of the incident for appropriate and effective disciplinary process, which must include the date, time, place, and a description of the incident.

IV. Responsibility

- A. The Office of Human Resources, Development, and Engagement and the Office



of Business Services shall collaborate to make the Drug and Alcohol Abuse Prevention (substance abuse) program known and available to all employees and manage the procedural aspects of managing cases.

- B. The Risk Management Coordinator is responsible for employee education and providing community resources on the topics of drugs and alcohol and for tracking and reporting the number of initiatives, programs and people attending to ensure programming is adequate to address the needs of employees.
- C. The Deans of Student Services are responsible for educating students on the topics of drugs and alcohol and providing students with community resources and for tracking and reporting on the number of initiatives, programs and attendance to ensure programming is adequate to address the needs of students.
- D. The President, or designee, shall from time to time promote opportunities to educate the community regarding substance abuse prevention, detection, and available treatment options.

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Administrative Approval: June 24, 2013

### APPENDIX 3

## POLICY Board of Trustees – Montgomery College

**31010**

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Chapter: Personnel

Modification No. 03

Subject: **Sexual Assault**

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#### I. Prohibition

The College prohibits and will not tolerate sexual offenses by an employee, student, or participant in a College-sponsored program, or by any individual present on the College's premises. For purposes of this Policy, the College's premises include any property that it owns or leases or that it has permission to occupy for the purpose of conducting a College-sponsored program.

#### II. Definition

Sexual offenses are defined as nonconsensual, physical conduct of a sexual nature, whether with a member of the same gender or the opposite gender.

A forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A nonforcible sex offense is an unlawful, nonforcible sexual intercourse, such as: (a) incest (nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law), and (b) statutory rape (nonforcible sexual intercourse with a person who is under the statutory age of consent).

#### III. General Explanation

Although, generally, a sexual offense under this Policy is sexual contact with another individual that constitutes a criminal offense under the laws of the State of Maryland, certain nonconsensual, physical conduct of a sexual nature may constitute a sexual offense under this Policy even though it does not constitute a crime in the State of Maryland. Conviction of a criminal offense is not necessary to a finding of commission of a sexual offense under this Policy, whether or not the sexual offense is a crime in the State of Maryland.

A sexual offense includes what is now commonly referred to as "acquaintance rape" or "date rape." For example, if two individuals, consensually, engage in one or more acts of sexual conduct, there will be no sexual offense. However, an individual's consent to engage in one or more acts of sexual conduct does not imply, and shall not be deemed to constitute, consent to engage in any other act of sexual conduct.

Further, an individual will not be considered to have consented to an act of sexual conduct if, for any reason, such individual is incapable of appraising the nature of the conduct or if the person is mentally or physically impaired or prevented from resisting another individual's demands or requests to engage in such conduct. An individual shall also not be deemed to have consented to engage in sexual conduct if such individual was induced to engage in such conduct because of a promise or threat (by an individual reasonably perceived by the alleged victim to have the authority to effect such promise or threat) to favorably or adversely affect such individual's employment or academic status.

Finally, it is to be noted that a sexual offense will always constitute an act of sexual harassment under the College's Sexual Harassment Policy, although, depending on all surrounding circumstances, an act of sexual harassment that involves physical contact will not necessarily constitute a sexual offense under this Policy.

IV. College Aid to Victims of Sexual Offense

An individual who claims to be a victim of a sexual offense may notify any College Administrator or any campus Safety and Security Office. If a College Administrator is notified of the commission of an alleged sexual offense, the administrator shall immediately direct that individual to a Dean of Student Development or a campus Safety and Security Office. The Dean of Student Development or campus Safety and Security Office shall immediately inform the individual claiming to be a victim of a sexual offense (1) of his or her right to notify the appropriate law enforcement authorities, including the campus security office and local police; (2) of his or her right to file criminal charges with the appropriate law enforcement authorities; (3) of the importance of preserving evidence necessary to the proof of criminal sexual offense and prompt notification of law enforcement authorities; and (4) of the name and location of the nearest hospitals equipped with the Maryland State Police sexual assault evidence collection kit.

The College shall assist an individual who claims to be a victim of a sexual offense in notifying local law enforcement authorities and in obtaining appropriate medical attention, including transportation to the nearest hospital equipped with the Maryland State Police sexual assault evidence collection kit, unless such assistance is refused by such individual.

The College shall also provide to an individual who claims to be a victim of a sexual offense immediate access to a professional counselor trained and experienced in dealing with sexual offense crises.

A victim of a sexual offense may request a change in academic situations after an alleged sexual offense. The College will notify the victim of the options for such change(s) and make such changes if the change(s) are reasonably available. To make such a request, students should contact the Director of Equity and Diversity or a Dean of Student Development.

V. Enforcement

Individuals found to have committed a sexual offense in violation of this Policy will be subject to disciplinary action in accordance with College Policy/Procedure, up to and including dismissal from employment or from such academic or other College-sponsored program in which such individual participates and/or may be barred from College facilities.

Any individual who learns of an alleged incident of a sexual offense shall inform the Director of Equity and Diversity or a Dean of Student Development, who shall be responsible for contacting the alleged victim and, in addition to assisting the alleged victim as provided in Part IV of this Policy, informing the alleged victim of his or her right to file a formal complaint and offering assistance in initiating such a complaint. Failure of a College employee to comply with these requirements will be treated as a failure to fulfill

duties and may result in counseling and/or disciplinary action as appropriate. VI.

Procedures

Any individual who believes that he or she has been the victim of a sexual offense in violation of this Policy, may file a complaint with the College's Director of Equity and Diversity. All complaints will be investigated, and confidentiality will be maintained to an extent consistent with the College's duty to investigate the complaint. During any meeting or hearing conducted during the course of a disciplinary proceeding arising out of an alleged sexual offense, an individual who claims to be a victim of a sexual offense and the individual who is asserted to have committed such offense may have present with him or her a person of his or her choice, provided that the unavailability of such a person who is not a witness shall not be a reason to delay or postpone any meeting or hearing. Both the individual who claims to be a victim of a sexual offense and the individual who is asserted to have committed such an offense shall be informed, in writing, of the outcome of any disciplinary proceeding arising out of a sexual offense.

No person will be retaliated against as a result of bringing a complaint of a sexual offense, except that an individual who files a complaint knowing that complaint to be false will be subject to appropriate administrative action, including dismissal from employment and/or any program of the College in which such individual participates.

VII. Educational and Guidance Programs

The College is committed to preventing sexual offenses on campus. The College President shall designate a College employee who will be responsible for the administration and development of education and guidance programs to promote the awareness of forcible and non-forcible sex offenses, including date rape and acquaintance rape. Students, staff, and other participants in College sponsored programs are strongly encouraged to take advantage of these programs to further develop an understanding of what constitutes a sexual offense, steps which may be taken to prevent such conduct and steps to be taken in the event such conduct does occur.

The College provides counseling, mental health and other services which are available to victims of sexual offenses, information about which is available through the Director of Equity and Diversity and the Deans of Student Development. In addition, the Director of Human Resources, the Director of Equity and Diversity, and the Deans of Student Development shall jointly compile a list of resources that, although not provided by the College, are available in the community to victims of sexual offenses, which list shall include the nearest rape crisis centers designated by the State of Maryland.

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Board Approval: July 19, 1993; July 18, 1994; July 15, 1999