



PRINCE GEORGE'S
COMMUNITY COLLEGE

ANNUAL SECURITY REPORT

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Section 1: Introduction

Prince George's Community College Overview

Prince George's Community College (the "College" or "PGCC"), located in Prince George's County, Maryland, is the number one choice of county residents for undergraduate education and the leading institution in training and preparing employees for the county's workforce. Since 1958, the College has provided the region with high-quality and affordable education, cutting-edge workforce and development training, and the opportunity for community members to achieve their dreams and aspirations.

The College offers more than 200 academic, workforce development, and continuing education programs of study, as well as transfer and scholarship opportunities to four-year colleges and universities. Students can earn associate degrees, certificates, letters of recognition, and licenses. The College offers a variety of locations where students can attend classes, including the Largo campus, Joint Base Andrews, the Laurel College Center, the Skilled Trades Center, and the University Town Center.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended, more commonly referred to as the "Clery Act." It provides current and prospective students, faculty, and staff, as well as their families, with information about the College's security arrangements, policies and procedures; programs that provide education on such topics as drug and alcohol abuse; awareness of various kinds of sex offenses; the general prevention of crime and procedures the College will take to notify the campus community in the event of an emergency. This report also provides information to assist the College community in making informed decisions relating to their own safety and the safety of others.

Compliance with the Clery Act does not violate the Family Educational Rights and Privacy Act ("FERPA"). In addition, any student, staff, or faculty member who reports a crime or is involved in any aspect of compliance under the Clery Act is protected from retaliation.

Section 2: General Safety and Security Policies

Policy for Preparing the Annual Report

Preparation of this annual disclosure is a team effort, as input is required from numerous sources both on- and off-campus. A coordinated group of PGCC administrators reviewed each component of the Clery Act and its accompanying regulations, verified the Clery reportable crime statistics, and drafted this report.

The following PGCC and external individuals and departments were consulted in the drafting of this report: PGCC's Clery compliance officer, General Counsel, College Police, Student Conduct Officer, Student Affairs Office, Athletic director, Title IX Coordinator, Wellness and Mental Health Center program director, and the Equity, Culture, and Talent Department; security offices at each of the College's locations; the Prince George's County Police Department; Joint Base Andrews – Security Forces Group;

Laurel City Police Department; Hyattsville City Police Department; and the College's non-security Campus Security Authorities (CSAs).

Requests for Clery-reportable crime statistics were sent to law enforcement agencies in good faith. Crime statistics obtained from any of these sources are recorded in the calendar year the crime was reported and are included in this Annual Security Report. The Clery Compliance Officer submits the annual crime statistics published in this report to the U.S. Department of Education. The statistical information gathered by the Department of Education is available to the public through its website at <https://ope.ed.gov/campussafety/#/>.

Each year, an email notification is sent to all enrolled students and employees that provides a website link to access the report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Lt. Barbara A. Smith, Clery Compliance Officer | College Police, Largo Campus - Facilities Building, 301 Largo Road, Largo, Maryland, 301-546-0398 or CleryCompliance@pgcc.edu, or by contacting the College Police at 301-546-0398. The website address is included on the College's employment application for prospective employees and is available on the College application for prospective students. This report is also on the College's website by searching for "Annual Security Report."

The College is committed to providing all students and staff with a safe, secure working and learning environment. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field. All security procedures are constantly tested and re-evaluated for their effectiveness.

Campus Security Personnel: Law Enforcement Authority, Jurisdiction, and Relationships with Local Law Enforcement

The College Police Department is responsible for campus safety at the College, including main campus and the extension centers.

Members of the College Police are commissioned law enforcement officers with the authority to make arrests and carry firearms. The College Police Department's jurisdiction covers all of the College's property. The College's police officers have the authority to enforce the laws of the State of Maryland and make arrests on all College property and adjacent streets.

By mutual agreement with state and federal agencies, the College Police can access the National Crime Information Center's computer database. This computer database is used to access criminal history data, nationwide police records, and driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

The College Police Department works closely with the Prince George's County Sheriff's Office, Prince George's County Police Department, and all appropriate elements of the criminal justice system. Investigative efforts, resources, crime-related reports, and other information are shared with the appropriate law enforcement agency as deemed necessary. PGCC does not currently rely on any memoranda of understanding with local law enforcement agencies; however, PGCC is exploring the possibility of formalizing these effective relationships via written agreement.

Largo Campus

PGCC's College Police provide 24-hour security, law enforcement, and safety services to the College

community. Officers are linked to a dispatcher and to each other by two-way radios. Officers conduct foot and vehicle patrols of the Largo grounds, including academic and administrative buildings, and assist at extension centers as needed. Officers are commissioned as Special Police Officers under the provisions of Public Safety Article, Title 3, of the Annotated Code of Maryland and are certified State of Maryland police officers through the Maryland Police and Correctional Training Commissions. Police jurisdiction over the Largo Campus is shared with local law enforcement – Prince George’s County Police Department, Division II (301-390-2100).

In addition, the College has Public Security Aides (PSAs) on staff at the Largo Campus and University Town Center. PSAs and contracted security personnel are unarmed but carry two-way radios on the Largo Campus to provide enhanced foot patrols.

Joint Base Andrews (JBA) Extension Center

College Police does not have jurisdiction to respond to incidents at Joint Base Andrews. After receiving clearance, College Police may be permitted on the premises. For this reason, the primary responder to Joint Base Andrews is its Security Force, which can be reached at 301-981-2002. In addition, Prince George’s County Police Division IV (301-749-4901) has local law enforcement jurisdiction at Joint Base Andrews.

Laurel College Center (LCC) Campus

During daytime hours, LCC has an unarmed, contracted security officer with a duty cell phone for immediate contact. In addition, Prince George’s County sheriff’s deputies are hired on a part-time basis to provide security for PGCC’s staff and students during evening hours.

Although PGCC’s College Police have jurisdiction over LCC, the Laurel City Police Department—which serves Laurel, Maryland—is the primary responder to 911 calls. In addition, jurisdiction over the LCC Campus is shared with Prince George’s Police Department, Division VI (301-937-0910), who will respond as needed.

Skilled Trades Center (STC)

Currently, STC courses are held in the evenings on weekdays and all day on Saturdays. Prince George’s County Sheriff’s Deputies are hired on a part-time basis to provide security for PGCC’s staff and students during evening hours.

While PGCC’s College Police have jurisdiction over STC, since it is located in Camp Springs, Maryland, Prince George’s County Police Department Division V (301-856-3130) shares jurisdiction and is the primary responder to 911 calls.

University Town Center (UTC) Campus

Unarmed PSAs are on staff at UTC during normal business hours to provide enhanced monitoring and foot patrols, and they carry duty cell phones for immediate contact. Prince George’s County Sheriff’s Deputies are hired on a part-time basis to provide security for PGCC’s staff and students during evening and weekend hours.

Although PGCC's College Police have jurisdiction over UTC, since it is located in Hyattsville, Maryland, the campus also is served by the Hyattsville City Police Department (301-985-5060), who would be the primary responder to 911 calls. Police jurisdiction is also shared with Prince George's County Police Department, Division I (301-699-2630).

Campus Security Authorities

The Clery Act requires all institutions to collect crime reports from various individuals and organizations identified as Campus Security Authorities (CSAs), including College Police. The function of CSAs is to collect and report, in good faith, crimes that include: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, liquor law violations, drug-related law violations, weapons law violations, domestic violence, dating violence, stalking, 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 are hesitant about reporting crimes to the police and may be more inclined to report incidents to other College personnel.

The Clery regulations define a CSA as:

- i. A campus police department or a campus security department of an institution.
- ii. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- iii. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- iv. An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

While the College encourages the reporting of all criminal activity that occurs within the Clery Act's defined physical area to the College Police, it acknowledges that some members of the College community might prefer to file reports with other campus security authorities in certain situations. CSAs should immediately report the criminal activity to a member of the College Police who will prepare an incident report. The College Police sends emails to CSAs to solicit information on alleged crimes that were reported in good faith.

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials, who ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. Campus security authorities to whom the College would prefer that crimes be reported are listed on the next page.

<p>Barbara A. Smith <i>Police Lieutenant & Clery Officer</i> Facilities Management and College Police Building – Largo Campus 301-546-0398 SmithBA@pgcc.edu</p>	<p>Mark M. McDonald <i>Student Conduct & Community Standards Officer</i> Lanham Hall 1011A – Largo Campus 301-546-0887 mcdonamm@pgcc.edu</p>	<p>Shaundricka M. Ranel <i>Senior Director of Policy, Compliance & Title IX</i> Kent Hall 133 – Largo Campus 301-546-7011 TitleIX@pgcc.edu or Ranelism@pgcc.edu</p>	<p>Derek Myers <i>Chief of Police</i> Facilities Management and College Police Building – Largo Campus 301-546-0666 myersdg@pgcc.edu</p>	<p>JoAnn Rogers Todaro <i>Athletics Director</i> Novak Field House 111 – Largo Campus 301-546-0513 todarojx@pgcc.edu</p>
<p>Britt S. Howard <i>Manager, Police Communications</i> Facilities Management and College Police Building – Largo Campus 301-546-0666 HowardBX@pgcc.edu</p>	<p>Paulett D. McIntosh <i>Program Manager, Student Engagement & Leadership</i> Largo Student Center 149 – Largo Campus 301-546-0854 McIntoPD@pgcc.edu</p>	<p>Danielle LaSure-Bryant <i>Program Director, Mental Health and Wellness Center</i> Bladen Hall 132 – Largo Campus 301-546-0845 dlasureb@pgcc.edu</p>	<p>Jason Kilmer <i>Director, Laurel College Center</i> Room 205E, Laurel College Center 301-546-8941 kilmerjl@pgcc.edu</p>	<p>Rosa D. Smith <i>Director, University Town Center</i> Room 133, University Town Center 301-546-8307 smithrd@pgcc.edu</p>

Reporting a Crime or Emergency

PGCC strongly encourages students, faculty, and staff to report all crimes accurately and promptly to a campus security authority, College Police, or the appropriate law enforcement agencies. Prompt and accurate crime reports facilitate investigations, improve enforcement, inform prevention efforts, aid in the issuance of timely warnings and emergency notifications, assist in the disclosure of crime statistics in this report, and educate the College community. Crimes should be reported when the victim elects to or is unable to make a report.

All crimes occurring on or near College property should be reported immediately to College Police by calling 301-546-0111. A dispatcher or armed police officer is available to respond to phone calls 24/7. For sexual misconduct crimes, College Police will notify the Title IX Coordinator to coordinate an appropriate response.

If a crime is in progress or there is some other situation posing imminent danger, local law enforcement can be reached by dialing 911.

Students, staff, and visitors should also report situations to one of the campus security authorities identified above. Once reported, the individual may also be encouraged to report the situation to the appropriate police agency. If requested, a College staff member will assist in making the report to police.

Reports made to any College police officer, Public Service Aide, contracted security officer, part-time sheriff's deputy working at a College location, CSA, or local law enforcement will be assessed for potential dissemination of a timely warning or emergency notification via an Owl Alert. Such reports will also be included in the Daily Crime Log and the crime statistics reported in the Annual Security Report, as appropriate. Please note: The Owl Alert emergency text and email messaging system is also used to send alerts about technology and utility disruptions.

Anonymous incident reports may also be filed by calling 301-546-0666 or visiting <http://cm.maxient.com/reporting.php?PrinceGeorgesCC>.

Campus-Specific Crime Reporting and Emergency Contact Information

As always, in an emergency, persons may dial 911 at all locations.

To file a police report, victims or bystanders can contact any of the local police agencies listed below by phone or in person. Callers should provide as much information as possible, including their name, address, and details about the incident—such as when, where, and what occurred—to the best of their ability.

Largo (Main Campus)

On-Campus Emergency: (301) 546-0111

Non-Emergency: (301) 546-0666

Prince George's County Police Department – Division II: (301) 390-2100

Emergency: 911

To report a crime or emergency to College Police on the Largo campus, there are Code Blue emergency callboxes in the parking lots, track, and fields, as well as near elevators and some classrooms.



Joint Base Andrews

On-campus Emergency: (301) 546-0111

Non-Emergency: (301) 546-0666

Joint Base Andrews – Security Force: (301) 981-2002

Prince George's County Police Division IV – (301) 749-4901

Emergency: 911

Laurel College Center

On-campus Emergency: (301) 546-0111

Non-Emergency: (301) 546-8940

Laurel City Police Department: (301) 498-0092

Prince George's County Police Department – Division VI: (301) 937-0910

Emergency: 911

Skilled Trades Center

On-campus Emergency: (301) 546-0111

Non-Emergency: (301) 546-0894

Prince George's County Police Department – Division V: (301) 856-3130

Emergency: 911

University Town Center

On-campus Emergency: (301) 546-0111

Non-Emergency: (301) 546-8882

Prince George's County Police Department – Division I: (301) 699-2630

Hyattsville City Police Department: (301) 985-5060

Emergency: 911

Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim, or disciplining the perpetrator will know the victim's identity.

Witnesses and victims of crime who do not want to pursue action within the College or the criminal justice system may want to consider voluntarily making a confidential or anonymous report to College police officers or to a non-security CSA. With some exceptions, as noted below, these officials can file a report on the details of the incident without revealing the victim's identity. Such a confidential report complies with the victim's wishes but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing, and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

Professional counselors are designated by the College as confidential resources and have a legal obligation to keep communications confidential when acting in their professional capacity, unless there is an imminent threat to health or safety or another basis for disclosure pursuant to law, or unless consent to share the information has been provided by the counselee. Information shared with confidential resources does not constitute a report or complaint filed with the College for the purpose of initiating an investigation and does not require the College to seek resolution.

The College's professional counselors, when acting as such, are not considered to be CSAs and are not required to report crimes for inclusion into the annual disclosure of crime statistics. It is standard procedure for each professional counselor to inform a counselee at the beginning of a counseling session that the counselor is authorized, with some exceptions, to maintain confidentiality. The College encourages its professional counselors, if and when they deem it appropriate, to inform the person they are counseling of the ability to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics. Counselees must state whether the report they are making is to be kept confidential. Note: The College does not employ pastoral counselors.

Because College Police can include information captured in confidential reports, it can keep an accurate record of the number of incidents involving students, employees, and visitors; properly assess risk and discover patterns of crime with regard to a particular location, method, or assailant; and alert the College community to potential danger. Reports filed in confidence are counted and disclosed in the annual crime statistics for the College and may be the subject of a timely warning, emergency notification, or other security notification to some or all of the College community.

As of 2024, for purposes of reports of sexual misconduct, all College employees (except for confiden-

tial employees) are mandated reporters who are required to share any report of sexual misconduct they received with the Title IX Coordinator. As a result, any report of sexual misconduct (including, but not limited to, dating violence, domestic violence, sexual assault, stalking, or alleged harassment based on sex) may lead to an investigation of the misconduct at issue.

Victims and witnesses should be aware that the College will strive to protect, to the greatest extent possible, the confidentiality of persons reporting or accused of crimes and related information. However, the College cannot guarantee complete confidentiality where it would conflict with the College’s legal obligation to investigate a complaint, take steps to deter further crime, or fulfill its duty to comply with other legal obligations (e.g., responding to a subpoena).

Security of and Access to Campus Facilities

During business hours, the College is open to students, employees, contractors, guests, and visitors. Buildings in which evening classes are held will remain open to students and employees as appropriate. During non-business hours, access to all College buildings is controlled by a key/keycard or by admittance by College Police. During periods of extended closing, doors to all buildings will be secured, and only those with prior approval from College leadership will be admitted.

Students and employees are asked to be alert and not to circumvent practices and procedures that are meant to preserve their safety and that of others.

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or access cards to anyone, and do not leave them unattended.
- Do not give access codes to anyone who does not belong to the campus community.

Campus Police patrols Largo campus buildings and grounds regularly. All exterior doors and facilities are locked by 10:00 p.m. and unlocked at or about 7:00 a.m., Monday through Friday. No exterior doors are opened on Saturdays and Sundays unless there is a planned event or class. In these cases, the doors near the event are opened 30 minutes before the scheduled starting time and secured 30 minutes after the conclusion. During special events, the only doors opened are those needed to provide access to the event and emergency fire exits.

Shown below are the hours of access to the College’s main campus and extension centers.

PGCC Hours of Operation (All locations are closed on Sundays except Largo, which may have events or classes.)			
Campus	Monday-Thursday	Friday	Saturday
Joint Base Andrews	8:30 a.m.–9:30 p.m.	8:30 a.m.–4:30 p.m.	8:30 a.m.–1:30 p.m.
Largo Campus	7 a.m.–10 p.m.	7 a.m.–10 p.m.	7 a.m.–6 p.m. ¹
Laurel College Center	8:30 a.m.–10 p.m.	8:30 a.m.–4:30 p.m. ²	8 a.m.–4:30 p.m.
Skilled Trades Center	Closed, except for scheduled classes	Closed, except for scheduled classes	Closed, except for scheduled classes
University Town Center	7:30 a.m.–9:30 p.m.	7:30 a.m.–4:30 p.m.	8:30 a.m.–4:30 p.m.

¹ The Largo Campus may be open later on Saturdays for events. ² Laurel College Center’s Friday hours are subject to change based on course schedules.

In addition to armed police patrol and unarmed security, the College has a 24/7 police dispatch and police officer hotline, as well as surveillance cameras at every College location. Details regarding patrol assistance are provided above, on pages 8 and 9. Furthermore, there are Code Blue Emergency Callboxes on the Largo campus. These boxes are located in the parking lots, track, and fields of the Largo campus, as well as near elevators and some classrooms. They can be used to contact the College Police for emergency assistance.

PGCC requests that all students, staff, and faculty have their College identification cards in their possession while on College property, and IDs should be displayed upon request by any College official. College ID cards aid College Police by offering a quick and effective way to identify a person who is not authorized to access College facilities.

Security Considerations in the Maintenance of Facilities

The College Police work with the Facilities Department to identify maintenance issues on campus that may be safety hazards. Safety checks are completed to identify street or safety lights that are not functioning properly and to determine whether shrubs or other landscaping might need trimming. Maintenance personnel regularly check to ensure there is adequate lighting on pathways and that egress lighting is working in hallways and stairwells.

The College has procedures to ensure that repairs and maintenance related to safety and security are completed in a timely fashion. Requests for repairs such as burned-out lights, damaged windows, or broken locks should be reported using a work order request in PGCC's electronic system, which will be sent to the Facilities Operations staff who also can be reached at 301-546-0655. Facilities Operations personnel are on-call for emergency repairs after normal business hours, including weekends, and can be reached by calling College Police at 301-546-0666.

The Daily Crime Log

The College Police maintain a Daily Crime Log of all criminal incidents that are reported within the last 60 days within the College's Clery geography, including its patrol jurisdiction. The crime log is updated within two business days, and incidents are summarized by location with the nature of the crime, date, time, location, and status (Initial Disposition Open, Closed, or Inactive). Personally identifiable information (PII) is not included in the crime log. A hard copy of the daily crime log is available at College Police headquarters, located in the Facilities Management and Campus Police Building on the Largo campus.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to continuously improve the security of its campuses and increase the safety of campus community members by periodically offering educational programs to inform students and employees about campus security procedures and practices. Students and employees are encouraged to be responsible for their own security and contribute to the security of others. A review of educational programs and resources that support the well-being of students and employees is conducted to ensure that information about campus security procedures, practices, and crime prevention is readily available.

The College provides information at the beginning of each academic term for students and employees regarding the College's security procedures and practices. College Police messaging advises students and employees of the importance of reporting criminal activity and to whom crimes should be reported. Additionally, the community is directed to take ownership of their safety, as well as the welfare of others. Members of the College community are notified in a timely manner about safety situations and crimes that are considered possible threats. The primary method of notification is by use of the "Owl Alert" Emergency Text Messaging and Email Notification System. The college-wide email system is also used for safety alerts.

In 2023, various crime prevention programs, security awareness programs, and resource distribution events were provided by various partners, including the Office of Student Services, the Wellness and Mental Health Center, the Office of Student Engagement and Leadership (SEAL), College Police, Professional and Organizational Development, and the Prince George's County Sheriff's Department. These programs are discussed below.

Security Awareness Programs for Students and Employees

At the beginning of the fall and spring semesters, students are informed of the College's security procedures and practices, as well as services offered by College Police. During New Student Convocation and the Student Resource Fair, slide presentations and on-demand videos outline ways to maintain personal safety, and students are informed about crime on College property and in surrounding neighborhoods. During new employee orientation, Professional and Organizational Development introduces the College's public safety information and emergency notification tool, as well as crime prevention resources.

Periodically, Crime Prevention Programs and Sexual Assault Prevention Programs are offered by the College. The College's Bard Library provides access to an array of videos and books about campus safety for faculty, staff, and students. In 2023, Professional and Organizational Development acquired additional higher education safety and prevention solutions from a safety-focused vendor to provide additional training for faculty and staff.

Crime Prevention Programs for Students and Employees

The College Police, along with other College organizations and departments, offers various crime prevention programs for students and employees. These programs provide a variety of educational strategies and tips on how individuals can protect themselves from sexual assault, theft, and other crimes, as well as how to prepare for and react to emergencies. In 2023, both instructor-led and online training were offered through the College's learning management system.

The following are guidelines that help everyone maintain a safe environment at the College:

- Download and become familiar with the College's safety app called Owl SAFE.
- Walk in well-lit and well-traveled areas after dark.
- Walk with a friend, use the Owl SAFE app, or call College Police for an escort.
- Immediately report all suspicious persons, vehicles, or activities.
- Immediately report all crimes, security problems, or hazardous conditions.
- Do not prop open any locked exterior doors or leave ground-floor windows open.

- Never study alone in an isolated area of a building.
- Lock your car and secure all valuables when using parking lots and parking garages.
- Become familiar with the locations of emergency exits, fire alarm pull stations, and fire extinguishers in buildings you frequent.
- Keep office keys, building keys, and access cards with you, and do not lend them to unauthorized persons.
- Become familiar with the College's Emergency Operations Plan.
- Read and abide by the Student Code of Conduct and encourage others to do the same.
- Become familiar with the Employee Guide and the College Code.

Monitoring Off-Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking, as both the accused and the accuser are entitled to receive the results under the Violence Against Women Act without needing to submit a written request.

Section 3: Drug and Alcohol Policy

Drug and Alcohol Abuse Prevention Program

The College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the possession, use, and sale of alcoholic beverages on-campus or as any part of the College's activities, unless it is done in accordance with applicable College policies, and it also enforces the state's underage drinking laws.

The entire College community must comply with the College's Drug and Alcohol Abuse Policy and Procedure, which implements a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by the students and employees of the College. Maryland laws prohibit the possession or consumption of alcoholic beverages by persons under the age of 21.

College Police and other surrounding law enforcement agencies at each of the College's locations are required to enforce all liquor laws, including underage drinking violations, and all federal and state drug laws. The possession, use, sale, manufacture, or distribution of illegal drugs is prohibited on campus or as any part of the College's activities. Individuals who unlawfully engage in such conduct are subject to College disciplinary action, as well as possible referral for criminal prosecution.

In compliance with the Drug Free Schools and Communities Act, the College publishes information regarding sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for students and employees.

For more information regarding the College's Drug and Alcohol Prevention Program, contact the Office of Student Affairs in Kent Hall, Office 119, by calling 301-546-0412. The College provides informative prevention education programs through a variety of College-sponsored workshops and lectures on alcohol and drug-related issues, including drug and alcohol impairment simulation. The programs provide services related to drug use and abuse, including the distribution of informational materials, educational programs, counseling services, and referrals for assistance. The College conducts a biennial review of its Drug and Alcohol Abuse Prevention Program to evaluate its effectiveness, and the Office of Student Affairs provides overall coordination of the Drug-Free School Program. Additional information is available in the following documents:

- PGCC's Drug and Alcohol Awareness Policy and Biennial Review Webpage: <https://www.pgcc.edu/about-pgcc/institutional-information--policies/drug-and-alcohol-awareness-policy/>.
- Student alcohol/drug policy: 2023- 2024 PGCC Student Handbook, page 72: <https://www.pgcc.edu/info-for/current-students/student-handbook/>.
- Employee alcohol/drug policy (081026CP): Accessible electronically to PGCC employees only through MyPolicies at <https://pgcc.mypolicies.com/documents/081026-drug-free-workplace-policy>.
- Drug free workplace procedure (081026CP): Accessible electronically to PGCC employees only through MyPolicies at <https://pgcc.mypolicies.com/documents/081026-drug-free-workplace-policy>.
- Drug/Alcohol Free Workplace Statement: PGCC Employee Guide, page 10: <https://www.pgcc.edu/media/Employee-Guide.pdf>.

Federal Drug Laws (updated 08.05.2024)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties

for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or “liquid ecstasy”), or flunitrazepam (or “rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at [www.campusdrugprevention.gov/sites/default/files/2022-07/Federal Trafficking Penalties Chart 6-23-22.pdf](http://www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf).

Drug and Alcohol State Laws	
Category	Summary (Code of Maryland)
Possession of Marijuana (Cannabis)	<p>Maryland legalized the use and possession of a “personal use amount” of recreational cannabis for individuals age 21 and over effective July 1, 2023. Md. Code Ann., Const. Art. 20, § 1. The “personal use amount” of cannabis is defined as up to 1.5 ounces of usable cannabis or up to 12 grams of concentrated cannabis. Md. Code Ann., Crim. Law § 5-101(u). A person under 21 in possession of a personal use amount commits a civil offense punishable by a fine of up to \$100 with the possibility of a court-ordered education program. Md. Code Ann., Crim. Law § 5-601(c).</p> <p>There is a fine of up to \$250 for the possession of the “civil use amount” of cannabis, defined as usable cannabis in an amount of between 1.5 and</p> <p style="text-align: right;"><i>Continued next page</i></p>

Drug and Alcohol State Laws

Category	Summary (Code of Maryland)
Possession of Marijuana (Cannabis)	<p>2.5 ounces or concentrated cannabis in an amount of between 12 and 20 grams. Md. Code Ann., Crim. Law § 5-101(e-2); Md. Code Ann., Crim. Law § 5-601(c). If the perpetrator is under the age of 21, attendance of a drug education program may be required by the court. Md. Code Ann., Crim. Law § 5-601. Use or possession of more than the civil use amount of cannabis is a misdemeanor subject to imprisonment not exceeding 6 months, a fine not exceeding \$1,000, or both. Id.</p> <p>Smoking cannabis in public is a civil offense. Md. Code Ann., Crim. Law § 5-601(c). The fine for the first offense is up to \$50, and a subsequent offense results in a fine of up to \$150. Id. A person who impermissibly distributes cannabis, or intends to do so, is guilty of a felony and subject to imprisonment for up to five years, a fine of up to \$15,000, or both. Md. Code Ann., Crim. Law § 5-607. However, it is legal to transfer a personal use amount or less of cannabis between persons who are 21 years of age or older without remuneration. Md. Code Ann., Crim. Law § 5-602.</p> <p>Maryland also allows qualifying patients to obtain medical marijuana from certifying providers. Md. Code, Alcoholic Beverages §§ 36-301, 36-302</p>
Controlled Substances	<p>Md. Code Ann., Crim. Law §§ 5-601 – 5-908 cover a wide range of offenses related to controlled substances. These penalties vary widely based on the type of drug, the number of previous offenses, and whether the individual intended to manufacture, sell, or use the drug. For a first offense, the possession or administration of a controlled substance other than marijuana results in imprisonment for up to 1 year and a fine not exceeding \$5,000. Md. Code Ann., Crim. Law § 5-601. A second or third conviction is punishable by imprisonment for up to 18 months, a fine of up to \$5,000, or both. Id. Use or possession of drug paraphernalia (not including cannabis paraphernalia), for a first offense, is subject to a fine not to exceed \$500. Md. Code Ann., Crim. Law § 5-609. Subsequent violations result in imprisonment not exceeding two years, a fine of up to \$2,000, or both. Id. Penalties increase for violations near a school. Md. Code Ann., Crim. Law § 5-627.</p> <p>Manufacture of, distribution of, or intent to distribute controlled substances carries increased penalties. Md. Code Ann., Crim. Law §§ 5-602 – 5-709. For instance, a person who distributes a Schedule I or Schedule II narcotic drug is guilty of a felony and is generally subject to up to 20 years imprisonment, a fine of \$15,000, or both (for the first offense). Md. Code Ann., Crim. Law § 5-608.</p>

Drug and Alcohol State Laws

Category	Summary (Code of Maryland)
Alcohol & Minors	<p>It is unlawful for an individual under 21 years of age to possess or consume alcohol unless furnished by an immediate family member and consumed in their private residence (or unless another limited exception applies). Md. Code Ann., Crim. Law § 10-114. If convicted, the individual will pay a fine of up to \$500 for a first offense, and up to \$1,000 for subsequent offenses. Md. Code Ann., Crim. Law § 10-119. It is also illegal for a person under age 21 to possess a fake I.D, which is punishable by the same fine amount. Md. Code Ann., Crim. Law § 10-115. It is additionally unlawful for an individual to obtain, attempt to obtain, or provide alcohol for anyone the individual knows to be under the age of 21. Md. Code Ann., Crim. Law §§ 10-116, 10-117. Provision of alcohol to an individual under the age of 21 results in a fine up to \$2,500 for a first offense, with a fine of up to \$5,000 for subsequent offenses. Md. Code Ann., Crim. Law § 10-121.</p> <p>It is illegal to be intoxicated and endanger the safety of another individual or property or to be intoxicated or consume an alcoholic beverage in a public place and cause a public disturbance. Md. Code Ann., Alcoholic Beverages § 6-320. This constitutes a misdemeanor punishable by up to 90 days imprisonment, a fine of up to \$100, or both. Id. It is also illegal to consume alcoholic beverages or have an open alcoholic beverage container in many public places, subject to a citation and fine of up to \$100. Md. Code Ann., Alcoholic Beverage §§ 6-321, 6-322.</p>
Driving Under the Influence (DUI)	<p>In Maryland, driving with a blood alcohol concentration in excess of 0.08, driving under the influence of alcohol, or driving while impaired by a controlled substance will result in a driving-under-the-influence charge. For a first offense, this charge carries a penalty of imprisonment up to 1 year, a fine up to \$1,200, or both. Sentences and fines increase with subsequent offenses. Md. Code Ann., Transp. §§ 11-174.1, 21-902.</p> <p>Maryland has an additional offense for driving while impaired if the driver's coordination deviates from normal based on any alcohol or drug usage (or a combination of these substances), even if the individual's blood alcohol content is not in excess of 0.08. Md. Code Ann., Transp. § 21-902. For first-time offenders, this charge results in imprisonment for up to 2 months, a fine of up to \$500, or both, with increasing penalties for subsequent crimes. Id. Additionally, a driver of a motor vehicle may not consume an alcoholic beverage, or smoke or consume cannabis, in a passenger area of a motor vehicle on a highway. Md. Code Ann., Transp. § 21-903. This offense is a misdemeanor punishable by a fine of up to \$500. Md. Code Ann., Transp. § 27-101. If a driver or passenger possesses an open alcoholic beverage container in a motor vehicle, or a passenger consumes alcohol or cannabis in a motor vehicle, they will be subject to a citation and a fine of up to \$25. Md. Code Ann., Crim. Law §§ 10-125, 10-126.</p>

Policy on Firearms

The possession, wearing, carrying, transporting, or use of a firearm, ammunition, other weapons, or replicas of weapons, is strictly forbidden on College premises. This prohibition also extends to any person who may have acquired a government-issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of employees. Disciplinary action for violations of this regulation will be the responsibility of the responsible student affairs officer, dean, director, or panel in accordance with applicable procedures or the Vice President for Equity, Culture, and Talent, as may be appropriate, in accordance with applicable procedures. Persons in violation of this policy may be barred from all College property.

Excluded from this policy are College police officers and law enforcement officers whose official duties require them to be at the College or at other locations owned, leased, or under the control of the College. Law enforcement officers may carry guns, firearms, ammunition, and other weapons consistent with their law enforcement responsibilities. Only individuals with prior written approval from the chief of College Police, who is the director of Public Safety, may display or engage in a demonstration using a weapon or replica of a weapon for educational purposes. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized College personnel, should be addressed to the chief of College Police.

Section 4: Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

PGCC is committed to providing a working and learning environment in which its employees, students, and visitors are treated with courtesy, respect, and dignity. Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating, and resolving complaints, may be found in the Title IX: Sex Discrimination Procedure at <https://www.pgcc.edu/about-pgcc/institutional-information--policies/title-ix/>.

We note here and discuss below that the Student Conduct Process may be used for allegations of dating violence, domestic violence, sexual assault, and stalking that fall outside of the scope of the Title IX Complaint and Grievance Process. See Appendix A of this document for a copy of relevant sections of the Student Conduct Process. In addition, allegations pertaining to employees that fall outside of the Title IX Process may be referred to Equity, Culture, and Talent, as noted in Appendix B.

Following the crime definitions, this section of the report includes the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault, and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses; and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Crime Definitions

Statistics included in this report on reported instances of dating violence, domestic violence, sexual assault, and stalking are based on the Clery Act definitions of these crimes. State of Maryland definitions are provided below for educational and awareness purposes; however, these definitions are not used for Clery Act reporting.

Crime Type (Code of Maryland)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Maryland law does not define the term dating violence.
Domestic Violence	<p>“Domestic violence” (Md. Code Ann. Fam. Law § 4-701) means abuse occurring between: (1) current or former spouses or cohabitants; (2) persons who have a child in common; or (3) persons currently or formerly involved in a dating relationship.</p> <p>MD. Code Ann. Fam. Law § 4-513 defines a victim of domestic violence to mean “an individual who has received deliberate, severe, and demonstrable physical injury, or is in fear of imminent deliberate, severe, and demonstrable physical injury from a current or former spouse, or a current or former cohabitant, as defined in § 4-501 of this subtitle.”</p> <p>Maryland’s protective order statues provide the following related definitions:</p> <ul style="list-style-type: none"> • “Abuse”(Md. Code Ann. Fam. Law § 4-501(b)(1)) means any of the following acts: (i) an act that causes serious bodily harm; (ii) an act that places a person eligible for relief in fear of imminent serious bodily harm; (iii) assault in any degree; (iv) rape or sexual offense under §§ 3-303 through 3-308 of the Criminal Law Article or attempted rape or sexual offense in any degree; (v) false imprisonment; (vi) stalking under § 3-802 of the Criminal Law Article; or (vii) revenge porn under § 3-809 of the Criminal Law Article. • “Revenge porn” (Md. Code Ann. Crim. Law § 3-809(c)): A person may not knowingly distribute a visual representation of another identifiable person that displays the other person with his or her intimate parts exposed or while engaged in an act of sexual activity: (1) with the intent to harm, harass, intimidate, threaten, or coerce the other person; (2)(i) under circumstances in which the person knew that the other person did not consent to the distribution; or (ii) with reckless disregard as to whether the person consented to the distribution; and (3) under circumstances in which the other person had a reasonable expectation that the image would remain private. • “Person eligible for relief” (Md. Code Ann. Fam. Law § 4-501(m)) <p style="text-align: right;"><i>Continued next page</i></p>

Crime Type (Code of Maryland)	Definitions
Domestic Violence	<p>includes: (1) the current or former spouse of the respondent; (2) a cohabitant of the respondent; (3) a person related to the respondent by blood, marriage, or adoption; (4) a parent, stepparent, child, or stepchild of the respondent or the person eligible for relief who resides or resided with the respondent or person eligible for relief for at least 90 days within 1 year before the filing of the petition; (5) a vulnerable adult; (6) an individual who has a child in common with the respondent; and (7) an individual who has had a sexual relationship with the respondent within 1 year before the filing of the petition; or (8) an individual who alleges that the respondent committed, within 6 months before the filing of the petition, any of the following acts against the individual: (i) rape or a sexual offense under §§ 3-303, 3-304, 3-307, or 3-308 of the Criminal Law Article; or (ii) attempted rape or sexual offense in any degree.</p> <ul style="list-style-type: none"> • “Cohabitant” (Md. Code Ann. Fam. Law § 4-501(d)) means a person who has had a sexual relationship with the respondent and resided with the respondent in the home for a period of at least 90 days within 1 year before the filing of the petition. • “Vulnerable adult” (Md. Code Ann. Fam. Law §§ 4-501(t), 14-101(q)) means an adult who lacks the physical or mental capacity to provide for the adult’s daily needs.
Stalking (Md. Code Ann. Crim. Law § 3-802)	<p>“Stalking” means a malicious course of conduct that includes approaching or pursuing another where: (i) The person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear: (1)(A) of serious bodily injury; (B) of an assault in any degree; (C) of rape or sexual offense as defined by §§ 3-303 through 3-308 of this title or attempted rape or sexual offense in any degree; (D) of false imprisonment; or (E) of death; or (2) that a third person likely will suffer any of the acts listed in item 1 of this item; or (ii) the persons intends to cause or knows or reasonably should have known that the conduct would cause serious emotional distress to another.</p> <p>Stalking includes all previously described conduct that occurs: (i) in person; (ii) by electronic communication, as defined in § 3-805 of this subtitle; or (iii) through the use of a device that can pinpoint or track the location of another without the person’s knowledge of consent.</p>
Sexual Assault (Md. Code Ann. Crim. Proc. § 11-922)	<p>In this part, “sexual assault” means rape or a sexual offense in any degree that is specified in §§ 3-303 through 3-310, § 3-314, or § 3-315 of the Criminal Law Article (as defined below).</p>

Crime Type (Code of Maryland)	Definitions
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Maryland law are as follows:</p> <ul style="list-style-type: none"> • Rape in the First Degree (Md. Code Ann. Crim. Law § 3-303): A person may not: (1)(i) engage in vaginal intercourse with another by force, or the threat of force, without the consent of the other; or (ii) engage in a sexual act with another by force, or the threat of force, without the consent of the other; and (2)(i) employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon; (ii) suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime; (iii) threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; (iv) commit the crime while aided and abetted by another; or (v) commit the crime in connection with a burglary in the first, second, or third degree. • Rape in the Second Degree (Md. Code Ann. Crim. Law § 3-304): A person may not engage in vaginal intercourse or a sexual act with another: (1) without the consent of the other; (2) if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual; or (3) if the victim is under the age of 14 years, and the person performing the act is at least 4 years older than the victim. • Fondling: The institution has determined, based on good-faith research, that Maryland law does not define the term fondling. • Incest (Md. Code Ann. Crim. Law § 3-323): A person may not knowingly engage in vaginal intercourse with anyone whom the person may not marry under § 2-202 of the Family Law Article. Md. Code Ann. Fam. Law § 2-202 provides: <ul style="list-style-type: none"> o Any marriage performed in this State that is prohibited by this section is void. o Marriages within 3 degrees of direct lineal consanguinity or within first degree of collateral consanguinity prohibited. An individual may not marry the individual’s: (i) grandparent; (ii) parent; (iii) child; (iv) sibling; or (v) grandchild. <p style="text-align: right;"><i>Continued next page</i></p>

Crime Type (Code of Maryland)	Definitions
Rape, Fondling, Incest, Statutory Rape	<ul style="list-style-type: none"> o Certain marriages within other degrees of affinity or consanguinity prohibited. An individual may not marry the individual's: (i) grandparent's spouse; (ii) spouse's grandparent; (iii) parent's sibling; (iv) stepparent; (v) spouse's parent; (vi) spouse's child; (vii) child's spouse; (viii) grandchild's spouse; (ix) spouse's grandchild; or (x) sibling's child. • Statutory Rape: The institution has determined, based on good-faith research, that Maryland law does not define the term statutory rape. Such offenses are generally prosecuted under the state's sexual offense statutes. See Md. Code Ann. Crim. Law § 3-307 et. seq.
Other "sexual assault" crimes	<p>Other crimes under Maryland law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> • Sexual offense in the Third Degree (Md. Code Ann. Crim. Law § 3-307(a)): A person may not: (1)(i) engage in sexual contact with another without the consent of the other; and (1)(ii) employ or display a dangerous weapon, or a physical object that the victim reasonably believes is a dangerous weapon; (2) suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime; (3) threaten, or place the victim in fear, that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; or (4) commit the crime while aided and abetted by another; (2) engage in sexual contact with another if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual; (3) engage in sexual contact with another if the victim is under the age of 14 years, and the person performing the sexual contact is at least 4 years older than the victim; (4) engage in a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 21 years old; or (5) engage in vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 21 years old. • Sexual offense in the Fourth Degree - General (Md. Code Ann. Crim. Law § 3-308(b)): A person may not engage in: (1) sexual contact with another without the consent of the other; (2) except as provided in § 3-307(a)(4) of this subtitle, a sexual act with another if the victim is 14 or 15 years old, and the person performing the <p style="text-align: right;"><i>Continued next page</i></p>

Crime Type (Code of Maryland)	Definitions
Other “sexual assault” crimes	<p>sexual act is at least 4 years older than the victim; or (3) except as provided in § 3-307(a)(5) of this subtitle, vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim.</p> <ul style="list-style-type: none"> • Sexual Offense in the Fourth Degree – Persons in a Position of Authority (Md. Code Ann. Crim. Law § 3-308(b)): <ul style="list-style-type: none"> o (1) Except as provided in § 3-307(a)(4) or (b)(2) of this section, a person in a position of authority may not engage in a sexual act or sexual contact with a minor who, at the time of the sexual act or sexual contact: (i) is a student enrolled at a school where the person in a position of authority works; or (ii) 1. is participating in a program for which the person in a position of authority works; and 2. is at least 6 years younger than the person in a position of authority. o (2) Except as provided in § 3-307(a)(5) or (b)(3) of this section, a person in a position of authority may not engage in vaginal intercourse with a minor who, at the time of the vaginal intercourse: (i) is a student enrolled at a school where the person in a position of authority works; or (ii) 1. is participating in a program for which the person in a position of authority works; and 2. is at least 6 years younger than the person in a position of authority. • Attempted Rape in the First Degree (Md. Code Ann. Crim. Law § 3-309): A person who attempts to commit rape in the first degree. • Attempted Rape in the Second Degree (Md. Code Ann. Crim. Law § 3-310): A person who attempts to commit rape in the second degree.
Consent (as it relates to sexual activity)	<p>Maryland’s criminal laws define consent as “the clear and voluntary agreement by an individual to engage in vaginal intercourse, a sexual act, or sexual contact.” MD CRIM LAW § 3–301.1(a).</p> <p>Additionally, the law provides: “(1) the existence of consent, lack of consent, or withdrawal of consent shall be determined based on a totality of the circumstances, including the words and conduct of the victim and the defendant; (2) consent may be withdrawn before or during vaginal intercourse, a sexual act, or sexual contact; (3) the lack of consent may be communicated through words or conduct; (4) a current or previous dating, social, or sexual relationship by itself does not constitute consent; (5) submission as a result of fear, threat, or coercion does not constitute consent if the individual alleged to have performed the act in violation of this subtitle knows or reasonably should know that the victim would submit as a result of fear, threat, or coercion; and (6) the manner of dress of an individual does not constitute consent.” MD CRIM LAW § 3–301.1(b).</p>

College Definition of Consent

PGCC has determined, based on good-faith research, that Maryland law does not define the term “consent” as it relates to sexual activity. However, the College uses the following definition of consent in its Title IX: Sex Discrimination Procedure for the purpose of determining whether sexual violence (including sexual assault) has occurred:

- Consent must be informed, knowing, and voluntary, with clear permission, by word or action, to engage in sexual activity.
- Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each Party to determine that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
- For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocity can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to be kissed back.
- Consent can also be withdrawn at any time. If consent is withdrawn, sexual activity should cease within a reasonably immediate time. Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.
- Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.
- Proof of consent or non-consent is not a burden placed on either Party involved in a resolution process. Instead, the burden remains on the College to determine whether the College’s Sexual Harassment, Sexual Misconduct, and Sex Discrimination Policy (031014) has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.
- Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO!” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be as direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent (meaning your partner says “No” at any time after saying “Yes”) stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blaming others for problems; hypersensitivity; cruelty to animals or children; “playful” use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence,

domestic violence, sexual assault, or stalking against another person:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

Primary Prevention and Awareness Program (PPAP)

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

The PPAP outlines possible sanctions and protective measures that may be imposed after determining an offense of dating violence, domestic violence, sexual assault, or stalking has occurred. It explains the disciplinary procedures that will follow when one of these offenses is alleged, the rights of the parties involved, available resources, and other relevant information. The upcoming sections of this security report provide further details.

Ongoing Prevention and Awareness Campaign

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault, and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways using a range of strategies and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to, presentations, online training modules, and written materials. In addition, various departments around the College provide the education, training, prevention and awareness programs, including College Police; the Office of Student Engagement & Leadership; Equity, Culture, and Talent; and the Wellness and Mental Health Center (which includes the Violence Prevention Center).

Violence Prevention Center

The Violence Prevention Center (VPC) was established as a result of the Violence Against Women

Act (VAWA) to enhance safety and justice for victims of sexual assault, stalking, and intimate partner violence (including dating violence and domestic violence) at the College's locations. The VPC uses a multidisciplinary approach to address such crimes with the primary objective of institutionalizing College and community-based response protocols to increase victim safety and services, hold perpetrators accountable, and eliminate the fundamental causes of violence against women.

The VPC takes a holistic approach to its programming. Frequent events cover awareness and prevention of sexual crimes, dating violence programs, and programs involving individuals, as well as panels. The VPC administers the following initiatives and services that are related to sexual assault, intimate partner violence, and stalking prevention:

- **Prevention and Education Programs**

- o All incoming students are encouraged to attend New Student Convocation and the Student Resource Fair prior to the start of either the fall or spring semester. New students receive education on the prevention of dating violence, domestic violence, sexual assault, and stalking through a presentation by the Clery officer and the Title IX Coordinator.
- o All new employees are required to complete an online training module on these topics upon hire. Students and employees also are provided information on how to seek assistance and how to report incidents.
- o The VPC and College Police teach that a bystander is someone who recognizes a potentially harmful situation or interaction involving other people, and bystander intervention is when the bystander chooses to respond in a way that could positively influence the outcome. The VPC and College Police educate the College community to pay attention to what is happening around them and to make the effort to determine whether someone is in need of help. Bystanders are specifically directed never to put themselves in harm's way, but to use safe and positive options to intervene, including asking the potential victim if they need assistance, calling College Police (301-546-0666), or dialing 911 for assistance.
- o The College community is offered risk reduction techniques, including safety planning, keeping an eye on friends, recognizing warning signals, and ways to avoid potential attacks. The Owl SAFE app is a smartphone safety app available to the entire College community that allows individuals to request a virtual "friend walk" to share a walking route with a friend; connect with College Police, access campus maps, and much more.

- **Ongoing Prevention and Awareness Activities**

- o This campaign covers the same material as provided in the PPAP, but it is intended to increase the understanding of students and employees beyond initial enrollment or hire on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault, and stalking.
- o Ongoing community awareness programs and training focus on sexual assault, intimate partner violence, and stalking. The College is currently exploring options to reinstitute culturally-competent bystander intervention programs that train the entire College community in ways to reduce violence of this nature at all of the College's locations, which were offered pre-Covid.
- o As part of its ongoing campaign, the College also offers educational sessions in coordination

with nationally recognized observances, such as Sexual Assault Awareness Month (April) and Purple Light Nights in connection with Domestic Violence Awareness Month (October).

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the Campus Police Department at 301-546-1111. You may also contact the College's Title IX Coordinator at 301-546-7011.

Information for Victims

Victims are not required to report an incident to the College or to law enforcement authorities, but College authorities will assist victims who wish to do so. A victim wishing to officially report such an incident to College authorities may do so by contacting College Police (301-546-0666), the Title IX Coordinator (301-546-7011), or the Wellness and Mental Health Center (301-546-0845). Anyone with knowledge about sexual assault, including an employee not listed above who is not a confidential resource, is encouraged to report it immediately.

Information is shared internally between administrators solely as necessary to maintain campus safety. Privacy of records specific to the investigation is maintained in accordance with Maryland law and the federal FERPA statute. Any public release of information to comply with the timely warning provisions of the Clery Act will not include the names of victims or information that could easily lead to a victim's identification.

Victims wishing to confidentially report an offense for inclusion in the Annual Security Report's crime statistics should contact College Police.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order;
3. The ability to seek medical treatment. Note: Upon request, College Police will arrange transportation for victims to the nearest hospital or otherwise assist victims in obtaining medical treatment.
4. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
5. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. Persons who experience sexual assault can access a Sexual Assault Forensic Exam (SAFE) within 72 hours of an assault from the Domestic Violence and Sexual Assault Center at UM Capital Region Medical Center, 901 Harry S. Truman Drive North, Largo, Maryland (240-677-2337). College personnel will provide full and prompt assistance in obtaining appropriate medical attention, including transportation.

A forensic examination can be completed without filing a police report, but it helps preserve evidence in case the victim chooses to file one later.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, video recordings, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Information about Legal Protection Orders

Any victim who obtains a peace order, protective order, temporary protective order, or similar order issued by a civil or criminal court should notify College Police and provide a copy of the order. College Police will take steps to enforce the order at all PGCC locations.

In Maryland, there are two types of restraining orders: a Protective Order and a Peace Order. The Maryland Courts website notes that a Protective Order is "a court order that says one person must refrain from doing certain acts against another person. It's Maryland's version of a restraining order or stay-away order." For more information, visit <https://mdcourts.gov/legalhelp/domesticviolence>. See also Title 4, Subtitle 5 of the Family Law Article of the Maryland Code.

Protective Order: Only individuals in family-like or sexual relationships, or persons who have been sexually assaulted, qualify for Protective Orders. Examples of qualifying relationships include the following:

- Current or former spouses.
- Persons who lived together in a sexual relationship for at least 90 days during the past year.
- Persons who have had a sexual relationship with each other in the past year.
- Persons who are parents of the same child.
- Persons related by blood, marriage, or adoption (including stepparents and stepchildren who have lived together at least 90 days in the past year).
- Someone who is a vulnerable adult.
- Someone who was raped or sexually assaulted by the other person (including attempts) in the past six months.

Before the court can grant a final Protective Order, the person requesting the order must prove that the other person committed an act of abuse, including:

- Assault;
- An act that places a person in fear of imminent serious bodily harm;

- An act that causes serious bodily harm;
- Rape or sexual offense, or attempted rape or sexual offense;
- Stalking;
- False imprisonment; or
- Revenge porn.

Peace Order: Any relationship that does not qualify for a Protective Order is eligible for a Peace Order. Those relationships include neighbors, strangers, co-workers, or someone with whom the victim has a non-sexual dating relationship.

Peace Orders may be requested when someone has been subjected to abuse, harassment, stalking, trespass, or malicious destruction of property. Other grounds include misuse of telephone or electronic communication, revenge porn, and visual surveillance. Petitions for Peace Orders must be filed within 30 days of the act described in the petition. See <https://mdcourts.gov/legalhelp/peaceorders>; see also Md. Code, Cts. & Jud. Proc. § 3-1503.

PGCC does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. In addition, individuals may be barred from PGCC's campuses, which may result in a no-trespass warning if information leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. Any individuals barred from campus or violating a no-trespass warning may be arrested and criminally charged.

Available Victim Services

The College will notify victims in writing of existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them within the College and in the surrounding community. Those services include:

College Resources

- PGCC Wellness Center: Bladen Hall, Room 132 (301-546-0845)
 - o Violence Prevention Center: Oversees programs and services related to sexual assault, intimate partner violence, and stalking prevention, including training, prevention education, and bystander intervention.
 - o PGCC Cares: Designed to support students in achieving their academic goals, including course completion, graduation, transfer, and workforce entry, through services like an on-site food pantry, supply and clothes closet, emergency transportation fund, and referrals to internal and external community sources.
 - o Student Health and Wellness: Located in the PGCC Wellness Center, this includes nursing services provided by a registered nurse, such as treatment for minor illnesses and injuries, emergency first aid, blood pressure monitoring, health counseling, TB testing for designated students, HIV testing, sexual assault triage, and referrals to healthcare providers, specialists, and community agencies.
- Student Financial Aid: Crime victims may sometimes feel the need to take a leave of absence from

school. If a student is considering this based on the circumstances of a complaint, they should be aware of potential financial aid implications. This should be discussed with financial aid personnel, and the Title IX Coordinator can help facilitate the conversation if needed. The College's financial aid website can be found at <https://www.pgcc.edu/paying-for-college/financial-aid/>. Visit the PGCC website and search "Financial Aid."

State and Local Resources

- National Alliance on Mental Illness –Maryland (NAMI Maryland): Accessible at <http://www.namimd.org/>. NAMI Maryland provides educational resources and events, statewide outreach, advocacy, and affiliate organizational support. NAMI Maryland also provides free trainings that allow NAMI affiliates to deliver NAMI programs. See also the NAMI Prince George's County website at: <https://namipgc.org>
- Maryland Coalition Against Sexual Assault (MCASA): <https://mcasa.org/> — Executes public policy activities by monitoring public policy related to sexual assault and voicing legislative advocacy; providing educational activities with professional training, and performing community outreach through the coordination of sexual assault forensic exams and the Sexual Assault Legal Institute (SALI).
- MCASA's Sexual Assault Legal Institute (SALI): <https://mcasa.org/survivors/sali> — Provides direct legal services for victims and survivors of sexual assault.
- Domestic Violence and Sexual Assault Center of UM Capital Region Medical Center: (<https://www.umms.org/capital/health-services/domestic-violence-sexual-assault>) Provides crisis counseling and intervention, short-term trauma counseling, sexual assault forensic exams, victim advocacy, safety planning, danger assessments, and referrals to other agencies. Physical Address: 901 Harry S. Truman Drive North, Largo, Maryland; Hotline: 240-677-2337 (available 24/7).
- Maryland's Criminal Injuries Compensation Board (CICB): <http://goccp.maryland.gov/victims/cicb/> — Serves as a remedial body designed to provide aid and assistance to victims of crime in Maryland.
- Maryland Legal Aid: <https://www.mdlab.org/> — Provides free, direct legal services in Maryland, including legal representation in child custody, housing, public benefit matters, and criminal record expungements.

National Resources

- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org> — RAINN is an anti-sexual violence organization who operates the National Sexual Assault Hotline and the Department of Defense Safe Helpline for survivors and their families who have experienced sexual violence. RAINN offers victims services, public education, public policy reform, consulting, and training.
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw> —The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. OVW implements the provisions of the Violence Against Women Act (VAWA) and provides national leadership on the issues of domestic violence, sexual assault, dating violence, and stalking.
- National Coalition Against Domestic Violence: <https://www.ncadv.org> — The NCADV Public Policy Office collaborates with other national organizations to promote legislation and policies that serve and protect victims and survivors of domestic violence.

- National Sexual Violence Resource Center: <https://www.nsvrc.org> — Provides information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change.
- U.S. Citizenship and Immigration Services (USCIS): <https://www.uscis.gov/> — Responsible for processing immigration and naturalization applications and establishing policies regarding immigration services.
- Immigration Advocates Network: <https://www.immigrationadvocates.org/> — Supports legal advocates working on behalf of immigrants' rights.
- Male Survivor Organization: <https://malesurvivor.org> — Provides personalized support for males at every stage of their healing process. They facilitate dialogue among male survivors, between therapists, and on their online support form and online chat, which is available 24/7.

Symbol Legend:

- *Anonymous/Confidential
- ∞ Available 24/7
- € Phone available
- © Chat available
- ¥ Text available
- §Spanish speaking support

Hotlines:

- **Department of Defense Safe Helpline** * ∞ € ©: www.safehelpline.org | 877-995-5247 — Serves U.S. military members and their families affected by sexual violence.
- **National Domestic Violence Hotline** * ∞ € © ¥ §: www.thehotline.org | 1-800-799-7233 | TTY: 1-800-787-3224 | Text START to 88788 — Provides crisis intervention, domestic violence education, safety planning, and connects callers to service providers like local shelters. Referrals include legal, economic self-sufficiency, sexual assault, elder abuse, children's, and other related services.
- **National Human Trafficking Hotline** ∞ € © ¥ §: humantraffickinghotline.org | 888-373-7888 — Connects victims and survivors of sex and labor trafficking with services and support to get help and stay safe.
- **National Sexual Assault Hotline:** hotline.rainn.org/online | 1-800-656-4673 — Routes to your local RAINN sexual assault affiliate. Provides confidential short-term support from a trained staff member, referrals for long-term support in your area, information about local laws, and assistance finding a health facility trained to care for survivors of sexual assault.
- **National Street Harassment Hotline** € © §: stopstreetharassment.org/our-work/nationalshhotline | 855-897-5910 — Provides crisis support and community education. Available from 12 p.m. to 12 a.m. EST.
- **National Suicide and Crisis Lifeline** ∞ € © §: 988 | 988lifeline.org — Offers support to individuals and their friends and family members in need of emotional support.

Accommodations and Protective Measures

The College will notify victims in writing of available options and assistance for changing academic, transportation, or work situations and obtaining protective measures such as no-contact orders and security escorts. If requested and reasonably available, the College must provide these accommodations or protective measures, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

To request accommodations or protective measures, contact the Title IX Coordinator at 301-546-7011. The Title IX Coordinator will determine which accommodations or protective measures, if any, will be implemented.

When determining the reasonableness of such a request, the College may consider the following factors, among others:

- The specific need expressed by the victim.
- The age of the individuals involved.
- The severity or pervasiveness of the allegations.
- Any continuing effects on the victim.
- Whether the victim and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the victim (e.g., civil protection orders).

The College will keep any accommodations or protective measures provided to a victim confidential, unless doing so would prevent the College from effectively implementing them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided.

In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective measure, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared, and why.

Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault, or stalking will be processed through the College's Title IX: Sex Discrimination Procedure. The procedures are utilized whenever a complaint is made, regardless of the status of the complainant and the respondent—meaning the process established in the Title IX: Sex Discrimination Procedure applies to incidents involving students or employees. If an allegation of domestic violence, dating violence, sexual assault, or stalking is determined to be outside of the parameters of Title IX enforcement authority, the allegation may be handled under the College's Student Code of Conduct Procedure (see Appendix A) or may be referred to the College's Equity, Culture, and Talent office to apply its Employment Non-Discrimination process, as noted in Appendix B.

Only incidents meeting one of the following three categories will be processed under the Title IX: Sex Discrimination Procedure:

1. An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity, explicitly or implicitly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity; or
3. Specific offenses, including dating violence, domestic violence, sexual assault, and stalking. Expanded definitions of these offenses can be found in the College's Title IX: Sex Discrimination Procedure.

Incidents not fitting in one of the above three categories may be handled under the Student Conduct or employee disciplinary processes. Title IX complaint resolution procedures are invoked after a report is provided to the College's Title IX Coordinator or one of the College's Deputy Title IX Coordinators. These individuals are listed below.

Title IX Coordinator

Shaundricka Ranel
Senior Director, Policy, Compliance and Title IX
Largo Campus — Kent Hall, Office 133
Email: TitleIX@pgcc.edu | Phone: 301-546-7011

Deputy Title IX Coordinator for Student Affairs

Cathryn L. Camp
Assistant Vice President for Student Affairs
Largo Campus — Kent Hall, Office 121
Email: CampCL@pgcc.edu | Phone: 301-546-0412

Deputy Title IX Coordinator for Equity, Culture and Talent

Marlene Poole
Manager, Employee and Labor Relations
Largo Campus — Annex B
Email: mpoole1259@pgcc.edu | Phone: 301-546-0418

An electronic form to file a report is available at <https://www.pgcc.edu/about-pgcc/institutional-information--policies/title-ix/>; reporters may also search the PGCC website for "Title IX."

Once a formal complaint is made regarding an incident meeting one of the above-listed three categories of Title IX prohibited conduct, the Title IX Coordinator will provide notice to the known parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, the date and location of the alleged incident, the name of the assigned investigator(s), and additional statements describing the College's approach towards investigating and resolving Title IX complaints.

During the investigation, the complainant and respondent each will have an equal opportunity to participate in interviews with the investigator(s), provide the investigator(s) with names of suggested witnesses, provide the investigator(s) questions they wish to be asked of the other party and/or additional witnesses, and submit other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint. The College strives to complete an investigation within thirty (30) to forty-five (45) business days.

Upon completion of the investigation, both parties will receive a copy of the final investigation report. Both parties will be given ten (10) business days to review and comment on the evidence. Following this review period, the College's Decision-Maker will ask each party to provide a proposed list of questions to ask the other parties and witnesses. The Decision-Maker will conduct questioning in individual meetings with each party and witness; the College does not offer formal Title IX hearings. All interviews will be recorded, transcribed, or summarized, and shared with all parties. The results of these individual meetings will be incorporated into the final investigation report, and the Title IX Coordinator will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The institution strives to complete investigations of this nature within ninety (90) calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Title IX Coordinator within five (5) business days of receipt of the Notice of Outcome regarding the investigation. The non-appealing party will be notified of the appeal and permitted five (5) business days in which to submit a written statement in response. The Title IX Coordinator will manage the appeals process and ensure that the Appeal Decision-Maker completes the process as soon as feasible.

Rights of the Parties in an Institutional Proceeding

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair, and impartial process from the initial investigation to the final result. A prompt, fair, and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that is consistent with the institution's policies and transparent to the accuser and the accused; includes timely notice of meetings at which the accuser or accused, or both, may be present; and provides timely access to the accuser, the accused and appropriate officials to any information that will be used during informal, investigative, and direct question meetings.

- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Such training addresses topics such as the definition of sexual harassment; the scope of the College's education programs and activities; how to conduct investigations, hearings, appeals, and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest. In school year 2023-2024, the College's Title IX Coordinator attended the following trainings: (1) Vector Solutions' Clery Act Overview; (2) Vector Solutions' Campus Security Authorities: Roles and Responsibilities (Full Course); (3) Vector Solutions' Title IX 2024 Regulations & Compliance Requirements – What Higher Education Needs to Know; (4) Department of Education's Campus Safety and Security Data; (5) ATIXA's Investigation Foundations for Higher Education Certification (2024 Regulations); (6) ATIXA's An Overview Webinar for the 2024 Title IX Regulations; (7) ATIXA's NPRiM-er: Preparing for the Upcoming Pending Title IX Regulations for Higher Education Overview + Implementation, Nuances & Best Practices Certification; (8) ATIXA's OCR's 2023 Higher Education Resolution Agreements; (9) The Clery Center's Clery Act Requirements for Timely Warnings and Emergency Notifications; (10) The Clery Center's Strategy Session on Liberty University's Recent Clery Act Program Review; and (11) Husch Blackwell's Clery Compliance Toolset (CCT) New User Training session.
 3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
 4. Have the outcome determined using the preponderance of the evidence standard.
 5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means any initial, interim, or final decision by an official or entity authorized to resolve disciplinary matters and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault, or Stalking Offenses

Following a final determination in the institution's disciplinary proceeding that dating violence, domestic violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved.

The possible sanctions under the Title IX process for students include warning; required counseling;

exclusion from designated areas on campus; denial of participation in certain campus activities, such as extracurriculars, study abroad, or holding leadership roles in student organizations; probation; suspension; expulsion; denial of participation in commencement activities; and restitution.

The possible sanctions under the Title IX process for employees include verbal or written warning; a performance improvement plan; enhanced supervision, observation, or review; required counseling; required training or education; probation; denial of pay increase; loss of oversight or supervisory responsibility; demotion; transfer; shift or schedule adjustments; reassignment; restitution; delay of tenure track progress; restriction of stipends, research, and/or professional development resources; suspension/administrative leave without pay; and termination.

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate. Following a suspension, the individual will be required to meet with the Deputy Title IX Coordinator/assistant vice president for students affairs (student) or the vice president for Equity, Culture, and Talent (employee) to discuss re-entry and expectations going forward.

Following the receipt of a report of dating violence, domestic violence, sexual assault, or stalking, the Title IX Coordinator will determine what types of reasonable accommodations and protective measures, if any, are appropriate based on the particular circumstances. Protective measures are available to both the complainant and the respondent, regardless of whether a formal Title IX complaint is filed. When deemed in the best interests to protect the parties and the College community, the following protective measures may be implemented with proper notice to both parties: providing information on available medical services; offering access to counseling services and assistance in setting up the initial counseling appointment; imposition of a “no-contact letter;” limiting an individual’s access to certain College facilities or activities pending resolution of the matter; altering work arrangements for employees or student-employees; permitting voluntary leave of absence or referral to the Employee Assistance Program; imposing emergency suspension or College-imposed leave pursuant to the appropriate College policy and/or procedure; providing an escort to ensure safe movement between classes or activities; offering academic support such as tutoring, extensions of deadlines, providing alternative course completion options, or transfer in class section; and any other remedy that can be tailored to protect the parties and achieve the goals of the response process.

Victims to Receive Written Notification of Rights

When a student or employee reports to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options as described in the paragraphs above.

Student Conduct Process

If alleged incidents of dating violence, domestic violence, sexual assault, or stalking do not meet one of the above-listed three categories of Title IX cases, or otherwise fall outside the enforcement jurisdiction of the Title IX Process, then the Student Conduct Process may be applied to resolve the matter. The

rights, responsibilities, and requirements of the Student Conduct Process are listed in Appendix A of this Annual Security Report.

Employment Non-Discrimination

Employees should note that alleged incidents of dating violence, domestic violence, sexual assault, or stalking that do not meet one of the above-listed three categories of Title IX cases or that otherwise fall outside the enforcement jurisdiction of the Title IX Process may be referred to ECT as noted in Appendix B.

Publicly Available Record-Keeping

To the extent permitted by law, the College will complete any publicly available record-keeping, including Clery Act reporting and disclosures, without including personally identifiable information about victims of dating violence, domestic violence, sexual assault, or stalking.

Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed, enrolled, or carrying on a vocation. The state is then required to notify the College of any such information it receives. State registry of sex offender information may be accessed at the following link: <http://www.dpscs.state.md.us/sorSearch/>.

Under Maryland law, sex offenders who begin or terminate enrollment or employment at PGCC must notify College Police in person of their enrollment or employment status no more than three (3) days after beginning or terminating enrollment or employment. Md. Code Ann., Crim. Proc. § 11-705(f)(1) and (2).

Anyone interested in determining whether such persons have registered as affiliated with PGCC can contact Chief of College Police Derek Myers at 301-546-0665.

Section 5: Timely Warnings and Emergency Response

Timely Warnings

In accordance with the Clery Act, the College will issue a timely warning to notify the College community upon confirming a Clery crime within its Clery geography that was reported to campus security authorities or local police agencies. The crime must pose a serious or ongoing threat to students, employees, and visitors. The chief of College Police or designee will determine whether a situation presents a serious or continuing threat on a case-by-case basis after examining the nature of the crime, the danger facing the College community, and other relevant factors. Examples of such situations may

include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Personally identifiable information (PII) about victims will not be included in any timely warning, emergency notification, or publicly available record-keeping, including the disclosure of crime statistics included in this report.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Manager, Police Communications: 301-546-0666
- Chief of College Police: 301-546-0665
- Clery Officer: 301-546-0398

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Response

The College has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on-campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to, tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc.

Students, staff, and visitors are encouraged to notify the College Police at 301-546-0666 of any emergency or potentially dangerous situations.

The College Police will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Other College departments may be involved in the confirmation process depending on the nature of the emergency.

Once an emergency is confirmed, the chief of College Police, in collaboration with appropriate personnel, will decide who should be notified. Without delay and considering community safety, they will determine the notification's content and initiate the notification system. However, if responsible authorities believe issuing a notification could compromise efforts to assist a victim, contain, or respond to the emergency, it may be withheld.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The chief of College Police will direct the issuance of emergency notifications, which will be accomplished using one or more methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened. College Police connect and share information with local law enforcement regarding emergencies, and PGCC's public relations officials share information for dissemination with local news outlets, as appropriate.

Method	Sign Up Instructions
Alertus Desktop Computer Alert System	Automatic sign-up upon employment
Automated Telephone Calls with Safety Alerts	Automatic sign-up upon employment
Social Media Notification	“Like” PGCC on Facebook; "Follow" @pgccnews on X and Instagram
Owl Alert Emergency Messaging System	Register for Owl Alerts at https://www.pgcc.edu/go/owlalert/
E-Mail Notification System	Automatic sign-up upon employment or credit-bearing registration

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed above may be utilized when the College issues a timely warning or emergency notification to the campus community.

Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. The Emergency Management Team will also meet to train, test, and evaluate the College's emergency response plan at various times. During every evacuation activity, the director of Emergency Management and their team complete an inspection sheet that documents the activity. The event is followed by a debriefing where the event is discussed, gaps in best practices are identified, and recommendations for improvement are made.

With occupant safety in mind, the College conducts monthly fire drills. The fire drills are scheduled and initiated by Public Safety and Facilities Planning and Management personnel. The fire drills are unannounced to the community; thus, student, faculty, staff, and visitor cooperation is essential. Everyone is required to evacuate the building during the execution of a fire drill. Since fire drills are unannounced, the College's fire system monitoring partner receives a notification when a drill occurs. Fire drills are documented by Emergency Management, and direct observations are discussed immediately following the fire drill.

The director of Emergency Management maintains a record of these tests and training exercises, including a description of the test, training, and the dates and times they were held. Additionally, active shooter/active assailant training (online) and workshops (scheduled) are implemented throughout the College, including extension centers and the Academy of Health Sciences.

Behavioral Intervention Team (BIT)

The College's Behavioral Intervention Team (BIT) is a dedicated and cross-campus initiative established with the utmost commitment to safeguarding and enhancing the safety and well-being of the College community. The BIT follows a proactive and constructive risk and threat assessment approach to respond

promptly and effectively to situations involving students, faculty, or staff exhibiting signs of distress or engaging in harmful behaviors.

As a crucial component of the College campus, the BIT is actively engaged in evaluating and addressing reports of concerning behavior. The paramount focus is on the well-being of the individuals involved and the larger College community. Through thoughtful and appropriate interventions, the BIT strives to create a secure and supportive environment for everyone, fostering a positive atmosphere for learning, working, and personal growth.

For any inquiries or concerns related to the BIT, please contact Geoffrey Colbert at colbergl@pgcc.edu.

Police Officer Training and Education

The training and education of College Police members is critical to PGCC's Emergency Operation Response. Police officers receive updated annual in-person and web-based training that address best practices in law enforcement. Here is a list of some of the training PGCC officers received in 2023:

- Legislative Updates
- Implicit Bias Policing
- Blood Borne Pathogens
- CPR / Law Enforcement Emergency Medical Care (LEEMC)
- Anti-Discrimination / Required
- Sensitivity to Cultural and Gender Diversity (LGBTQIA)
- Interviews and Interrogations
- Electronic Stalking
- Patrol Readiness
- DUI/SFST Refresher
- Use of Force & De-Escalation

Section 6: Crime Statistics

There are several categories of crime that must be reported. Crimes reported in this report need not have been proven. In addition, although sexual assault definitions include lack of consent, for purposes of this report no determination regarding consent needs to be made. Further, neither Title IX nor Student Conduct investigations may yield a determination of "unfounded," even if the respondent is found "not responsible" for the alleged offense. Allegations may be determined "unfounded" only after a law enforcement investigation.

Campus v. Non-Campus Property

Although the Department of Education's Clery Handbook drafted in 2016 was rescinded in 2020, most of the provisions were not contradicted in the guidance document issued by the Department of Education in 2020. Therefore, many institutions still look to the 2016 Handbook for guidance in assessing require-

ments. Under the 2016 guidance, a location should be considered a separate campus if it meets all of the following criteria:

- Your institution owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on-site acting in an administrative capacity.

See The Handbook for Campus Safety and Security Reporting, Dept. of Ed. (2016 Ed.). Under these criteria, Laurel College Center, Skilled Trades Center, Westphalia Training Center³, and University Town Center are considered separate campuses for purposes of Clery crime statistics. At this time, Joint Base Andrews is not considered a separate campus. Instead, JBA is properly classified as PGCC Non-Campus Property for purposes of Clery crime statistics. There is no organized program of study at JBA, and only a limited selection of courses is available. Also, although there are agreements governing the Joint Base Andrews facility, PGCC's College Police, Title IX Coordinator, and Student Conduct Officer do not have authority to control crime reports or investigations of crime.

VAWA Offenses

The fundamental goals of the Violence Against Women Act (VAWA) are to prevent violent crime; respond to the needs of crime victims; learn more about crime; and change public attitudes through a collaborative effort by the criminal justice system, social service agencies, research organizations, schools, public health organizations, and private organizations. VAWA programs generally address domestic violence, sexual assault, dating violence, and stalking—crimes for which the risk of victimization is highest for women. See the latest U.S. Congressional Research Service's report on The Violence Against Women Act (VAWA): Historical Overview, Funding, and Reauthorization (R45410; Apr. 23, 2019), by Lisa N. Sacco. Text is accessible at: <https://sgp.fas.org/crs/misc/R45410.pdf>; Accessed: August 16, 2024.

Hate Crimes

Under the Clery Act, hate crimes are crimes motivated by a bias included in one of the bias categories. The bias categories are disability, ethnicity, gender, gender identity, actual or perceived race, religion, national origin, and sexual orientation. In addition to the crimes listed under Criminal Offenses, the following crimes are reportable only if motivated by one of the hate crime bias categories: larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

³As of the 2024-25 academic year, the College no longer operates a separate campus at Westphalia Training Center.

Summary of Crimes for Largo Campus⁴

	On-Campus			Non-Campus			Public Property		
Criminal Offenses ⁵	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0
Burglary	4	2	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrest – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest – Weapons Violation	0	0	0	0	0	0	0	1	0
Disciplinary Referral – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public Property		
VAWA Offenses	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	1	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault ⁶	<i>See Footnote No. 3 and the Criminal Offenses Listed Above</i>								
	On-Campus			Non-Campus			Public Property		
Hate Crimes ⁴	2023	2022	2021	2023	2022	2021	2023	2022	2021
All Categories = Zero (0) ⁴	0	0	0	0	0	0	0	0	0

⁴PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

⁵There was zero crime determined to be “unfounded” for the years 2021, 2022, and 2023.

⁶VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

⁴Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at Largo Campus in 2021, 2022, and 2023.

Summary of Crimes for PGCC's Non-Campus Property, Joint Base Andrews⁷

	Non-Campus	Non-Campus	Non-Campus
Criminal Offenses ⁸	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Statutory Rape	0	0	0
Incest	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Robbery	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Arrests – Liquor Law Violation	0	0	0
Arrests – Drug Abuse Violation	0	0	0
Arrests – Weapons Violation	0	0	0
Disciplinary Referral – Liquor Law Violation	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0
	Non-Campus	Non-Campus	Non-Campus
VAWA Offenses	2023	2022	2021
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Sexual Assault ⁹	<i>See Footnote No. 6 and the Criminal Offenses Listed Above</i>		
	Non-Campus	Non-Campus	Non-Campus
Hate Crimes ¹⁰	2023	2022	2021
All Categories = Zero (0) ⁷	0	0	0

⁷PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

⁸There were zero crimes determined to be “unfounded” at JBA for the years 2021, 2022, and 2023.

⁹VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

¹⁰Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at Joint Base Andrews Extension in 2021, 2022, and 2023.

Summary of Crimes for Laurel College Center Campus¹¹

	On-Campus			Non-Campus			Public Property		
Criminal Offenses¹²	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	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
Arrest – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest – Weapons Violation	0	0	1	0	0	0	0	0	0
Disciplinary Referral – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public Property		
VAWA Offenses	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	0	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0
Sexual Assault ¹³	<i>See Footnote No. 10 and the Criminal Offenses Listed Above</i>								
	On-Campus			Non-Campus			Public Property		
Hate Crimes¹⁴	2023	2022	2021	2023	2022	2021	2023	2022	2021
All Categories = Zero (0) ¹¹	0	0	0	0	0	0	0	0	0

¹¹PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

¹²There were zero crimes determined to be “unfounded” for the years 2021, 2022, and 2023.

¹³VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

¹⁴Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at Laurel College Center Campus in 2021, 2022, and 2023.

Summary of Crimes for Skilled Trades Center Campus¹⁵

	On-Campus			Non-Campus			Public Property		
Criminal Offenses¹⁶	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	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
Robbery	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
Arrest – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest – Weapons Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public Property		
VAWA Offenses	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault ¹⁷	<i>See Footnote No. 14 and the Criminal Offenses Listed Above</i>								
	On-Campus			Non-Campus			Public Property		
Hate Crimes¹⁸	2023	2022	2021	2023	2022	2021	2023	2022	2021
All Categories = Zero (0) ¹⁵	0	0	0	0	0	0	0	0	0

¹⁵PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

¹⁶There were zero crimes determined to be “unfounded” for the years 2021, 2022, and 2023.

¹⁷VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

¹⁸Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at Skilled Trades Center Campus in 2021, 2022, and 2023.

Summary of Crimes for University Town Center Campus¹⁹

	On-Campus			Non-Campus			Public Property		
Criminal Offenses²⁰	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	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
Robbery	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
Arrest – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest – Weapons Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public Property		
VAWA Offenses	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault ²¹	<i>See Footnote No. 18 and the Criminal Offenses Listed Above</i>								
	On-Campus			Non-Campus			Public Property		
Hate Crimes²²	2023	2022	2021	2023	2022	2021	2023	2022	2021
All Categories = Zero (0) ¹⁹	0	0	0	0	0	0	0	0	0

¹⁹PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

²⁰There were zero crimes determined to be “unfounded” for the years 2021, 2022, and 2023.

²¹VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

²²Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at University Town Center Campus in 2021, 2022, and 2023.

Summary of Crimes for Westphalia Training Center Campus²³²⁴

	On-Campus			Non-Campus			Public Property		
Criminal Offenses²⁵	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	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
Robbery	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
Arrest – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest – Weapons Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral – Weapon Violation	0	0	0	0	0	0	0	0	0
	On-Campus			Non-Campus			Public Property		
VAWA Offenses	2023	2022	2021	2023	2022	2021	2023	2022	2021
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Sexual Assault ²⁶	<i>See Footnote No. 22 and the Criminal Offenses Listed Above</i>								
	On-Campus			Non-Campus			Public Property		
Hate Crimes²⁷	2023	2022	2021	2023	2022	2021	2023	2022	2021
All Categories = Zero (0) ²³	0	0	0	0	0	0	0	0	0

²³As of the 2024-25 academic year, the College no longer operates a separate campus at Westphalia Training Center.

²⁴PGCC does not have student housing facilities at any location and therefore does not post an Annual Fire Safety Report.

²⁵There were zero crimes determined to be “unfounded” for the years 2021, 2022, and 2023.

²⁶VAWA programs generally address domestic violence, dating violence, sexual assault, and stalking. Crimes classified as sexual assault (i.e., an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program) are reported above, directly under the cell marked “Criminal Offenses.”

²⁷Hate Crimes: The Clery Act requires reporting of certain crimes when they are committed with a motivation of bias — also called “Hate Crimes.” The bias categories are race, religion, gender, gender identity, ethnicity, national origin, and disability. There were zero Hate Crimes reported at Westphalia Training Center Campus in 2021, 2022, and 2023.

Section 7: Appendices

APPENDIX A

STUDENT CODE OF CONDUCT

[RELEVANT EXCERPT ONLY]

If an allegation of domestic violence, dating violence, sexual assault or stalking is determined to be outside of the parameters of Title IX enforcement authority, the allegation may be handled under the following portion of the College's Student Conduct process.

6. Student Conduct Process

a. Any member of the College community may submit an Incident Report in response to an alleged Student Code of Conduct violation enacted by a student. The vice president for student affairs and/or official designee has the discretion to dismiss the alleged charges or file formal charges against the respondent. Other forms of reporting that may initiate possible action being taken upon a respondent are as follows:

i. College Police report or a report from another law enforcement agency in the surrounding community and/or state/federal government.

ii. Written statement(s) from any member of the College community that indicates a student has allegedly violated the Student Code of Conduct.

b. The Office of the Vice President for Student Affairs sends all students that may have violated the Student Code of Conduct an official letter informing the student of his/her alleged violation(s) and to attend a Student Rights Information Session. Students are granted seven business days to respond to this letter and attend the Student Rights Information Session. Once this initial letter is sent to an official student email account, that student is known as a respondent for the duration of the conduct process. Upon completion of a Student Rights Information Session, the respondent can decide to accept the charges as they stand (Summary/ Informal Resolution) or select a formal hearing.

c. If a formal hearing is selected, the program coordinator for student conduct and community standards and the respondent set a date for the formal hearing. Hearings are scheduled within seven days of the Student Rights Information Session. However, the vice president for student affairs and/or designee reserves the right to extend this timeframe based on the circumstances of the involved parties.

If there are any witnesses that would like to give testimony or provide a written statement to be read into the record at the hearing, the Office of the Vice President for Student Affairs must be made aware of those individuals five days prior to the formal hearing date.

d. The program coordinator for student conduct and community standards has ten days, from the date of the formal hearing, to issue a student conduct hearing outcome letter. The student conduct hearing outcome letter contains the following:

i. List of the violations of the Student Code of Conduct;

ii. Brief description of behavior that may have violated the Student Code of Conduct;

- iii. Decision rationale; and,
- iv. Appeal information (should the respondent be found responsible for Student Code of Conduct violations).

7. Incident Reporting

- a. Any member of the College community may submit an Incident Report to the Office of the Vice President for Student Affairs. This includes all faculty and staff members. Students are extended the right to submit an Incident Report as well.
- b. The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the “myPGCC” portal under the “Safety and Security” tab or via the following link: <https://publicdocs.maxient.com/incidentreport.php?PrinceGeorgesCC>.
- c. The Incident Report Form is electronic and is sent directly to the program coordinator for student conduct and community standards upon submission.

8. Filing Time

- a. Complainants and/or victims must file the Incident Report to the Office of the Vice President for Student Affairs no later than 90 days following the date of the incident. There is no time limit on reporting violations of the Student Code of Conduct for the following: sexual misconduct, stalking, dating violence, discrimination and harassment; however, the longer someone waits to report an offense, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations.

9. Notification of Violation(s)

- a. Official notifications of alleged violations are sent to respondent’s student email account. This notification shall contain the following information:
 - i. Time and date of the alleged Student Code of Conduct violation(s);
 - ii. Outline of specific alleged Student Code of Conduct violation(s); and,
 - iii. Brief description of the alleged behavior displayed by the respondent.
- b. Seven days after the initial violation notification letter has been sent and the student fails to respond, a hard copy of this communication will be sent to his/her address on file with the College. This letter will also inform him/her to check their student email account for official correspondence.

10. Information for Attorneys

- a. The College and its student conduct process do not operate as a court of law. Should a respondent choose to retain an attorney in relation to his/her student conduct case, that respondent is responsible for incurring the entirety of those legal fees, if any. Attorneys are permitted to provide support to respondents in the following forms:
 - i. Consult with the respondent during his/her student conduct hearing.
 - ii. Suggest questions for the respondent to ask.
 - iii. Provide moral/emotional support for the respondent.
- b. Attorneys are not permitted to:

- i. “Cross-examine” witnesses;
 - ii. Speak on behalf of the respondent in any way, shape, or form;
 - iii. Object in any manner to questions asked by the hearing officer or discussions raised; or
 - iv. Interrupt the student conduct proceeding.
- c. If a student intends to be accompanied at a hearing by an attorney, he/she must notify the vice president for student affairs five days in advance of the hearing date to permit the College to make arrangements for legal counsel.
- d. Should the respondent be facing concurrent criminal charges, attorneys may represent respondents in student conduct cases or request the student conduct process be halted until all court proceedings have been completed and a decision has been rendered in court. Please be advised that respondents may be placed on interim suspension should the aforementioned request be approved.

11. Interim Suspension Rationale

- a. In a situation where a student, or a group of students, displays behavior that may be an immediate threat to others in the College community, they may be immediately removed from campus until permitted to return by the vice president for student affairs and/or an official designee. An interim suspension is a temporary removal of a student from campus until he/she makes contact with the Office of the Vice President for Student Affairs and the investigation into the behavior has concluded.

12. Student Rights Information Session

- a. Respondents are provided with the following information during this meeting:
 - i. Clear and concise description of the specified alleged violation(s) upon which his/her case was initiated.
 - ii. His/her rights as the respondent in the student conduct process in effort to prepare them for an informal resolution or a student conduct hearing.
 - iii. Opportunity to review all materials related to the alleged violation(s) within his/her student conduct file.
 - iv. The right to accept responsibility and be held accountable for his/her actions and/or behavior.
 - v. The right to dispute the alleged violation(s) and select a formal hearing
 - vi. The last date to appeal should he/she be found responsible for a Student Code of Conduct violation.

13. Student Rights Related to Conduct Process

- a. Rights of the Respondent:
 - i. Be given notice of the charge(s) against him/her in writing.
 - ii. Schedule a hearing within a timely fashion.
 - iii. Review all materials related to the charge(s).
 - iv. Receive a fair and impartial hearing.
 - v. Be told the evidence against him/her and the identity of its sources.
 - vi. Be assisted by an advisor of their choice. Advisors/Consultants cannot speak on their behalf.

- vii. Present a response to the charges, including relevant evidence and/or witnesses.
- viii. Not be forced to give self-incriminating testimony.
- ix. Be informed in writing of the hearing decision.
- x. Appeal the hearing decision. The appeal process is discussed in more detail in Section R (Appeals), Section T (Appeal Procedure for Breaches of Academic Integrity), and Section V (Sexual Misconduct and Discrimination), sub-section (6) (Appeal) of this Code.
- xi. Be informed that the determination of responsibility is based on whether it is “more likely than not” that the accused student violated the Student Code of Conduct.

b. Rights of the Complainant:

- i. Be informed of and have access to available College resources (i.e., Disability Support Services, Counseling Services, Health Education Center and all other services offered to the College community).
- ii. Be given a clear and concise explanation of the student conduct process.
- iii. Not to be harassed by the respondent, his/her acquaintances, and supporters.
- iv. Not to have contact with the respondent.
- v. Testify on his/her own behalf and represent themselves in the student conduct hearing vi. Present witnesses who can speak to the charges. Character witnesses are not permitted.
- vi. Have an advisor who can provide assistance throughout the conduct process.
- vii. Remain present during the entire formal hearing process, with the exception of the deliberation phase when neither the accused nor the complainant may be present.
- viii. The right to be informed if the respondent was found responsible or not responsible.

c. In situations where the complainant is also the victim (cases involving: sexual misconduct, stalking, property damage, and behavior that adversely affects or endangers members of the College community), the following rights are extended:

- i. The choice to participate either for the entire hearing or only for her/his testimony
- ii. The opportunity to testify with special accommodations (i.e., teleconference, Skype). Please contact the Office of the Vice President for Student Affairs to request special accommodations.
- iii. To have an advisor from on or off-campus.
- iv. To have no direct contact with the respondent.

14. Educational Interventions and Sanctions

- a. Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the College community, the president and, as expressly provided herein, the vice president for student affairs, shall have the discretion to impose the following types of discipline:
 - i. Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - ii. Censure: Written reprimand for violation of specified regulation.

- iii. Educational Assignment: A developmental task or writing assignment designed to make a positive contribution to the student's overall success at the College.
- iv. Community Service: the completion of a specified amount of service hours to the campus and/or surrounding community.
- v. Personal Counseling Assessment: A referral to Counseling Services, Disability Support Services, and other College student services may be required for some cases.
- vi. Restitution: In addition to any of the foregoing, reimbursement may be required for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- vii. No Contact Order: A clear directive to cease and desist from any contact with a specified member of the College community. This includes but is not limited to, all faculty, staff, and students.
- viii. Campus Restrictions: A student's privilege to enter in, or be near, specified campus buildings, areas, and/or extension centers has been revoked.
- ix. Probation: Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Student Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal, or expulsion;
- x. Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation;
- xi. Deferred Suspension: Completion of specified educational sanctions upon a specified date. If aforementioned sanctions have not been completed, the suspension will take immediate effect.
- xii. Suspension: Exclusion from classes and exclusion from other privileges or activities or from the College as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Student Code of Conduct while on College property or in relation to a College-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;
- xiii. Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the College only with the specific approval of the president. If a dismissed student violates the Student Code of Conduct while on College property or in relation to a College-sponsored activity, he/she shall be subject to further discipline in the form of expulsion.
- xiv. Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College;
- xv. Other: Other types of discipline as set forth in campus regulations;

15. Informal Hearing Information and Procedures (Summary Resolution)

- a. Summary resolution takes place when a respondent takes responsibility for their alleged violation(s) and accepts accountability. Upon the completion of a "Student Rights Information Session,"

a student accepts the charge(s) and receives educational interventions and/or sanctions.

16. Formal Hearing Information and Procedures

- a. All formal hearings are recorded by, and only by, the vice president for student affairs, hearing officer, and/or official designee. Recordings are kept for seven years, except in cases of expulsion. Recordings are securely kept in the respondent's student conduct file. Student conduct files are strictly confidential.
- b. Hearing Process:
 - i. Introduction of all parties and reading of the incident report for the record.
 - ii. Opening Statement from the respondent concerning the alleged violation(s).
 - iii. Opening Statement from victim/reporter concerning the alleged violation(s).
 - iv. Testimony from witness may be entered into the record and evidence may be presented.
 - v. Questions from the hearing officer and/or student conduct board.
 - vi. Questions from respondent and victim/reporter must be channeled through the hearing officer.
 - vii. Closing statements from respondent and victim/reporter.

17. Burden of Proof (Formal Hearing)

- a. Respondents may only be found responsible for an alleged Student Code of Conduct violation if the College has established that it is more likely than not that the respondent violated this Code. Decisions are solely based on the information presented (i.e., incident report, evidence, and information discovered through investigation by the Office of the Vice President for Student Affairs).

18. Appeals

- a. The Committee on Student Conduct serves as the appellate board for all student conduct cases. The Committee on Student Conduct consists of eight members from the faculty senate, and three members of the student governance association. This committee is led by an official designated by the vice president for student affairs. For each appeal, the committee leader, one member from the faculty senate group, and one member from student governance association group shall meet with the appealing party and decide whether to uphold the decision of the hearing outcome letter, or alter the educational interventions and/or sanctions applied to the respondent. The recommendation of the Committee on Student Conduct will be sent to the vice president for student affairs for a final decision.
- b. Respondents and Complainants
 - i. Should a respondent and/or complainant choose to appeal the student conduct hearing outcome, he/she must establish the basis for the appeal in writing and submit it to the Office of the Vice President for Student Affairs. Either party may appeal the educational intervention(s), sanction(s), and his/her responsibility in the case.
 - ii. Appeals must be submitted no later than ten calendar days from the receipt of his/her student conduct hearing outcome letter.
- c. All appeal proceedings are recorded by, and only by, the vice president for student affairs and/or official designee. Recordings are kept for seven years, except in cases of expulsion. Recordings are securely kept in the respondent's student conduct file. Student conduct files are strictly confidential.

APPENDIX B (2022 ASR page 49)
EMPLOYEE GUIDE – REVISED MARCH 2021
[RELEVANT EXCERPT ONLY]

EMPLOYMENT NON-DISCRIMINATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the grounds of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran, or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this Institution.

Under this policy, this Institution will not discriminate against any person on the grounds of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation or national origin in its admission policies and practices or any other policies or practices relating to the treatment of students and other individuals, including employment, the provision of services, financial aid, and other benefits, and including the use of any building, structure, room space, materials, equipment facility or any other property.

One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by oneself or through a representative, file a written complaint with the Equity, Culture, and Talent Department - Employee and Labor Relations unit, Annex B, Reception area or call Equity, Culture, and Talent (301-546-5227) for directions on how to fill out a report online via [HR Maxient](#).



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