

campus. Other health, safety and fire prevention guidelines are noted throughout the Policy Statement Manual/Pathfinder.

When a student is concerned with what they deem a potential health, safety, fire or environmental hazard, they should immediately call the Office of Human Resources Office at x4897. If the situation is an immediate health or security related matter, the student should immediately call the University Police at x4222.

Fire evacuation drills are scheduled and conducted in compliance with the State Fire Code and the National Fire Protection Association Life Safety 101 Code.

## SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as “Megan’s Law” does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. You can access it at: [www.dpscs.state.md.us](http://www.dpscs.state.md.us) or by clicking on the link at the University Police web page: [www.frostburg.edu/admin/police](http://www.frostburg.edu/admin/police)

The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT

Frostburg State University’s idyllic setting, attractive facilities and sense of community combine to make campus crime a seemingly very remote concern. While our crime rates are indeed very low, crime can and sometimes does occur.

The information that follows is intended to advise the campus community of Frostburg State University’s general security policies, and crime prevention programs. Information relating to the Campus Security Act including crime occurrences and arrest data is available in the Annual Security and Fire Safety Report at: [https://www.frostburg.edu/about-frostburg/Administrative-Offices/university-police/files/pdfs/annual\\_security\\_fire\\_safety\\_report.pdf](https://www.frostburg.edu/about-frostburg/Administrative-Offices/university-police/files/pdfs/annual_security_fire_safety_report.pdf)

I think you will find Frostburg State University to be in a very favorable position, and I urge you to join the many other individuals and departments on campus that continually strive to make Frostburg State University the safest place it can be.

John C. Ralston, Jr.  
*Chief of Police*

## POLICE SERVICES AT FSU

The University maintains a police force of 16 sworn officers. Each officer meets or exceeds the certification standards of the Maryland Police Training Commission. In-service training is an ongoing procedure, and officers receive training in topics such as rape and sexual assault, the handling of racial-religious-ethnic incidents, first-aid, firearms, search and seizure, defensive tactics, etc.

University Police Officers have the same law enforcement authority and responsibilities as the police or sheriff’s department in your hometown. With certain exceptions, that authority is limited to the campus grounds.

Officers are responsible for a full range of public safety services, including first-aid, motorist assistance, emergency messaging, traffic control, crime prevention, and fire scene first responder. Law enforcement responsibilities encompass the entire criminal code of Maryland, including decriminalized offenses such as underage drinking.

A civilian support staff assists the police officers, as do student employees who function as dispatchers, parking aides, and security assistants.

University Police Officers operate from a campus-centered philosophy and handle most incidents without outside assistance. The Combined Countywide Criminal Investigation unit supplies crime lab, polygraph and other advanced investigative services. The Frostburg City Police monitor and share information regarding crimes and offenses on adjacent public property and by off-campus student groups. Additional information and assistance is furnished by the Maryland State Police and the Allegany County Sheriff’s Department on a case-by-case basis.

## HOW, WHEN AND WHY TO CALL THE POLICE

The University Police emergency telephone number is 301.687.4222. You may also contact the police by means of one of the several emergency telephones on campus. A police officer or a police communications officer will answer your call 24 hours a day, every day of the year. Anonymous crime information can also be submitted to Allegany County Crime Solvers at 301.722.4300, or to our Tip Line, 301.687.STOP (7867).

The University Police Department depends on and encourages active community involvement. We promise to treat all crime victims with dignity and respect and to offer assistance and support throughout the criminal justice process. The sooner we are notified of dangerous conditions, criminal activity or suspicious behavior or conditions, the higher the likelihood of a successful resolution to the problem.

If you are the victim of a crime and do not want to pursue action within the University System or the Criminal Justice System, you may still want to consider making a confidential report. With your permission University Police can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep as accurate record of the number of incidents involving students, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

***Examples of situations that should be immediately reported to the police are:***

- any criminal activity that you observe or are a victim of;
- any injury to a person or animal;
- fire, smoke, or other indication of a possible fire;
- suspicious sounds such as breaking glass, screams, explosions, gunfire;
- display of weapons: firearms, knives, martial arts weapons, fireworks, or archery equipment;
- physical security deficiencies: broken locks, doors, windows, light bulbs that are missing or broken;
- strangers in your work or living area, especially if they are carrying items out, or if they offer items for sale at unusually low prices;
- people loitering in lounges, halls or parking lots;
- people removing items from a vehicle and leaving in a second vehicle;
- information regarding drug use or trafficking.

The list of reportable activities or conditions could be made much longer. The important thing to remember is to trust your instincts and to notify University Police if you are at all suspicious. You may also report crime to other University administrators or employees with significant responsibility for student and campus activities. Examples of such campus security authorities are any member of the Executive Committee, the Affirmative Action/Equal Opportunity officer, Title IX Coordinator, Residence Life professional or hall staff, Lane Center professional staff, or any other member of the professional staff of the Vice President for Student Affairs, excepting professional counselors acting as such. Pastoral and professional counselors are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into

the annual crime statistics. Similarly, the Director of Athletics, a team coach, or a faculty advisor to a student group may receive reports of crime on campus. Crimes reported to alternate University security authorities may be made on an anonymous basis, and will be reported in the University's annual statistical disclosure as unverified, good faith reports. . A complete list of campus security authorities including contact information can be obtained from the Chief of Police, John C. Ralston, Jr., by phone at 301-687-4223 or email at [jralston@frostburg.edu](mailto:jralston@frostburg.edu).

For immediate response with the highest likelihood of a positive outcome, the University Police recommend that they be the primary contact point. If you call University Police, try to remain calm. Stay on the telephone until the dispatcher tells you to hang up, unless you are in immediate danger. You will be asked a number of questions, including:

- your name
- the circumstances you are reporting
- the location of the incident
- when it happened
- who is involved
- other questions pertinent to the type of incident you are reporting

Have the following descriptive information ready if you can:

PERSONS	AUTOS
name	license number/state
age	make/model
race/sex	color
height/weight	outstanding characteristics
clothing	number of occupants

## CRIME AWARENESS AND PREVENTION PROGRAMS

Frostburg State University's low crime rate is due in large part to the efforts made to prevent crime from taking place. FSU was the recipient of the Governor's Crime Prevention Award in 1987, and annually since 1990.

Crime advisories are published in the student newspaper, and other alerts will be published, if necessary, on the University's computer network and in the residence halls, parking lots, etc. These "timely warnings" are issued based on the professional judgment and experience of the University Police Department. Sign up for "Burg Alerts" messaging here <https://www.frostburg.edu/information-technology/Services/burg-alerts.php>. A log of reported incidents, the Crime log, is open for public inspection at University Police headquarters and may be

viewed electronically by going to the Frostburg State University Police website at <https://www.frostburg.edu/about-frostburg/Administrative-Offices/university-police/index.php> and clicking on Clery compliance.

**General Tips:** Be aware of your surroundings. Walk with another person if possible, in open, well-lit-areas and take note of who is around you. Avoid distracting activities, such as listening to music while walking as it prevents you from sensing the presence of a potential predator. Make yourself aware of the numerous blue light emergency phones around campus.

**Residential Security:** Always lock your doors even if you are going next door for less than a minute. Nearly all residential burglaries on campus occur when the victim's door is unlocked. Avoid theft by roommates or other individuals invited to your room by placing valuable items in a safe secure area.

**Vehicle Security:** If possible, purchase a security device that locks the steering wheel or brake pedal. (these are often more effective than alarms). Do not leave valuables in plain view, remove car stereos, GPS systems, iPods, cell phones etc.

**Identity Security:** Shred credit card receipts, bank statements and credit card offers. Keep tabs on your wallet and purse at all times. Thieves only need to find one piece of mail or your driver's license to steal your identity and cause irreparable harm. Monitor your bank and credit card statements to make sure unauthorized transactions are not being charged to your account.

*The following prevention and deterrence programs are available from University Police upon request:*

**Operation Identification:** You may borrow an engraver from University Police to mark your personal property and will be given a form to record the description and serial numbers of your property. You may also go online at the University Police website [www.frostburg.edu/admin/police/](http://www.frostburg.edu/admin/police/) click on forms to record your property electronically. In the event of a theft, the descriptive information of your property will be entered into (NCIC) National Crime Information Center data base for tracking purposes.

**Security Surveys:** A University Police Officer will visit any campus residence, office or class area and make procedural or physical security recommendations based on proven crime prevention techniques and the officer's advanced training.

**Group Presentations:** University Police Officers will make group presentations on the subjects of drug and alcohol abuse, rape and sexual assault prevention, as well as many other areas of crime prevention. In addition, officers meet with International Students

as they adjust to their new surroundings and provide them with general crime prevention and University services information.

**Personal Escorts:** Police officers, when available, will provide on-campus escorts for anyone who is concerned for their physical safety.

**Anonymous Tip Line 301-687-STOP (7867):** Frostburg State University has a "Tip Line" for students, faculty, staff and members of the community to use to anonymously provide information about crimes, disturbances or concerns. Upon calling the "Tip Line", the caller will hear recorded instructions and be directed to leave a message containing the information they wish to share. The information will then be appropriately followed up on.

## SECURITY AND THE PHYSICAL PLANT DEPARTMENT

The Physical Plant Department maintains University buildings and grounds with a concern for safety and security. It inspects campus buildings regularly, promptly makes repairs effecting safety and security and responds to reports of potential safety and security hazards such as broken windows or locks. University Police assists Physical Plant personnel by formally inspecting campus buildings on a quarterly basis. Repairs and improvements are done on a work order basis, except in emergency situations. Student work orders are initiated in the Residence Life Office.

## FACILITY ACCESS POLICIES

Most University facilities are open to the public during the day and evening hours when classes are in session. Hours of operation differ slightly for different programs and facilities, but most close by 11:00 p.m. During times that the University is officially closed, campus buildings are generally locked and only faculty, staff and some students with proper authorization are admitted. Residence halls are locked 24/7 when classes are in session. Access is by key or ID card.

## EMERGENCY STUDENT NOTIFICATION POLICY

University Police (301.687.4223) should be contacted if a student has been missing for 24 hours or if there is suspicion a student is missing, regardless of the time that has elapsed. Within 24 hours of the determination by University Police that the student is missing, the University will notify the emergency contact indicated by the student and notify allied agencies.

Students should maintain accurate emergency contact information in PAWS which identifies an individual the University will notify if the student is missing. In addition to

an individual indicated as the emergency contact, the parent or guardian will also be notified if the student is under the age of 18. Emergency contact information will be available to campus officials and law enforcement personnel in the event of a missing person investigation, or if otherwise authorized by a law enforcement investigation.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The emergency response and evacuation procedures are available on the University website at <https://www.frostburg.edu/about-frostburg/Administrative-Offices/university-police/emergency--crisis-management-procedures.php>

## TIMELY WARNING POLICY

Timely Warnings are provided to give the University Community notification of crimes that may present a threat to the campus community and to heighten safety awareness. An informed community is better prepared to ensure its own safety. Crime alerts may also ask for information that may lead to arrest and conviction of the offender.

University Police will issue a Timely Warning when there is a reported crime that poses a potential threat to the Safety of the University community. Timely Warnings will be issued for incidents occurring both on and off campus.

Timely Warnings are issued via E2Campus – “Burg Alerts” in both text and e-mail format, you are strongly encouraged to sign up for these alerts here: <https://www.frostburg.edu/information-technology/Services/burg-alerts.php>.

This information is provided as part of Frostburg State University’s commitment to the safety of the campus and is in compliance with the federal Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542 as amended to the Clery Act of 1998) and the Higher Education Opportunity Act of 1965 (Public Law 110-315 as amended in 2008).

## UNIVERSITY SYSTEM OF MARYLAND AT HAGERSTOWN

**Police Services.** The Hagerstown Department of Police is the primary response unit for any crimes which may occur in or near USMH. They may be reached at 911, 301.739.6000 (emergency) or 301.790.3700 (non-emergency). Police personnel of the Hagerstown Department of Police meet or exceed the training requirements of the Maryland Police Training Commission. They

will provide initial police response, as well as specialized follow-up. A sub-station of the Hagerstown Department of Police is located on the first floor of the USMH Center, on the west end of the building. It is staffed by members of the Downtown Patrol, although there is not an officer at present at all times.

Crimes or offenses, including sex offenses, may also be reported to the director of the USMH at 240.527.2727.

**Crime Awareness and Prevention Programs.** Students and employees should take reasonable steps to promote their own safety. Crime advisories will be circulated to students, faculty and staff on an as-needed basis, based on the professional judgment of USMH administrators, the Hagerstown Police, and/or the Frostburg State University Police. Crime prevention presentations can be arranged through the Hagerstown Police, or the FSU University Police. For further information, or to arrange a crime prevention presentation, call John C. Ralston, Jr., FSU Chief of Police at 301.687.4223.

**Timely Warnings.** In the event that a situation arises at USMH, or on adjacent public property, that, in the judgment of USMH administration and/or local police, constitutes an ongoing or continuing threat, a “timely warning” will be issued to the students, faculty and staff of USMH. Timely warnings will be issued in print form and posted conspicuously near building entrances.

**Facility Security.** Physical security problems such as doors or windows that need adjustment should be reported to the Security Desk in the main lobby.

**Facility Access Policies.** USMH operational hours are from 9:00 am to 10:00 pm, Monday through Thursday. On occasion, classes extend to 11:00 pm. Friday hours are from 9:00 am to 5:00 pm. Saturday classes are held from 9:00 am to 2:00 pm. There is a reception area that is staffed by a private security firm. Video surveillance of all entrances is conducted during operational hours.

**Drug and Alcohol Policies and Programs.** USMH does not condone possession, use or distribution of controlled substances or drug paraphernalia. Alcoholic beverages may only be possessed or consumed in a manner consistent with Maryland state law. Anyone in violation of Maryland state law with regard to either drugs or alcohol is subject to disciplinary action and possible arrest, fine or imprisonment. In addition to state restrictions on the possession or consumption of alcoholic beverages, USMH restrictions may apply as well. USMH alcohol and drug policies will be made available to all students and employees upon final approval.

Drug or alcohol services are not offered directly by USMH.

Local agencies should be consulted. The Washington County Health Department may be contacted at 301.791.3314 for either drug or alcohol information, or for referral to other community resources.

**Sex Offender Registry.** The Campus Sex Crimes Prevention Act is designed to make campus communities aware of sex offenders in their midst, just as “Megan’s Law” does for non-campus, residential communities. In Maryland, a sex offender registry is maintained by the Department of Public Safety. It may be accessed at: <https://news.maryland.gov/dpscs/>

The linked page gives a full explanation of the use to which the sex offender registry can be put, as well as some cautionary advice.