

# DEPARTMENT OF PUBLIC SAFETY AND POLICE



2016  
ANNUAL SECURITY REPORT  
CRIME PREVENTION PROGRAMS  
TRAFFIC AND PARKING REGULATIONS

*Developing a safe and secure environment where a quality education may be achieved is the responsibility of the entire community. It is the goal of the AACC Department of Public Safety and Police (DPSP) to do everything possible to create that environment where people can learn, work and visit. We believe one way to help create such an environment is to fully inform the campus population about issues, campus policies regarding safety and security, and the services that your campus DPSP provides.*

*The department exists to support the goals of the college and to assist those who seek and impart knowledge, as well as those who provide support to the mission of the institution. Our primary responsibility is campus security and safety.*



*Chief Gary Lyle*

Central Services Building **410-777-2440**  
Emergencies **410-777-1818**  
**TTY 410-777-1329**  
**[www.aacc.edu/publicsafety](http://www.aacc.edu/publicsafety)**

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# **AACC DEPARTMENT OF PUBLIC SAFETY AND POLICE (DPSP)**

## **PRIMARY CAMPUS SECURITY AUTHORITY**

Anne Arundel Community College works to ensure a safe environment for students, faculty, staff and visitors. The Department of Public Safety and Police is an internationally accredited agency. Its college police officers are empowered by state law to make arrests (Education Article 13-601; and Title 2 Criminal Procedure Article; Annotated Code of Maryland) investigate crimes and carry firearms. The college's special police personnel are commissioned by the governor of Maryland as special police officers and have full police authority to make arrests, conduct investigations and otherwise enforce the law on all property owned or operated by the college

The officers are formally trained and patrol the college responding to calls for service to include crimes and emergencies. They are certified in basic first aid, CPR and AED. The officers have the legal authority under Maryland law to demand identification and evidence of qualification from any person who desires to use or enter the college property. They may deny access to the buildings and grounds to persons who trespass, disrupt or disturb the normal educational functions of the institution.

The Department of Public Safety and Police has a good working relationship with the Anne Arundel County Police Department and has a Memorandum of Understanding with them for the investigation of alleged criminal offenses occurring on college property. The college encourages accurate and prompt reporting of all crimes to the Department of Public Safety and Police at **410-777-1818**.

College police and public safety officers patrol the Arnold campus 24 hours a day. The office is open from 7 a.m. to 11 p.m. seven days a week. Glen Burnie Town Center; Hotel, Culinary Arts and Tourism Institute; and AACC at Arundel Mills sites are patrolled during normal operating hours. Members of the college community requesting assistance in an emergency should call **410-777-1818** or use one of the code blue emergency phones.

## **ADDITIONAL CAMPUS SECURITY AUTHORITIES**

Campus Security Authorities (CSA) are individuals with significant responsibility for campus and student activities, such as campus police/security, coaches, and club advisors, among others. CSAs provide a critical link to getting campus community members the information and support they need when a crime has occurred. You can report crimes to any of the following AACC CSAs: Public Safety and Police, dean or assistant dean of Student Services, director of Student Conduct, director of Student Engagement, director of Counseling, Advising, and Retention services, Health Services staff, student club or organization advisors, director of Athletics, intercollegiate athletic coaches or trainers.



## **DPSP SERVICES**

*DPSP offers the following services in addition to crime prevention programs and its safety and security duties:*

### **CHILD SAFETY SEAT INSPECTIONS**

This free service is available to the college community. DPSP has certified child passenger safety technicians on staff to educate drivers about child safety seat rules and check seats for proper installation. To schedule a seat inspection, call **410-777-2440**.

### **FATAL VISION GOGGLES**

DPSP works closely with the college Substance Abuse and HIV Education office and Health Services office to educate the college community about the dangers of driving a vehicle while under the influence of alcohol or drugs.

DPSP can provide Fatal Vision goggles for educational events. These goggles cause distorted vision and physical behaviors exhibited by someone under the influence of drugs and/or alcohol. Participants take a walking and driving test while wearing the goggles to experience the impact of drugs and/or alcohol on their ability to function behind the wheel.

### **LOST AND FOUND**

Lost items found on the Arnold campus go to DPSP in the Central Services Building; those found at AACC at Arundel Mills and the Glen Burnie Town Center facilities should be given to DPSP officers. If you have lost property, call DPSP at **410-777-2440** to see if it was turned in.

If a lost item has identification on it, DPSP will try to reach the owner by phone, U.S. mail, e-mail or in person. Property is kept for at least 60 days. DPSP donates unclaimed items to charitable organizations. To claim property, bring photo identification to DPSP on the Arnold campus.

### **VEHICLE ASSISTANCE**

DPSP officers can help jump-start vehicles that have a dead battery and open vehicles that have the keys locked inside.



## **CRIME PREVENTION PROGRAMS**

DPSP and various campus organizations sponsor programs on dating violence, domestic violence, stalking, sexual assault, personal safety and theft prevention throughout the year. DPSP offers programs for students, parents, employees, new employee orientations, student organizations and community organizations. At the beginning of each school year, DPSP educates the college community about crime prevention and its security programs through exhibits and presentations. Students, faculty and staff can register their bicycles, view crime-prevention videotapes, register for Rape Aggression Defense System classes, have DPSP engrave personal valuables, receive crime prevention information and brochures.

Presentations and exhibits stress a common theme: Individuals are responsible for their own security and the security of others and are encouraged to report any unusual or suspicious persons or circumstance promptly to DPSP.

### ***LOT PATROL AND EVENING ESCORTS***

DPSP employs students as lot patrol workers to help keep the Arnold campus parking lots, AACC at Arundel Mills parking lot and Glen Burnie Town Center parking facility safe. Lot patrol works from 10 a.m.-10 p.m. when classes are in session.

These students also can escort students and employees to and from campus buildings and parking lots after dark. They are equipped with identifying vests, flashlights and two-way radios to maintain constant contact with DPSP.

To request an escort, call **410-777-1818** and an officer will be dispatched.

## **SELF-DEFENSE TRAINING**

DPSP coordinates the “Rape Aggression Defense System” (HTH 315) course in self-defense tactics and techniques. Certified RAD instructors teach women about prevention, risk reduction, avoidance and hands-on defense. Certified radKIDS instructors teach children ages 5-12 about personal empowerment and safety education.

DPSP also offers the Self-Defense Awareness and Familiarization Exchange (SAFE) program. SAFE provides information, tactics and considerations that may prove useful in combating abduction attempts. Information: [www.aacc.edu/publicsafety/rad.cfm](http://www.aacc.edu/publicsafety/rad.cfm).

## **SEX OFFENDER REGISTRATION**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA) provides for the tracking of convicted sex offenders enrolled at, or employed by, higher education institutions. This act is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

Under the law, state and local law enforcement agencies must provide colleges and universities in their jurisdiction with a list of registered sex offenders who have indicated that they are either enrolled, employed by or working at the institutions. A list of all registered sex offenders in Maryland is available from the state Department of Public Safety and Correctional Services at [www.dpsc.state.md.us](http://www.dpsc.state.md.us) or from the county police department by writing: Attn: Central Records Manager, 8495 Veterans Highway, Millersville MD 21108.

AACC requires individuals who are listed on the national Sex Offender Registry or the Maryland Department of Public Safety and Correctional Services Sex Offender Registry to register with required local and state agencies and inform DPSP and the dean of Student Services’ office when they enroll.

The CSCPA amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

## **SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING PREVENTION AND RESPONSE**

AACC prohibits and will not tolerate sexual assault, dating violence, domestic violence and stalking by an employee, student or participant in a college-sponsored program or by an individual present on college property.

AACC educates the college community about sexual assaults, dating violence, domestic violence and stalking through a variety of comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end the above listed crimes. These programs include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. The college also provides programs for safe and positive bystander intervention. DPSP offers educational programs to students and employees on request. Literature on sexual assault, dating violence, domestic violence and stalking education, risk reduction, and the college’s response is available through DPSP and the Health Services office.

If you are a victim of sexual assault, dating violence, domestic violence or stalking at AACC, your first priority should be to get to a place of safety. DPSP strongly advocates that victims report the incident as soon as possible. Time is a critical factor for evidence collection and preservation. Report any of the previously mentioned crimes directly to any DPSP officer or call **410-777-1818**. The victim will be assisted in notifying the Anne Arundel County Police if requested. The victim also may decline to notify any law enforcement authority if they so choose. For confidential reporting procedures and the silent witness program, see page 10.

A victim or another with knowledge of sexual harassment or sexual misconduct also may report it to the Title IX coordinator or federal compliance officer.

Filing a report does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from DPSP officers or the college. Filing a report will:

- Ensure that a victim receives the necessary medical treatment and tests, at no cost.
- Provide an opportunity to collect evidence helpful in prosecution that cannot be obtained later (ideally, a victim should not wash, douche, use the toilet or change clothes until after a medical/legal exam).
- Ensure the victim has access to free confidential counseling from those specifically trained in the area of sexual assault crisis intervention.
- Inform the victim of their rights and the institution's responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

When a victim contacts DPSP, a college police officer will respond and conduct an investigation. The victim may choose for the investigation to be pursued through the criminal justice system, the college's Student Code of Conduct, or both. DPSP will provide information and resources to victims to help them make informed decisions about the incident. Counseling is available from the college Health Services office and the college employee assistance program. Contact the Anne Arundel County Sexual Assault Crisis Center, **410-222-7273**, for counseling and support resources beyond AACC.

The college will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and their right and options.

The college will also provide written notification to victims about options for and available assistance in changing academic, transportation and working situations.

College disciplinary proceedings will allow the accused and the victim to have an advisor or support person present during the hearing. Both the victim and accused will be informed in writing of the outcome of the hearing. A student found guilty of violating the college's Sexual Assault Policy could be suspended or expelled. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

## **TIMELY WARNINGS**

The chief of police/director of public safety will issue a campuswide warning if a situation arises, either on or off campus, that the chief/director believes poses an ongoing or continuing threat. The warning will go out via the college email and text messaging system to students, faculty and staff. In cases involving a sexual offense, DPSP shall issue timely warnings without using the names of individuals involved.

## **WHISTLE DEFENSE PROGRAM**

Obtain a metal whistle at the DPSP office to use while walking to or from parking lots on campus or at off-campus AACC sites. If you see a crime in progress or are attacked, blow the whistle to attract attention. If you hear a whistle, call DPSP immediately. Information: **[www.aacc.edu/publicsafety/whistle.cfm](http://www.aacc.edu/publicsafety/whistle.cfm)**.



# **SECURITY AND ACCESS TO CAMPUS FACILITIES**

DPSP works closely with college facilities and risk management staff to identify and correct any potential landscaping and maintenance problems that could affect AACC security and safety. If you see a possible hazard, such as an area needing better lighting, alert the DPSP office.

## **AFTER-HOURS ACCESS**

AACC is closed from 11 p.m.-6 a.m. daily and during official college holidays. Only faculty and staff are permitted after-hours entry to college buildings and facilities; such entries are documented. Employees may call DPSP at ext. **1818** from a campus emergency phone or **410-777-1818** to request access.

An instructor or professor must be present for students to remain in a classroom after the building closes.

## **COLLEGE CLOSINGS**

When the administration decides to close the campus because of severe weather or other emergency conditions, DPSP notifies local radio and TV stations to run closing announcements.

When severe weather or other emergency conditions occur, the quickest and most reliable source of information is via text messaging. Sign up for text messaging at **www.aacc.edu/stayinformed**. Other options are tuning into local radio or TV stations for closing announcements.

Listen for specific mention of the college since it may not close when county public schools do. If public schools close for inclement weather or emergencies, all classes at public school locations are canceled. When the college closes, all classes at off-campus sites are canceled.

## **AACC POLICIES**

The AACC board of trustees recognizes the importance of having policies that help to define priorities for the college. Many college policies have evolved over time and serve the best interests/preserve the fiduciary responsibility of the board and document compliance with various regulations. The president, working with the board, is in the process of reviewing, refining and updating the college's institutional policies to ensure that they meet the needs of the board and the college.

An oversight committee was established in 2007 to guide the work of reviewing college policies. Working through this oversight committee, the board of trustees will continue to review these policies, make recommendations and officially implement them. New policies also may be introduced during this process, as appropriate.

Sixty days after the board adopts the new policies, they become official. These policies will be posted on the college website. If you have any questions regarding the policies, contact public relations and marketing at **410-777-2341**.

## **DRUG AND ALCOHOL USE**

AACC is committed to providing and maintaining an environment for faculty, staff and students that is drug-free, healthy, safe and secure. Faculty, staff and students are expected and required to report each day in an appropriate mental and physical condition, free of any illegal drugs and alcohol and capable of fulfilling their daily duties.

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The college complies with all local, state and federal laws related to drug and alcohol use. Employees, contractors, business invitees, visitors and students shall be free from the possession, distribution, use or influence of illegal drugs or alcohol when on college property, when attending a college activity, or when representing the college and campus.

The college recognizes drug and alcohol dependency as an illness and a major health problem affecting society as well as a potential health, safety and security problem. AACC has established a substance abuse education program that addresses prevention, detection and treatment. Policy violators shall be subject to appropriate disciplinary action, up to and including dismissal, in accordance with college policies and procedures, and may also be subject to criminal prosecution.

The college Substance Abuse Education brochure available online and distributed to students and employees outlines federal, state and local laws and provides information on the harmful effects of using or abusing drugs and alcohol. It also contains information on community-based agencies that offer assistance in treating this illness.

An individual who reports sexual harassment or sexual misconduct, either as a complainant or a third party reporter, will not be subject to disciplinary action by the college for his or her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violation did not contribute to the incident and did not and does not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

The brochure Abuser/Abused is available at [www.aacc.edu/substanceabuse](http://www.aacc.edu/substanceabuse).

## **SEXUAL HARASSMENT**

Anne Arundel Community College is committed to maintaining a working and learning environment free from all forms of sexual harassment. Sexual harassment by any employee, student and/or any individual who conducts business on behalf of the college is prohibited.

Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to:

- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendations.
- Unwelcome physical contact, including unnecessary touching, patting, hugging or brushing against a person's body.
- Inappropriate or unwelcome sexual remarks about a person's clothing, body or sexual relations.
- The display in the workplace or classroom of sexually suggestive objects, pictures, posters, cartoons and like items which are without defensible educational purpose.
- Inappropriate or unwelcome conversation, jokes or stories of a sexual nature.
- Inappropriate or unwelcome remarks about one's gender or sexual orientation.

Preventing and reporting sexual harassment are the responsibilities of the entire college community. Anne Arundel Community College encourages all employees and students who believe they have been or are being subjected to sexual harassment or who are aware of an instance of sexual harassment to pursue the appropriate course of action.

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- Any situation in which there is harassing conduct that is sufficiently severe, pervasive, persistent and objectively offensive that it alters the conditions of education or employment, from both a subjective (the complainant's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on the totality of the circumstances. These circumstances may include, but are not limited to:
  - a. The nature, severity and frequency of the conduct.
  - b. Whether the conduct was physically threatening.
  - c. Whether the conduct negatively affected the complainant's mental or emotional state.
  - d. Whether the conduct was directed at more than one person.
  - e. Whether the conduct arose in the context of other discriminatory conduct.
  - f. Whether the conduct unreasonably interfered with the complainant's educational or work performance.
  - g. Whether the speech or conduct deserves the protections or academic freedom.

Sexual offenses also constitute an act of sexual harassment. Anyone who has knowledge of an alleged incident of a sexual offense shall immediately inform federal compliance officer and Title IX coordinator at **410-777-1239**, **complianceofficer@aacc.edu** or Maryland Relay 711.

### **SMOKING POLICY**

No person shall use tobacco, tobacco product(s), and/or tobacco substitute(s) on any property owned, operated, leased or managed by Anne Arundel Community College, including, but not limited to, buildings, parking lots, college-owned vehicles, fields/lawns and venues rented or controlled for college-sponsored activities. This policy further prohibits the promotion, marketing, advertising, sampling, distribution or sale of the tobacco products and substitutes listed at **www.aacc.edu/smoking** by any person or company on any of the college properties described above.

The board-approved policy and cessation resources can be found at **www.aacc.edu/smoking**.

### **STUDENT CONDUCT CODE**

Students shall at all times conduct themselves in a manner that demonstrates mutual respect and courtesy, displays appropriate standards of behavior and refrains from any actions or inactions that impinge on the rights of others or disrupt the teaching and/or learning process or the operations of the college. A student found in violation of this policy or any other college policy shall be subject to appropriate sanctions in accordance with the student conduct procedures.

## **WEAPONS POLICY**

No student, faculty, staff or visitor shall possess, keep, use, display or transport any weapon whatsoever, including but not limited to a rifle, shotgun, handgun, pellet or BB gun, stun gun, taser gun, knife, sword, billy club, makeshift or facsimile weapon, explosive, martial arts weapon, e.g. nanchuku, or any other instrument capable of inflicting physical harm, by any means, on any property or in any building owned, leased or used by the college or in any vehicle on college property.

Instruments required for use in college-sponsored activities, courses or employment, in accordance with approved procedural guidelines, are excluded from this policy. The president or his/her designee shall compile, maintain and keep current an inventory of such college-authorized usages.

This policy shall not apply to any federal, state or local law enforcement officer or college public safety officer authorized to wear, carry or transport a weapon on college property.

## **AACC PROCEDURES**

### **CRIME ALERTS**

Crime and safety alerts are posted online at [www.aacc.edu/publicsafety/Crime\\_Alerts.cfm](http://www.aacc.edu/publicsafety/Crime_Alerts.cfm) or available at the DPSP office.

### **CRIME REPORTING**

DPSP encourages accurate and prompt reporting of crimes and incidents. Call **410-777-1818** from any outside phone or ext. **1818** from a campus phone or emergency phone. An officer will respond immediately to your call, investigate the incident and take a report.

If you are a victim or witness to a crime at an off-campus location, call 911. The county police will respond and take a report. The county police monitor crimes occurring at all off-campus class locations and forward monthly reports to DPSP.

**CONFIDENTIAL REPORTING PROCEDURES** - If you are a crime victim but don't want to pursue action through the college or criminal justice systems, consider making a confidential report to DPSP or filing a Silent Witness report. These reports are important. They help AACC have the most accurate picture of campus crime so DPSP can respond appropriately to minimize risk for others. Incidents are included in the annual crime statistics report.

The college recognizes that sexual harassment and sexual misconduct allegations are sensitive subjects for all parties involved. The college is committed to maintaining the privacy of the parties involved to the fullest extent possible under applicable law and the circumstances. There may be instances when the college determines it is required to investigate and take action even when the reporting/complaining party requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In such cases, the college will take all reasonable steps to investigate and respond to the report/complaint consistent with the reporting/complaining party's requests, and when it cannot do so, will keep the reporting/complaining party apprised, as deemed appropriate. In all cases, the college will take care to protect the identities of the parties by discussing the allegations only with those who have a legitimate administrative or legal reason to know.

*(Continued on page 11)*

If a report of sexual harassment or sexual misconduct reveals an immediate threat to the campus community, the college may issue a timely notice of the alleged conduct to the college community in the interests of the health and safety of the campus community. This notice will not contain the reporter/complaining party's name or any personally identifying information.

To make a confidential report, talk to DPSP or any AACC dean or assistant dean, the director of student life, director of student engagement or director of counseling, advising and retention services, AACC Health Services staff, student club or organization advisor, intercollegiate athletics trainers and coaches.

The Silent Witness program is an anonymous way to report crimes at AACC through the DPSP website. If you see a crime occurring on or off campus and would like to report it, fill out the form at [www.aacc.edu/publicsafety/form/SilentWitness.cfm](http://www.aacc.edu/publicsafety/form/SilentWitness.cfm). Your identity on the email is displayed as "anonymous" and cannot be traced.

## **DAILY CRIME LOG**

DPSP maintains a daily online crime log that lists crimes reported to or by DPSP by classification, case number, date, time, general location and disposition. The log is available at the DPSP office or online at [www.aacc.edu/publicsafety/Daily\\_Crime\\_Log.cfm](http://www.aacc.edu/publicsafety/Daily_Crime_Log.cfm).

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES** – In the event of an incident which poses an immediate threat to members of the AACC community, the college has systems in place to communicate information quickly to everyone concerned. The college can use public address system, network emails or emergency text messages sent to a cell phone (sign up for this service at [www.aacc.edu/stayinformed](http://www.aacc.edu/stayinformed)), emergency messages that scroll across college-owned computer screens and emergency messages broadcast on phones in classrooms and conference rooms. The college will post updates during a critical incident on the college's website. Members of the larger community interested in receiving information about emergencies on campus should sign up for the emergency text message system and visit the college website for updates.

The college publicizes emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff through the college catalog, public safety website and the MyAACC website.

The college tests its emergency response and evacuation procedures on an annual basis. The emergency notification system is tested at the beginning of the fall, spring and summer terms.

**IMMEDIATE NOTIFICATION** – All members of the AACC community are notified on an annual basis that they are required to notify the AACC Department of Public Safety and Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Public safety has the responsibility of responding – and summoning the necessary resources – to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, the department has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community. In case of a threat, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

*(Continued on page 12)*

The AACC DPSP will inform the college, or the appropriate portion of the community if the problem is limited to a particular building or segment of the population, of any threat. The department will, without delay and taking into account the safety of the community, determine the content of the notice and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to: AACC Department of Public Safety and Police, the Anne Arundel County Police Department, the Anne Arundel County Fire Department and Emergency Medical Services), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

**CONTACTING STUDENTS ON CAMPUS** – If there is an emergency that requires notification of a student, call DPSP. Staffers will locate the student if they agree the situation requires immediate action.

**EMERGENCY PHONE SYSTEM** – Reach a DPSP dispatcher 24 hours a day using the free emergency phone system. Phones are attached to stainless steel phone towers (blue or red) or wall-mounted units (blue, red, yellow and silver) with strobe lights on the Arnold campus, at AACC at Arundel Mills and the Glen Burnie Town Center. Push a single button for immediate connection to the dispatcher to report emergencies, crimes, medical problems, car trouble, suspicious persons or activities, lost and found items, to request an escort to your vehicle at night, for information, or to seek building or room access after hours or on weekends.

**MEDICAL EMERGENCIES** – To report a medical emergency on campus, call 1818 using the emergency phone system. Give detailed information regarding the nature and location of the incident. DPSP will dispatch appropriate medical assistance. To report a medical emergency off campus, call 911.



# **ANNUAL CRIME STATISTICS**

DPSP prepares this annual report in cooperation with the Anne Arundel County Police Department, which is the local law enforcement agency providing service to the college, and distributes the report in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of this report is available online at [www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf](http://www.aacc.edu/publicsafety/file/AnnualSecurityReport.pdf) and at the DPSP office.

The act requires the college to publish crime and arrest statistics on specific offenses and for designated locations. These statistics include those reported to DPSP, designated campus security authorities and local law enforcement agencies. Each year, an email notification is made to all enrolled students, faculty and staff that provides the website to access this report. The following definitions explain information in the chart of statistics, which appears on **pages 14-15**.

## **GEOGRAPHIC CRIME LOCATION**

### **On Campus**

- Any building or property owned or controlled by AACC within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls.
- Any building or property that is within or reasonably contiguous to AACC that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes such as a food or other retail vendor.

**NOTE: AACC does not have residence halls.**

### **Noncampus Building or Property**

- Any building or property owned or controlled by a student organization that is officially recognized by AACC.
- Any building or property owned or controlled by AACC that is used in direct support of, or in relation to, the college's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the instruction.

### **On Public Property**

- All public property including thoroughfares, streets, sidewalks and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

# AACC NUMBER OF REPORTED OFFENSES

AACC HAS NO RESIDENTIAL FACILITIES ON CAMPUS	ARNOLD CAMPUS			CAMPUS (AMIL)			CAMPUS (CCPT)		
TYPE OF OFFENSE	2013	2014	2015	2013	2014	2015	2013	2014	2015
Criminal Homicide – Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Criminal Homicide – Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Offense	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
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Liquor Law Violation Referral	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Abuse Violation Referral	17	10	0	0	0	0	0	0	0
Drug Law Arrests	11	2	0	0	0	0	0	0	0
Weapon Possession Referral	0	0	0	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	1	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Larceny	55	41	23	0	2	4	0	0	0
Assaults	6	7	8	0	0	0	0	0	0
Forgery/Counterfeiting	0	0	0	0	0	0	0	0	0
Fraud	0	0	1	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0	0	0	0
Receiving Stolen Goods	0	0	0	0	0	0	0	0	0
Vandalism	10	15	9	0	0	0	0	0	0
Prostitution	0	0	0	0	0	0	0	0	0
Gambling	0	0	0	0	0	0	0	0	0
Disorderly Conduct	38	24	8	0	5	3	0	1	0
Indecent Exposure	0	0	1	0	0	0	0	0	0
Other Offenses	0	0	0	0	0	0	0	0	0



# AACC NUMBER OF REPORTED OFFENSES

AACC HAS NO RESIDENTIAL FACILITIES ON CAMPUS	CAMPUS (GBTC)			PUBLIC PROPERTY		
TYPE OF OFFENSE	2013	2014	2015	2013	2014	2015
Criminal Homicide - Manslaughter by Negligence	0	0	0	0	0	0
Criminal Homicide - Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Sexual Offense	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	1	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Liquor Law Violation Referral	0	0	10	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Drug Abuse Violation Referral	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	1
Weapon Possession Referral	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Larceny	2	2	0	5	21	8
Assaults	0	1	0	0	0	1
Forgery/Counterfeiting	0	0	0	0	0	0
Fraud	0	0	0	0	0	0
Embezzlement	0	0	0	0	0	0
Receiving Stolen Goods	0	0	0	0	0	0
Vandalism	0	0	0	0	2	1
Prostitution	0	0	0	0	0	0
Gambling	0	0	0	0	0	0
Disorderly Conduct	0	2	2	5	1	0
Indecent Exposure	0	0	0	0	0	0
Other Offenses	0	0	0	0	0	0

**REPORT CRIMES AND INCIDENTS • 410-777-1818**

## **DEFINING AND CLASSIFYING CRIMES**

**Aggravated assault:** An unlawful attack by one person on another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Criminal Homicide-Manslaughter by Negligence:** The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Note: Maryland has no Dating Violence law.

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

1. By a current or former spouse or intimate partner of the victim.
2. By a person with whom the victim shares a child in common.
3. By a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner.
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Drug law violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone) and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Hate crimes:** AACC must report any of these offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority if there is evidence victims were intentionally selected because of their actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity/national origin or disability. The following crimes if determined to be hate-crime related must also be reported: larceny-theft, simple assault, intimidation and destruction/damage/vandalism or property.

**Liquor law violations:** Violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

**Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sexual offense:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** - *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*
- **Fondling** - *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- **Incest** - *Nonforcible sexual intercourse between persons who are related to each other within the degrees where marriage is prohibited by law.*
- **Statutory rape** - *Nonforcible sexual intercourse with a person who is under the statutory age of consent. (Consent means actually agreeing to the act of intercourse, rather than merely submitting as a result of force or threat or force. MPJI – Cr 4:29)*

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts. In order to give effective consent, one must be of legal age.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others.
2. Suffer substantial emotional distress.

**Unfounded crimes:** If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded," and should not be included in the institution's statistics.

**Weapon possession:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the above crimes.

## **TRAFFIC AND PARKING REGULATIONS**

All provisions of Maryland Vehicle Law, Rules of the Road – Title 21, Section 101.1(2) apply to traffic on AACC roads, driveways, paths, parking facilities and grounds. DPSP is authorized to enforce state and AACC traffic and parking regulations. Parking or driving a motor vehicle on campus is a privilege.

Flagrant violations of state or AACC parking and traffic regulations may result in the loss of the privilege to operate or park a vehicle on campus.

County ordinances and state laws relating to motor vehicles are also enforced on campus. The campus speed limit is 15 mph; however, there are sections of campus where the speed limit is posted at 25 mph.

Also, watch for pedestrians who may be crossing roads.

## **EMPLOYEE VEHICLE REGISTRATION**

Employees must register the vehicles they park on campus, including motorcycles and scooters, with DPSP for each academic year (Sept. 1-Aug. 31) regardless of vehicle ownership. DPSP will issue a free parking permit that must be displayed on the vehicle's rearview mirror.

Do not deface or alter parking permits in any manner. Securing or using a permit through misrepresentation or fraud will result in the loss of parking privileges. The employee who registers a vehicle is responsible for any violation involving the vehicle. Having a permit does not guarantee use of a campus parking space. Lack of space is not considered a valid excuse for violating parking regulations.

## **PARKING REGULATIONS**

AACC does not guarantee a parking space for students or accept liability for damages sustained to vehicles using college parking facilities. Irresponsibility regarding traffic and parking regulations may result in a citation, restriction, suspension and/or towing of the vehicle at the owner's expense.

- Park vehicles only in clearly designated lined legal parking spaces.
- Student parking is permitted during weekday business hours in any space in lots A, B, C, D, E, F, G, H and the C overflow lot excluding the following areas:
  - Those posted or marked by yellow curbs as reserved for the physically disabled, loading zones, visitors and motorcycle parking.
  - Areas posted as reserved for faculty/staff or reserved (numbered spaces).
  - Areas marked by cones or other temporary markings as being reserved.
  - Exceptions: Students may park in reserved (numbered spaces) after 5 p.m. weekdays and all day on weekends. Students may park in faculty/staff spaces after 7 p.m. weekdays and all day on weekends.

## **HANDICAP PARKING**

It is against college policy and Maryland Vehicle Law to use a handicap placard or handicap registration plates issued to another person unless that person is in the vehicle.

- The number of handicap parking spaces on campus is limited. Do not use these spaces unless you have a handicap placard or plates issued in your name, the person to whom they were issued is in the vehicle or you have received a special college handicap permit from DPSP.
- The law states that placards must be displayed on the vehicle's rearview mirror and the person issued the placard/plates must carry the application for the permit with them. The law and college policy give enforcement authority to police and DPSP officers. If the person asked cannot produce the application or the application is in the name of someone not present, the officer will advise the person to move the vehicle from the handicap space. Anyone who violates provisions of this law is guilty of a misdemeanor and subject to a fine.
- DPSP asks students and staff issued handicap placards or handicap plates to bring the application for the permit to DPSP for verification.
- DPSP can issue special college handicap permits on a temporary basis to faculty, staff and students with physical disabilities who lack state-issued handicap plates or placards. A physician's written statement is required.



### **METERED AREAS**

The metered parking areas along Ring Road and in front of the Student Services Center and the Florestano Building on the Arnold campus are for short-term parking only. The cost is 25 cents for every 15 minutes. Metered parking is enforced 8 a.m. to 5 p.m. weekdays.

### **NO PARKING AREAS**

Parking is prohibited on the grass, at intersections, crosswalks, sidewalks, posted bus zones, posted no-parking zones, fire lanes, fire hydrants, areas not designated as a parking space and all areas marked by yellow or red curbs.

### **TOWING**

AACC reserves the right to remove any vehicle on campus parked in a driveway, fire lane, blocking a loading dock or trash dumpster, or illegally parked in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. The owner is responsible for towing and storage costs. The college is not responsible for any damage to a towed vehicle.

## **VIOLATIONS**

### **\$15 FINE**

- Parking on grass.
- Parking at expired meter.
- Parking over the line (marked boundary) of a parking space.
- Failure to register a vehicle designated for the physically disabled with DPSP.

### **\$35 FINE**

- Displaying an expired, lost, stolen or revoked permit.
- Parking in a reserved or faculty/staff space.
- Parking in a loading zone.
- Parking or driving on a walkway.
- Parking in an area designated no parking any time.
- Failure to park in a designated parking space.
- Parking at yellow curb.
- Parking in a space designated for the physically disabled.
- Improper use of a handicap placard/registration.
- Parking in a fire lane.
- Blocking a fire hydrant.
- Disregarding one-way sign.
- Exceeding the posted speed limit.
- Failure to yield to a pedestrian.
- Driving in an unsafe manner.
- Failure to stop at a stop sign.
- Driving or parking against traffic flow.
- Failure to drive on the traveled portion of the road.
- Crossing a double yellow line to pass.
- Unattended vehicle left in operation.
- Obstructing traffic.

**PAYMENT AND PENALTIES** – Fines are due within 28 calendar days of the issued citation. Pay fines at the cashier's office in Student Services Center Room 120. A \$10 late penalty is assessed beginning the 29th day and assessed again every 14 days until the fine is paid or a maximum fine of \$100 is reached.

Unless all fines are paid, a student will not be permitted to register, graduate or receive transcripts. Employees who don't pay fines may lose campus parking privileges.

Campus visitors who receive a citation can avoid a fine by taking the ticket to the DPSP office or returning it to the college office they were visiting. The college office will then forward it immediately with an explanation to the DPSP office.

**APPEALS** – Anne Arundel Community College citations can be appealed by going to [www.aacc.edu/publicsafety](http://www.aacc.edu/publicsafety) within 14 days from the date the citation was issued. Once at the website click on Traffic Appeals and complete the appeals application. The appeal will be reviewed by the AACC DPSP appeal's officer. After the citation is evaluated, a final decision of either "Granted" or "Denied" will be submitted electronically to the email address provided on the appeal form.

If an initial appeal is denied and you believe there were extenuating circumstances not taken into consideration, you may file a second and final appeal to the Traffic Appeal Committee. This appeal must be in writing and received in the DPSP office within 14 calendar days from the date of the initial denial email. A copy of the denial email must accompany the second appeal.

If the committee denies your appeal, you have 14 calendar days from the date of the second denial letter to pay the fine or late fees will be added. If not paid, a "Business Office Hold" will be placed on the student or employee account. Final authority rests with this committee.

Address any complaints or questions concerning the appeal process to the vice president for Learning Resources Management, **410-777-2411**.



## **COMMUNITY SERVICE UNIT**

The Community Service Unit (CSU) conducts Rape Aggression Defense Systems (RAD) classes. This is a program of realistic self-defense tactics and techniques. It is a comprehensive course for women which begins with awareness, prevention, risk reduction and avoidance, while progressing onto the basics of hands-on defense training. It is taught at more than 600 colleges and universities in the country.

This is a personal awareness and safety education class for children. The program combines risk reduction education and physical defense training in hopes of preventing the abduction of children.

CSU conducts inspections and installations of child safety seats. Since AACC is a commuter college, almost everyone who drives to the college has or knows someone with children. Providing this life-saving service to the children of the college community and the county is a great opportunity for the department to reach out and protect the youngest members of our community.

## **CRIME PREVENTION TIPS**

### **AT AACC ...**

- Keep your purse, cell phone, books, backpack and other valuables with you at all times.
- Do not leave your phone number or address visible.

### **OUT AND ABOUT ...**

- Whenever walking or driving, stay alert and tuned in to your surroundings.
- Wear comfortable clothing that allows easy movement.
- Walk with confidence and show you are in control.
- Trust your instincts. If something doesn't feel right, it's not.
- Walk with a friend and stay in well-lighted areas. Don't take shortcuts.
- Always lock your vehicle and roll up the windows when you drive and park. Place valuables in the trunk or out of sight.
- When approaching your vehicle, have the key ready and look into the vehicle before entering. Once inside, lock the doors.
- If you think someone is following you, don't go home. Go to the nearest police or fire department, gas station or other well-lighted populated place.
- Don't pick up hitchhikers. Don't hitchhike.
- Carry a cell phone for added safety.

*(Continued on page 23)*



## **AT WORK AT AACC ...**

- Always lock your office door when you leave, even if you will be away briefly.
- Never leave your office keys in sight.
- Lock your valuables in a desk or cabinet out of sight.
- If you see anyone suspicious, contact the DPSP immediately.
- If you are working late, ask for a DPSP escort to your vehicle or leave with another employee.
- Always make sure the windows and exterior doors are locked securely when leaving.

## **CRIME PREVENTION SELF-TEST**

1. Do you know how to contact the DPSP office on campus, off campus or by an emergency telephone?
2. Are you familiar with DPSP services such as jump-starting cars that have dead batteries? Emergency notifications? Escort service? Helping retrieve keys locked inside vehicles? Lost and found?
3. Do you think your office has adequate locks that can be used as security measures?
4. Do you have an area in your office to lock up your valuables?
5. Do you mark your valuables with an identifiable number and record these or serial numbers, keeping a copy for your records?
6. Do you request identification of persons who say they are workers or repair persons and want to enter your area?
7. Do you keep track of the office, house and/or vehicle keys in your possession, storing them in a secure place and not giving them to unauthorized persons?
8. Do you place valuables out of sight or in your trunk and lock your vehicle when you leave?
9. Do you walk only in well-lighted areas and in groups at night?
10. Have you made any recommendations yet to help reduce property losses in your work area?
11. Do you know the locations of emergency phones near your class or office?
12. Do you know how, and to whom, you would report burned-out lights or broken locks?
13. Do you know the location of all fire exits in your building?
14. Do you have your vehicle or house key in hand as you approach your vehicle or home?
15. Do you check the back seat and floor of your locked vehicle before entering?
16. Do you avoid displaying large amounts of cash or valuables?
17. Do you think campus parking areas are well-lighted?

**If unsure of the answers to any of these questions, call DPSP!**



**The Anne Arundel Community College's Department of Public Safety** is internationally accredited through the International Association of Campus Law Enforcement Administrators (IACLEA).

On September 26, 2008, the Anne Arundel Community College Department of Public Safety received its initial international accreditation and became the first community college in the country to receive this distinction from IACLEA.

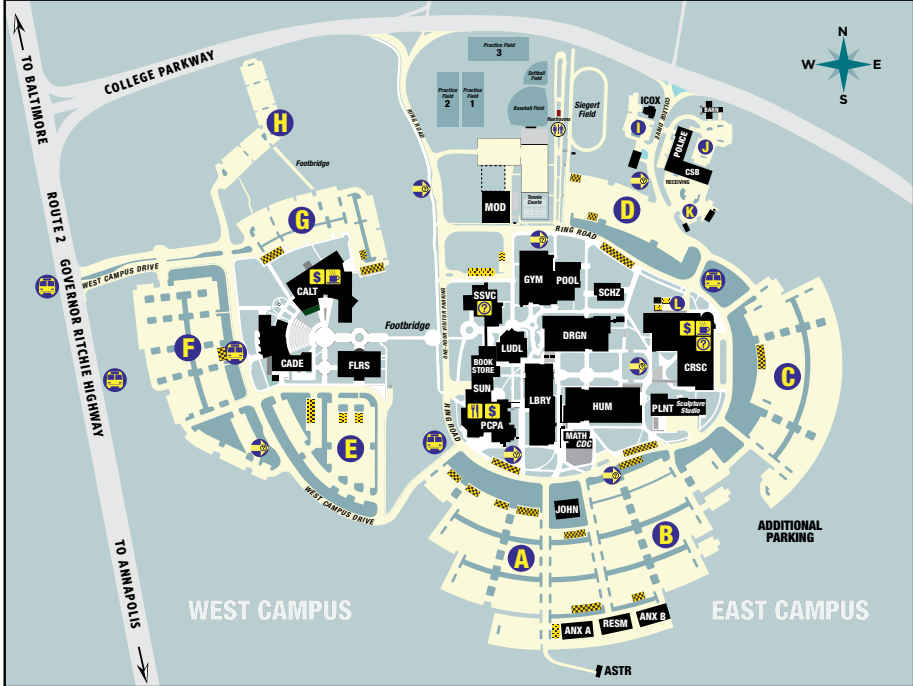
The overall purpose of the accreditation program is to improve delivery of public safety service thorough compliance with 205 standards, developed by law enforcement and public safety practitioners, covering a wide range of up-to-date law enforcement and public safety topics. Accreditation is a coveted award that symbolizes professionalism, excellence and competence

IACLEA currently represents over 1,200 colleges and universities located in twenty countries. Its purpose is to make college and university law enforcement and public safety departments more professional by providing educational resources, an accreditation program and professional development programs.

In September 2014, after a lengthy process, the Anne Arundel Community College Department of Public Safety successfully attained its third reaccreditation.

The period of accredited status for the Department is four years. During this time, the agency must submit annual reports that document continuing compliance with applicable standards. The achievement of accreditation for the department has resulted in improvements in structure, leadership, organization, general direction and accountability. The process of intensive self-assessment has united the department in its commitment to serve the college community through well-written policies and procedures, objective management and conscious recognition of the need for public safety professionalism.

# ANNE ARUNDEL COMMUNITY COLLEGE **ARNOLD CAMPUS**



- |   |  |   |   |
|---|--|---|---|
| <b>ANX A</b> Classrooms   | <b>DRGN</b> Dragun Science Building                          | <b>LU DL</b> Robert P. Ludlum Hall<br><i>College Administration</i> | <b>RESM</b> Resource Management Building  |
| <b>ANX B</b> Classrooms   | <b>FLRS</b> Florestano Building                              | <b>MATH</b> Math Building/CDC<br><i>Child Development Center</i>    | <b>SCHZ</b> Schwartz Building   |
| <b>ASTR</b> Astronomy Lab                                       | <b>GYM</b> Jenkins Gymnasium                                 | <b>MOD</b> Modular Building   | <b>SSVC</b> Student Services Center<br><i>Admissions, Advising and Registration</i> |
| <b>CADE</b> Cade Center for Fine Arts                           | <b>HUM</b> Humanities Building                               | <b>PCPA</b> Pascal Center for Performing Arts                       | <b>SUN</b> Student Union<br><i>AACC Bookstore/Dining Hall</i>                       |
| <b>CALT</b> Center for Applied Learning and Technology          | <b>ICOX</b> Isaac Cox House<br><i>AACC Foundation/Alumni</i> | <b>PLNT</b> Plant/Sculpture Studio                                  |   |
| <b>CRSC</b> Careers Center<br><i>Help Desk</i>                  | <b>JOHN</b> Johnson Building                                 | <b>POOL</b> Olson Memorial Pool                                     |   |
| <b>CSB</b> Central Services Building<br><i>Receiving/Police</i> | <b>LBRY</b> Truxal Library                                   |   |   |

**Public Safety/Police 410-777-1818**      **Campus Information 410-777-AACC**

- |            |                 |                                    |                           |                     |                           |                         |
|------------|-----------------|------------------------------------|---------------------------|---------------------|---------------------------|-------------------------|
| <b>ATM</b> | <b>BUS STOP</b> | <b>STUDENT AND VISITOR PARKING</b> | <b>ACCESSIBLE PARKING</b> | <b>FOOD SERVICE</b> | <b>CAMPUS INFORMATION</b> | <b>CAMPUS DIRECTORY</b> |
|------------|-----------------|------------------------------------|---------------------------|---------------------|---------------------------|-------------------------|

**101 COLLEGE PARKWAY • ARNOLD, MARYLAND • 21012**  
**ANNE ARUNDEL COMMUNITY COLLEGE IS ACCESSIBLE TO THOSE WITH DISABILITIES.**



# ANNE ARUNDEL COMMUNITY COLLEGE

NOTICE OF NONDISCRIMINATION: AACCC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days' notice. For information on AACCC's compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact the federal compliance officer and Title IX coordinator at 410-777-1239, [complianceofficer@aaccc.edu](mailto:complianceofficer@aaccc.edu) or Maryland Relay 711. 6/16