

# Columbia College



## Annual Campus Safety Report 2020

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# FOREWORD

Columbia College (“**CCDC**”) is dedicated to maintaining a safe and secure environment for learning and working so that students, faculty, staff, and visitors can focus on what is important to our community: improving educational experiences and outcomes. To that end, CCDC has developed a set of policies, programs, and procedures applicable to all of its locations to ensure that each campus is held to the highest safety standards.

CCDC also believes that maintenance of a safe campus environment depends on all members of its community. Each member of our community plays a role in keeping each other safe, whether that means educating oneself on potential threats to personal safety, reporting crimes that take place on campus, or alerting the appropriate parties when a friend, classmate, or colleague may be in danger.

This report has been prepared to document crime statistics affecting CCDC campuses and to disseminate important information to our community. It has been prepared in compliance and includes crime statistics reported to local law enforcement agencies and campus designees.

Our aim in publishing this report is to keep the CCDC community informed about the safety of its campuses and about the institution’s current policies and procedures concerning campus security. This report is also intended to inform prospective students, faculty, staff and visitors about the safety of our campuses.

## DESIGNATED CAMPUS SECURITY AUTHORITIES

CCDC is committed to the safety and well-being of its community. To ensure that students, faculty, staff, and visitors enjoy a secure environment, CCDC has identified a designated campus security authority (“DCSA”) at the campus. This individual is responsible for implementing all campus security and safety policies and procedures, is designated to receive official complaints (criminal in nature or otherwise), and reports on campus crime via CCDC’s campus crime log. The DCSA works closely with local law enforcement agencies to safeguard the campus. All reports of crimes on CCDC campuses are immediately reported to local law enforcement agencies for investigation.

Students and staff are encouraged to report crimes or emergencies to the DCSA or other Campus Security Authorities.

### DCSA BY CAMPUS

Campus	Name	Title	Email	Phone
Tysons Centreville Silver Spring	John Kim	Operation Director	<a href="mailto:pdso@ccdc.edu">pdso@ccdc.edu</a>	703-206-0508

## EMERGENCY REPORTING, RESPONSE, AND EVACUATION

In any emergency, dial 9-1-1 (“911”) first. 911 answers calls 24 hours a day, 7 days a week. The local law enforcement agency, fire, or medical department will respond immediately. Once you have dialed 911, report the emergency to your DCSA so that they may respond appropriately. You may reach your DCSA at the phone number or email address included in this annual report or you may report the incident in person to the DCSA or a present CCDC staff member.

### EMERGENCY NOTIFICATIONS

Local law enforcement agencies, fire departments, and/or emergency medical services will respond to all reports of emergencies or dangerous situations on any CCDC campus.

Upon confirmation by a DCSA of an emergency or dangerous situation involving an immediate threat to the health or safety of members of the campus community, the DCSA will request and coordinate the response of public safety resources, where necessary. In addition, the DCSA will make appropriate emergency notifications taking into account the safety of the campus

community. Such threats may include, but are not limited to fire, gas leaks, explosions, chemical or hazardous waste spills, outbreaks of serious illness, terrorist incidents, or armed intruders.

CCDC will urgently determine the content of the emergency notification and initiate the notification system. However, the DCSA may delay notification if, in their professional judgment, immediate notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The DCSA, assisted by the national operations team,<sup>1</sup> will:

- Determine the appropriate segment or segments of the campus community to receive the notification;
- Determine the content of the notification including recommendations to shelter in place; Evacuate a facility;
- Void portions of the campus, or other appropriate actions; and
- Utilize the campus' mass notification system (via email) to notify the campus community.

The email and phone messaging system are tested annually.

## TIMELY WARNING POLICY

DCSAs release a Timely Warning Notification (“**TWN**”) to alert the school community of crimes or events that may potentially threaten students, faculty, staff, visitors, or property. Posting these notices is necessary when a serious crime or a pattern of crimes or threats may put anyone in the CCDC community at risk.

CCDC may use posters, phone calls, texts, emails, on-site digital and video monitors, or other available means to inform the community such as the Course Platform or Canvas, CCDC's online learning management systems.

It is important to note that DCSAs are not required to issue a TWN for *every* crime reported but must, at minimum, follow the campus safety guidelines on what may present a significant threat to the campus community. When making a decision, CCDC may consult with local law enforcement agencies and the national Operations team. Whether the DCSA issues a TWN is determined on a case-by-case basis in conjunction with all facts surrounding the crime(s), including such factors as:

- **The continuing danger to the graduate school community.** TWNs should be released if the graduate school community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.

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<sup>1</sup>The national operations team consists of the three senior directors of national operations.

- **The possible risk of compromising law enforcement efforts.** The DCSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the DCSA must include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

Faculty and staff may contact the DCSA regarding security concerns.

## CRIME REPORTING AND DAILY CRIME LOG

Call 911 to report any and all criminal offenses. After calling 911, report the incident to your DCSA so they may also respond if the incident occurred on or near CCDC's campus. You may reach your DCSA at the phone number or email address included in this report or you may report the incident in person to the DCSA or a CCDC staff member if present.

CCDC maintains a public crime log covering each of its regional campuses. Criminal acts reported to the DCSA will be entered into the crime log within two business days unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information that could identify either the victim or the alleged perpetrator is excluded for all log entries. Necessary updates to entries already reported in the log will be made within 2 business days of new information becoming available.

*Note: CCDC does not maintain a public fire log*

## REPORTING CRIMINAL INCIDENTS

All CCDC community members, including students, faculty, staff, and visitors, are encouraged to report all crimes and public safety related incidents to local law enforcement agencies in a timely manner.

To report a crime or an emergency on any CCDC campus, dial 911. To report a non-emergency security or public safety related matter, contact your DCSA at the email address or phone number included in this report.

## CONFIDENTIAL REPORTING OF CRIMES

A crime victim who does not wish to pursue action within the criminal justice system *may* still file a report describing the details of the incident if the incident does not involve sexual harassment, gender-based harassment, or sexual violence. The purpose of a confidential report is to comply with a victim's wish to keep personally identifiable information confidential, while taking steps to ensure the victim's safety and the safety of others. The confidential report allows CCDC to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report.

CCDC's goal is to maintain a safe environment free of sexual harassment, gender-based harassment and sexual violence (which may include stalking and dating, domestic and intimate partner violence in certain circumstances). To further that goal, all employees of CCDC are either required or encouraged to report incidents of sexual harassment, gender-based harassment or sexual violence when they become aware of those incidents to the Operation Director.

## OFF-CAMPUS CRIMINAL ACTIVITY

CCDC does not recognize any student organizations with off-campus locations.

If CCDC students are involved in an off-campus offense, local law enforcement may choose to report the crime directly to CCDC.

## SECURITY AWARENESS PROGRAMS

Students are informed of campus security policies and programs during the fall term. An institution-wide announcement outlines ways to maintain personal safety and campus security. Students are informed about crime on-campus and in surrounding areas. Similar information is presented to all faculty and staff.

Awareness and crime prevention are strongly encouraged. Students, faculty, staff, and visitors are instructed to be aware of their responsibility for their own security and the security of others.

## ACCESS TO CAMPUS FACILITIES

During business hours, CCDC offices will be open to students, faculty, staff, and visitors. During non-business hours, access to CCDC offices is only available by key. CCDC classrooms may be accessed during evening hours and weekends by the method that the DCSA deems fit.

Maintenance of CCDC facilities occurs during non-business hours. Individuals maintaining CCDC facilities have access to facilities by key.

Emergencies may necessitate changes or alterations to the times in which facilities are available.

## DRUGS AND ALCOHOL ON CAMPUS

CCDC complies with all applicable federal and state laws concerning the possession, use, and sale of alcoholic beverages. CCDC also recognizes the illegality and danger of drug abuse and, accordingly, strictly prohibits the possession, use, manufacture, or distribution of illicit drugs on any CCDC campus or during any CCDC activity. Violators of state and federal laws regarding alcohol and drugs are subject to criminal prosecution, fine and imprisonment.

## TITLE IX AND NOTICE OF NONDISCRIMINATION

Consistent with its commitment to addressing all gender-based misconduct within its community, CCDC complies with Title IX of the Higher Education Amendment of 1972 (“**Title IX**”), which prohibits discrimination on the basis of sex in education programs or activities. Gender based misconduct, as defined in this document, constitutes forms of sex discrimination prohibited by Title IX.

CCDC is committed to a policy of actively supporting equality for all persons. CCDC does not discriminate on the basis of race, color, religion, creed, sex, gender identity, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by federal, state, or local laws, in the administration of its admissions, employment and educational policies, or scholarship, loan, and other school-administered programs. Rather, CCDC affirms that it admits students and selects employees regardless of their race, color, religion, creed, sex, gender identity, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, or any other criterion specified by federal, state, or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at the school.

Complaints of discrimination and harassment that do not involve gender-based misconduct are governed by CCDC’s Harassment policy, which is published annually in the Student Handbook.



# GENDER-BASED MISCONDUCT POLICY AND PROCEDURES

## POLICY

CCDC does not tolerate gender-based discrimination and harassment, including sexual assault and all other forms of gender-based misconduct. Sexual harassment, sexual assault, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are all forms of gender-based misconduct and will not be tolerated at CCDC. These behaviors do not have to be sexual in nature to be considered gender-based misconduct. Similarly, CCDC will not tolerate harassing, violent, intimidating, or discriminatory conduct by any member of the CCDC community.

The goal of this policy is to create a community not impaired by gender-based misconduct of any kind by providing definitions of gender-based misconduct, avenues for those affected by gender based misconduct to obtain assistance, and a prompt and equitable complaint-and-investigation procedure for all members of the CCDC community. For the purposes of this policy, the CCDC community includes, but is not limited to, students, faculty members, staff, applicants, vendors, visitors, and guests.

## CAMPUS CRIME STATISTICS

CCDC campuses are required to report campus crime statistics for certain offenses, hate crimes, arrests and disciplinary referrals to the campus judicial process. An incident may be classified as unfounded only after investigation by a law enforcement agency. A mere lack of evidence to support the allegations is not sufficient to dismiss an incident or case. To classify an incident as unfounded there must be evidence that demonstrates the offense was not committed.

In all cases, data must be broken down according to the geographic location of the occurrence of the offense.

## CRIMINAL OFFENSES BY CAMPUS

The following criminal offenses are reportable offenses under the Clery Act for campus, noncampus, and public property geographies applicable in each CCDC region. These statistics include incidents reported directly to DCSAs.

# COLUMBIA COLLEGE

Category	On Campus				Noncampus				Public Property				Unfounded				Totals			
	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019	2016	2017	2018	2019
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Nonforcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses—Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Drugs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrest for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Discipline for Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# NATIONAL RESOURCES

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## NATIONAL SEXUAL ASSAULT HOTLINE

(800) 656-HOPE (4673) <https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

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## THE NATIONAL DOMESTIC VIOLENCE HOTLINE

(800) 799-SAFE (7233) <http://www.thehotline.org>

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## NATIONAL CENTER FOR VICTIMS OF CRIME

Victim Service Helpline

(800) FYI-CALL (211-7996)

# APPENDIX A

## ALL STUDENTS HAVE THE RIGHT TO:

- Make a report to local law enforcement and/or state police.
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from CCDC.
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
- Describe the incident to as few CCDC representatives as practicable and not to be required to unnecessarily repeat a description of the incident.
- Be free from retaliation by CCDC, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
- Access to at least one level of appeal of a determination.
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of CCDC.

# APPENDIX B

## CCDC CAMPUS SAFETY TIPS

### PURPOSE

CCDC values the safety of every member of its community. CCDC goes to great lengths to ensure the safety of students, faculty members, staff, and visitors.

However, it is important to acknowledge the role that awareness of one's surroundings can play in keeping members of our community safe. The safety tips below are designed to help members of our community avoid potentially dangerous situations.

### TIPS

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#### DON'T ALLOW TECHNOLOGY TO MAKE YOU UNAWARE OF YOUR SURROUNDINGS

Technology, including smartphones and music players, can distract you from the world around you. This is nearly impossible if you aren't even aware of the situations you're walking into.

The key to getting out of a potentially dangerous situation is to recognize it as such.

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#### NEVER WALK ALONE AT NIGHT

Walking around alone and in the dark is basically asking for trouble. Sure, there are times that you need to get from point A to point B which may occur at night, but you should always abide by the buddy system so that, should something happen, you're not on your own.

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#### CARRY SOME EMERGENCY CASH

It's good to have some cash on you at all times, just in case. Perhaps your credit card won't work or your debit card gets lost. You never want to be stuck in a scary situation because you don't have the necessary funds to get out of it as quickly as possible.

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#### KNOW YOUR WAY AROUND CAMPUS

In addition to paying attention to your surroundings; you should *know* your surroundings as well. Take time to become familiar with campus landmarks and streets so that you are able to navigate your way around – or out of an area, should you need to.

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## **NEVER STAY AT A PARTY WHEN YOUR FRIEND LEAVES**

No, you don't need to call it an early night just because one of your friends does. But, what you should do is ensure you always have a minimum of one person with you that you know (and know you can trust). Being alone in a party setting isn't smart – go home if you're going to be alone because it is not worth the risk to stay – no matter how nice everyone there seems.

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## **AVOID BECOMING INEBREIATED AND LOSING CONTROL**

If you're getting to the point that you don't have control of yourself or your surroundings, you need to stop and think about the types of situations you're putting yourself in.

It's far too easy for others to take advantage of you or a situation if you can't think or act rationally.

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## **ALWAYS HAVE EMERGENCY CONTACTS ON YOU OR IN YOUR DEVICE**

If you have a smartphone, program emergency numbers into it. It's one of the first spots hospitals check if you're admitted alone because they are able to bypass your pass code in order to access your contacts.

Additionally, list your important emergency contact numbers and information in your planner, if you carry one. Whatever items you have on a regular basis are good spots to keep emergency information.

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## **CONSIDER CARRYING PEPPER SPRAY, A WHISTLE OR TAKING A SELF-DEFENSE COURSE**

The hope is certainly that you'd never need to make use of these defense mechanisms, however, having them with you can make a life-saving difference in harmful situations you otherwise might not be able to get out of.