



2013

COPPIN STATE UNIVERSITY POLICE REPORT

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MESSAGE FROM THE CHIEF OF POLICE



Dear Coppin Family,

Technology is rapidly changing how we view and function in today's world. Technology is instrumental in helping with the solution of problems, as well as presenting many new challenges. The Coppin State University Police Department is committed to ensuring the safety and well-being of the Coppin's campus through technological advancement in policing.

Expertise and academic training is paramount in maintaining a high state of readiness therefore, we are becoming a data driven police department. Strategies and programs to enhance the safety of the Coppin State community in a world of continuous change will be developed by taking information and developing it into intelligence.

Data will determine modes and patterns of patrol, the dissemination of information to the Coppin State community, the efficient use of resources, and enhance our department's foundation of courtesy respect and professionalism.

We ask that you acquaint yourselves with the rules and regulations of the campus, Emergency Preparedness Plan, and enroll in the Black Board Connect Alert program. I welcome any comments, suggestions and remarks you may have concerning police operation and public safety.

Chief Leonard Hamm

MISSION

Our mission is to enhance the living, learning, and working experience at Coppin State University by protecting life and maintaining order. The police department will continue to maintain the highest level of professional standards and state of readiness policing to serve the Coppin State community through professional and academic training. We fulfill this purpose by providing our community with a full range of services that meet the highest professional standards of campus police. We are committed to working with the community to define our priorities and build lasting partnerships, while ensuring professional growth and development of department members.

PROTECT AND SERVE

The law enforcement unit of the CSUPD is a team of professionals working to provide a safe environment in which the educational mission of the university can be fully realized. The CSUPD, a service-oriented service, is tailored to meet the needs of an urban-centered institution. We provide crime prevention and control, awareness initiatives, criminal investigations, traffic, physical plant security, disaster coordination, as well as, maintenance of public order and other related services. The CSUPD officers are responsible for the enforcement of all state and local laws. The department's ability to function as an independent law enforcement agency enables it a sensitive, measured approach to all situations requiring police assistance, while still maintaining the autonomy of the university.

AUTHORITY

The Education Article 13-601 in the Annotated Code of Maryland establishes the authority from which the Coppin State University Police Department (CSUPD) conducts its day-to-day operations. According to this law, CSUPD officers have all the powers of any peace or police officer in the state. Furthermore, the CSUPD is the primary agency responsible for policing property owned, leased, operated and/or controlled by the university. In order for the CSUPD to better serve the University community, the university has entered into a "Concurrent Jurisdiction Agreement" with the Baltimore Police Department. Under the agreement, in addition to our statutory jurisdiction and authority, the Baltimore Police Commissioner has given enforcement authority to CSUPD in those areas considered to be contiguous to the university. The CSUPD and the Baltimore Police Department have a mutual and positive working relationship, providing assistance and expertise to each other as needed.

OUR VALUES

The Coppin State Police department is committed to rendering the highest quality law enforcement and public safety services to the students, faculty, staff and visitors of Coppin State University and the surrounding community.

INTEGRITY

We firmly adhere to the values set forth in this document and our professional ethics, as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.

RESPECT

We treat all members of the community and each other with courtesy, fairness and dignity.

PROFESSIONALISM

We continuously develop our knowledge, skills, and abilities to enable us to provide the finest police services to the Coppin State community. Our approach is based on a commitment to excellence, innovation and continuous improvement.

ACCOUNTABILITY

We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet professional expectations.

SERVICE

We are committed to enhancing public services and increasing the community's sense of security. We will work in partnership with the community to identify and solve problems that affect the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

MENTORING

We recognize that individual and team contributions are essential to a high performing department. By sharing insight, guidance and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

APPRECIATION

We are proud of our profession, department, and institution. We recognize the sacrifices our members make to ensure the safety and security of the community. We will do everything possible to ensure that all our members feel appreciated and duly rewarded for their contributions.

JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Jeanne Clery Act is the landmark federal law, originally known as Crime Awareness and Campus Security Act of 1990, The Clery Act requires public and private higher education institution in the United States that participate in federal student financial aid programs to disclose information about crime on and around their campuses. It is enforced by the U.S. Department of Education.

The Jeanne Clery Act is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986. Jeanne's parents, Connie and Howard, discovered that students had not been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was most recently amended in 2000 to require schools beginning in 2003 to notify the campus community that public Megan's Law information about registered sex offenders on campus can be obtained at www.familywatchdog.us.

The Coppin State annual police department report can be found at

www.coppin.edu/police/statistics.aspx

CAMPUS SECURITY ACT

The Campus Security Act mandates all colleges and universities to:

- » Publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- » Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other university officials who have significant responsibility for student and campus activities.
- » Provide timely warning notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- » Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police.
- » Be held responsible for preparing and distributing this report.

TIMELY WARNING

Whenever a violent or a major property crime occurs on campus; and the police department believes the safety of the campus community is at risk, the chief of police or the operational lieutenant will determine when a timely warning should be announced. To help prevent crimes or serious incidents, the Coppin State University Police Department, in conjunction with other departments on campus, issues campus safety alerts in a timely manner to notify community members about certain crimes in and around our community. Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the University Police Department so that a campus safety alert can be issued, if warranted.

If community members report crimes or serious incidents to other campus security authority, those authorities will notify the campus police. Campus security will promptly notify and collaborate with the campus police to issue a campus safety alert, if one is appropriate.

The department distributes campus safety alerts in various ways. Once the university determines an alert will be issued, the department will have recorded phone message sent out stating the incident and area with directions for the community to follow. Messages will also be sent in e mail, twitter, Facebook and through Blackboard Connect.

E-911

With E-911 each building and floor on the campus is partitioned into emergency zones of approximately 7,000 square-feet or less. Every zone receives a 20-character location description as well as a publicly routable directory number. Phones within each zone are provisioned with the Emergency Response Location (ERL), and the directory number that is associated with the ERL. For every zone, new automatic location identification records are created in the public E-911 database. Any person who dials "911" from any campus phone at Coppin State University will instantly be connected to the Baltimore City Police Department. E-911 System and Coppin State Police department will simultaneously receive an emergency alert with the building and phone location. An officer is immediately dispatched to location of emergency to assess the situation.

E-911 has been adopted across campus and is highly successful in guiding first responders and university staff to the proper location where aid is needed.

For more information, please visit: www.coppin.edu/E911.

EMERGENCY NOTIFICATION

Coppin State University's state-of-the-art notification system sends messages instantly and simultaneously to all registered voice and text message capable mobile phones, Blackberry's, wireless PDAs, Smart or Satellite phones, E-mail, Facebook and Twitter. The service will also post these messages on the university's web site. Additionally, the messages will pop up on the computer screen for anyone using Google, Yahoo or AOL as their home page. Students, faculty and staff are strongly encouraged to register for Blackboard Emergency Notifications. This will be the surest way for you to receive notifications critical to your safety and well-being, as well as other campus information you may want to receive.

In case of an emergency situation on campus, we strongly encourage you to keep your own supply of food and water to last for at least a day or two. You should also consider keeping items such as a flashlight, spare batteries, a portable radio, medicine and other necessary personal supplies in your office area and/or dormitory room. In the event of a campus emergency, we will utilize all available state and federal disaster relief agencies such as the Federal Emergency Management Agency (FEMA) and the Maryland Emergency Management Agency (MEMA) to provide food and water. Providing information about all disaster scenarios is impossible given the variety of potential threats that might occur.

For more information about disaster relief and readiness please visit the website of the following agencies:

- » American Red Cross
- » Homeland Security
- » Maryland Emergency Management Agency
- » Federal Emergency Management Agency (FEMA)

The Office of University Relations (OUR) will communicate information on emergencies to the media and campus community. OUR utilizes text messages via cell phone, messages posted on the home page of the Coppin State University web site, television, radio, internet and other media outlets to communicate with surrounding communities. The president notifies the Chancellor and the university Systems of Maryland Board of Regents in the case of an emergency.

EMERGENCY ANNOUNCEMENT MEDIA STATIONS

BALTIMORE	WEAA 88.9 FM	WERQ 92.3 FM	WWIN 95.9 FM	WMAR CH.2	WBAL CH.11
	WLIF 101.9 FM	WXYV 102.7 FM	WQSR 105.7 FM	WJZ CH.13	WBFF CH.45
	WWMX 106.5 FM	HEAVEN 600 AM	WBAL 1090 AM		
DC	WHUR 96.3 FM	WTOP 1500 AM		WJLA CH.7	WRC CH.4

BLACKBOARD CONNECT

- 1. Login to
(<http://eaglelinks.coppin.edu>)**
- 2. Click on “Employee Self Service.”**
- 3. Select “Personal Phone.”**
- 4. Update or add your phone numbers.**

NOTE: In the “Mobile” field, type in your cell phone number. If you do not have a cell phone, leave it blank. Do not place a land line number in this field.

5. In the “Home” field, type in your home phone number. Select “Home” from the drop-down menu. If you do not have a home phone, leave it blank.

6. Click save

Blackboard Connect is a patent-pending universal notification system that allows designated administrators to send time-sensitive messages to mobile phones and e-mail of their subscribers (students, faculty, staff, radio stations, TV stations and others). In the event of an emergency, subscribers can be notified immediately of the situation, wherever they are geographically.

If you have not signed up for any Message Alert, go to

<http://www.coppin.edu/TextAlert/>

FREQUENTLY ASKED QUESTIONS

HOW DO I REMOVE MYSELF FROM RECEIVING ALERTS FROM BLACKBOARD CONNECT?

Please log into your Eaglelinks account to opt-out for Blackboard Connect alerts for your school. You may remove yourself from one particular group or the entire service.

WHAT IS A UNIVERSAL NOTIFICATION SYSTEM?

A Universal Notification System is defined as a platform to deliver a notification to an entire audience by all means necessary; therefore creating universal coverage to increase the odds that a particular subscriber received the notification in a timely manner.

WHAT IS A NOTIFICATION?

A notification is defined as a form of communication that delivers descriptive information about news or an event, unlike a bell or siren that communicates little information.

DO I NEED TO INSTALL SOFTWARE AND/OR HARDWARE IN ORDER TO HAVE BLACKBOARD CONNECT?

No. Blackboard Connect is a 100% web-based software system, so you do not need any additional software or hardware. All you need is a web browser with an Internet connection and you are up and running! You can look at Blackboard Connect as a public safety utility always on and ready for action.

WILL ANY PERSON RECEIVE UNSOLICITED MESSAGES, SPAM, ON THEIR MOBILE PHONE?

No. Blackboard Connect enforces a zero Spam policy which clearly prohibits unsolicited messages, and Blackboard Connect does not sell the contact information our subscribers to third party marketers.

IN CASE OF EMERGENCY

The preparedness of this campus in case of an emergency incident is a high priority. Any change in the national threat level will be closely monitored as will any specific threats to the safety of the Coppin State community. Information concerning the safety and security of the campus will be disseminated to the community through all available avenues of campus communication (e-mail, text message system, etc.) and if applicable, any recommended campus actions will be detailed.

The CSUPD automatically implements response protocols based on the current threat level at the national and local level to mitigate risk. These response protocols activate different levels of operational activities undertaken by the CSUPD to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening activities. CSUPD would like to make you aware of the impact a heightened state of alert has to the campus community by providing general information about the institutional response the campus and community members can expect during these uncertain times.

CSUPD continually reviews and revises procedures that are needed to implement the state of preparedness policy during critical incidents that occur on campus. The new policy and procedures will include establishing an emergency response based on federally designed Incident Command System Protocols, implementing a Disaster Response Protocol model based upon an Incident Response Team, comprised of high-level campus administrators, Emergency Operations Center full of major resource holders and an Incident Command System team consist of CSUPD officers trained to coordinate on-scene activities at major incidents.

Implementing an early warning system emergency program to provide instant notification of the campus community to imminent dangerous conditions.

For the duration of any heightened threat condition, the CSUPD will engage in the following activities on a daily basis to augment normal safety and security activities:

- » Maintaining an institutional liaison with local, state and federal agencies to facilitate information sharing with the campus community.
- » Providing increased uniformed police officer visibility at designated areas and during campus special events.

Upon activation of the Early Warning System Emergency Program, campus community members should:

- » Seek shelter inside the closest building.
- » Call Coppin Police Department, (410) 951-3900.
- » Call Main Campus, (410) 951-3000.

EMERGENCY EVACUATION ROUTES

MILES CONNOR ADMINISTRATION

- 1 South exit (front doors)
- 1 Northeast exit (Daley Hall)
- 1 Northwest exit (near Loop road)

J. MILLARD TAWES CENTER

- 1 East exit (Basement Level)
- 1 North exit (facing Administration Building)

J. MILLARD TAWES CENTER 1ST FLOOR

- 2 Southwest and Southeast exits (front doors)
- 1 Northwest exit (rear door)
- 1 Northwest exit (inside of Student Activities Office)
- 1 West exit (inside of the janitor's closet, in the vending area)

JAMES WELDON JOHNSON AUDITORIUM

- 8 East exits
(front doors, 6 on northeast end and 2 on southeast end)
- 1 Southside basement level (southeast corner)
- 1 Southside basement level (southwest corner)

DALEY RESIDENCE HALL

- 1 Northeast exit (near meeting room)
- 2 Northwest exits (front door and service entry area)
- 3 North exits (stairwell #1 facing Dining Hall)

DEDMOND RESIDENCE HALL

- 1 Northwest exit (front doors)
- 1 Northeast exit (inside laundry room)
- 1 North exit (in stairwell near restrooms)

TALON CENTER

- 1 Southwest exit (front door)
- 2 East exits (in lobby and school store eastside of building)
- 1 West exit (in dining room area 1st floor)
- 1 Northeast exit (in rear)
- 1 Northwest exit (in rear)

GRACE HILL JACOBS

- 1 East exit (front doors)
- 1 East exit (basement level by new elevators)
- 1 South exit (basement level by new elevators)
- 2 North exits
(facing Lot D, one closed at basement level due to construction)
- 1 West exit (closed due to construction, basement level)

PARLETT MOORE LIBRARY

- 1 Southwest exit
(southside basement level near Parren J. Mitchell room)
- 1 South exit (on loading dock)
- 1 West exit (front doors)
- 1 North exit (front doors)

FRANCES MURPHY RESEARCH CENTER / COPPIN ACADEMY HIGH SCHOOL

- 2 South exits (front doors and southeast corner)
- 1 Northwest exit (near 2nd floor vending machine)
- 2 West exits
(Capital Planning hallway and automatic doors 2nd floor)
- 1 North exit (new classrooms facing construction)
- 1 Southwest exit (new classrooms)
- 1 Northeast exit (by locker rooms)

PERCY JULIAN SCIENCE CENTER

- 3 West exits
(front door, front south corner and 1st floor north stairwell)
- 1 Northeast exit (1st floor north stairwell)
- 1 South exit (but that leads to a chained in area outside)
- 2 East exits (this leads to the same chained in area outside)

EMERGENCY EVACUATION ROUTES*

HEALTH AND HUMAN SERVICES BUILDING

(elevator lobby point of view as if exiting the elevators)

1st floor (elevator lobby)

To the left stair #2

To the right main entrance/exit

1st floor North (elevator lobby)

Hallway rooms 124 to 133 North Avenue entrance/exit

1st floor south (elevator lobby)

(To the left) hallway rooms 102 to 118 left go straight then left then right to the right stair #1

(To the right) hallway rooms 102 to 118 straight then to the right exit stair #1

2nd floor (elevator lobby)

To the left stair #2

2nd floor north (elevator lobby)

Hallway rooms 201 to 215 make left keep straight bare right to exit door to take steps to North Avenue entrance/exit or keep straight onto the bridge exit

2nd floor south(elevator lobby)

(To the left) hallway 201 to 211 straight then a right and stair #1

(To the right) hallway 201 to 211 straight and to the right is stair #1

3rd floor (elevator lobby)

To left stair #2

3rd floor north (elevator lobby)

North of elevator hallway straight onto the left is exit stair #3

3rd floor South (elevator lobby)

(To the left) hallway 312 to 318 make a left straight on then a right and exit stair #1

(To the right) hallway 302 to 310; 324 straight onto stair #1

4th floor (elevator lobby)

To the left of elevator lobby stair #2

4th floor North (elevator lobby)

425 To 435 hallway straight unto exit stair #3 to the left

4th floor south (elevator lobby)

401 to 419, to the left go straight down hallway, make a right onto stair #1 to the right

5th floor (elevator lobby)

To the left exit stair #2

5th floor North (elevator lobby)

510 to 541 hallway keep straight onto the left is exit stair #3

5th floor South(elevator lobby)

No south entry way

PHYSICAL EDUCATION COMPLEX

Building A (Facilities, Maintenance)

1st floor (Near room 194 and 197)

Building B

(Procurement, Human Resources, Campus Police, Mail room, Auxiliary Services)

1st floor (main doors, near mail and print services door)

2nd floor (campus police exit doors near room 222)

Building C (Main Arena, Sporting Events)

Ground Level (Near room 135, both ends of Arena)

Building D (Main Arena 2nd floor)

3rd floor stairwell 5, stairwell 7 main arena

2nd floor near room 223 section 4-6

Building E (Pool, Locker Room)

EMERGENCY EVACUATION ROUTES**

Near Room 135 and Stairwell 6

Building F (Auxiliary Gym)

Across from room 102, both exits located
in the auxiliary gyms and Warwick Avenue exit

Building G (Classrooms)

2nd floor near room 228

Building H (Fitness Center)

Lot E

BLUE LIGHT EMERGENCY PHONES

When you approach any emergency phone, you will see
two buttons:

One large red button for emergencies

One small black button for information

When you press and activate the emergency button, the blue light at the top of the pole will light up and the phone will state your location. After hearing the voice recording, you will be able to talk to the dispatcher. There is a pause for about five seconds before you will hear the dispatcher's voice. After you hear the dispatcher's voice you can exchange dialogue and state your emergency. A campus police officer will be dispatched to your location simultaneously. The dispatcher will remain on the line until a police officer arrives. Upon arrival of the officer(s), the dispatcher will disconnect.

If you are requesting information, then you should press the black button. The black information button will connect you to the dispatcher. The emergency blue light at the top of the pole will not activate. The dispatcher will provide you with the requested information and/or assistance.

MISSING STUDENT POLICY

POLICY

Coppin State University officials will notify all resident students of the provisions of the missing student policy and will actively investigate or assist in the investigation of all missing student reports involving resident students.

All students are required to provide the university with emergency contact information, including the name, address and phone number (cell phone number, if available) of a parent, guardian, spouse, domestic partner, or other person to contact in the event of an emergency. On an annual basis, each resident student, upon checking into his/her residence hall room has the option to register a confidential contact in the event the student is determined to be missing for more than 24 hours. The missing person contact information will be registered confidentially and subject to disclosure only to authorized university officials and law enforcement personnel in furtherance of a missing person investigation. The missing person contact may be in addition to the general purpose emergency contact provided during the residence hall check-in process. Unless the university is advised in writing to the contrary, the confidential contact will be the same person(s) as the emergency contact information. If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.

JEANNE CLEARY POLICY

The safety of students living on campus is of an utmost priority for Coppin State University. This policy is established to assist in locating students living in on-campus housing, based on facts and circumstances known to officials, who are determined to be missing. This policy is in compliance with the missing person provision of the higher education opportunity act of 2008.

MISSING PERSON

Agency officers will initiate an investigation of missing persons and children (including runaways, abandonment, abducted, or other missing status) and submit missing person on all persons reported missing from the agency's primary jurisdiction unless the calls have been deemed unfounded by supervisory or the inquiry assumed by Baltimore City.

CRIME PREVENTION

Campus police officers constantly patrol the campus to assure a high level of security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors and locks.

All such conditions can be reported , in writing to:

410-951-1234, Facilities

410-951-3900, Campus Police

RAPE AGGRESSION DEFENSE

Rape Aggression Defence (R.A.D.) is the national standard in self-defense instructor certification, R.A.D. is internationally recognized for programming quality and organizational commitment to excellence. R.A.D. Systems balances the needs of women to acquire self-defense education in a relatively short period of time, with the lifelong commitment required for physical skill mastery.

Coppin State University Police are taking a proactive stance on violence against women. The woman's self defence course R.A.D. will be offered by the Coppin State University Police Department. The sessions are 2 - 3 hours long, 3 days a week for 4 weeks. R.A.D. classes are given each fall, spring and summer semesters by certified instructors.

Coppin State University Police R.A.D. Instructors:

Lt. Kenneth Barnes

Sgt. Fuquan Jamison

CAMPUS SAFETY MONTH

COPPIN'S CAMPUS SAFETY MONTH

September is safety awareness month. During the month of September there are a variety of activities promoting safety awareness. One such activity, is the Safety Awareness Walk. During the walk participants are given personal safety tips and made aware of dangers out lying the surrounding campus.

The Safety Awareness Walk, consist of Coppin State employees, students and Coppin Heights community members with flash lights walking the neighborhood together.

SUBSTANCE ABUSE

The resource center provides guidance on raising year-round awareness for Recovery Month. The center shares resources with community members so they can be active participants in the treatment and recovery movement and volunteer to help educate and reach others.

COPPIN STATE COMMUNITY

We are calling upon you as a member of the community to be vigilant in immediately reporting suspicious activity that you observe on campus. Your knowledge of personal space and areas you frequent on campus enable you to best judge persons or conditions that are out of place or suspicious. When you observe anything that seems out of the ordinary, we encourage you to immediately call the campus police at x3900 from any campus phone or 410-951-3900 from an off campus line or cell phone. Your assistance in alerting us to suspicious conditions, events or persons is a critical component of maintaining a safe and secure campus. The Coppin State University Police Department is dependent on a collaborative campus community to maintain safety successfully at this institution.

CAMPUS SECURITY AUTHORITIES

The Clery Act mandates that institutions must disclose statistics for crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Clery Act regulations define a campus security authority as:

- » A member of a campus police department or a campus security department of an institution.
- » Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- » Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- » An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Campus security authority cite 34 CFR 668.46(a) definitions

CSAS- ORGANIZATIONS & TITLES

- » University Police
Director
- » Housing & Residence Life
Director & Assistant Director
Residence Life Coordinators
- » Students Activities
Director
Greek Life Coordinator
- » Athletics
Director
Head & Assistant Coaches
Trainers & Assistant Trainers
- » Faculty
- » Disability
Coordinator
Counselor
- » Student Affairs
Vice President & Associate Vice President
Director (Residence Hall)
Coordinator(s)

HOW TO REPORT A CRIME

The Coppin State University Police Department is a 24 hours a day, 365 days a year fully staffed recognized Law Enforcement agency. Each incident is investigated by a professional full-time police officer and followed up by a full-time investigator. Our follow up process strives to identify and prosecute criminals, recover stolen property and encourage restitution, when possible.

It should be noted that because Coppin State is a publicly funded institution, certain information is not protected and must be made public. The law makes provision for the protection of some information if it meets the criteria set in the law, however, information that does not meet that criteria must be made public. Therefore, the university, through its department of campus police and/or other "Campus Security Authorities" cannot assure confidentiality of information in all cases.

REPORT A CRIME OR OTHER EMERGENCY

(410) 951-3900

REPORT A CRIME IN PERSON

Physical Education Complex Building, Room 272

DAILY INCIDENT LOG

Monday - Thursday | 8:30 a.m. - 4:30 p.m.

Friday | 9:00 a.m. - 3:00 p.m.

ANONYMOUS PHONE LINE

(410) 951-7071

UNIFORM CRIME REPORTS

The Uniform Crime Reports (UCR) contains official data on crime that is reported to law enforcement agencies across the United States. The data is also provided to the Federal Bureau of Investigation (FBI). UCR focuses on index crimes, which include murder and non-negligent manslaughter, robbery, forcible rape, aggravated assault, burglary, larceny/theft, motor vehicle theft and arson. UCR is a summary-based reporting system, with data aggregated to the city, county, state and other geographic levels. Crime statistics are compiled from UCR data and published annually by the FBI in the Crime in the United States series. To address limitations of UCR, the FBI has developed the National Incident Based Reporting System

DEFINITIONS OF REPORTABLE CRIMES

CRIMINAL HOMICIDE

Murder and non-negligent manslaughter. The willful (non-negligent) killing of one human being by another.

NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

FORCIBLE SEX OFFENSES | FORCIBLE RAPE

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).

FORCIBLE SODOMY

Oral or anal sexual intercourse with another person, forcible and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

SEXUAL ASSAULT WITH AN OBJECT

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

FORCIBLE FONDLING

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will, where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity.

NON-FORCIBLE SEX OFFENSES | INCEST

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

STATUTORY RAPE

Non-forcible sexual intercourse with a person under the statutory age of consent.

ROBBERY

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

AGGRAVATED ASSAULT

An unlawful attack by one person upon 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 a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

BURGLARY

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny, housebreaking, safe-cracking and all attempts to commit any of the aforementioned acts.

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

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 or personal property of another.

SEXUAL ASSAULT POLICY

The Board of Regents is committed to providing an academic learning and working environment free from sexual assault and harassment and shall take preventive measures to insure that faculty, staff, students and visitors are appropriately protected from such actions. This safe environment includes all campus locations and all off-campus related activities and sites. The University will establish and distribute detailed procedures relating to the reporting and handling of cases of sexual assault and sexual harassment. Procedures can be found in accordance with the University's disciplinary and appeal procedures. The University will investigate all complaints of sexual assault and sexual harassment, adjudicating them in accordance with the University's disciplinary and appeal procedures. In addition, the University will routinely assess the safety of the campus environment and will take corrective action to alter any identified potential problem areas. An informal complaint of an alleged incident of sexual harassment may be reported to any CSU supervisor or faculty member. This include the complainant's supervisor, department chairperson, Dean, or any other University administrator, as well as the director of Human Resources or designee. Prior to taking any action to investigate or resolve a complaint of sexual harassment, a CSU supervisor who receives a report of an alleged incident of sexual harassment must immediately notify the director of Human Resources or designee. The director of Human Resources or designee shall promptly contact and discuss the incident with the complainant to resolve the issue. A formal complaint must be reported to the director of Human Resources or designee. Failure by a CSU employee to promptly notify the director of Human Resources or designee of a complaint or an alleged incident of sexual harassment may result in disciplinary action against that employee. The CSU community shall use its best efforts to preserve reasonable confidentiality for individuals reporting an incident of sexual harassment.

Upon receipt of notice of a complaint of sexual harassment, the Director of Human Resources or designee shall conduct a confidential investigation for the purpose of resolving the complaint. An investigation may include a discussion of the matter with the complainant, the respondent, witnesses to the incident, or character witnesses, as well as consultation with legal counsel for CSU.

REPORTING SEXUAL ASSAULT

Any Coppin State University employee or student that has been sexual assaulted or raped should contact Coppin State Police Department at 410-951-3900 as soon as possible to report this crime or any crime intimately. Any Coppin State University employee or student that has been a victim of any off campus crime, should contact the local police department to report the crime and the local police will inform the Coppin State Police Department . Do to our memorandum of understanding between the two police departments, Coppin State University Police will be notified in reference to any criminal activity involving any Coppin State University student.

RAPE CRISIS HELP CENTER

- » The Center for Counseling
Student Development
Coppin State University
2500 W. North Avenue
Baltimore MD, 21216
410-951-3939
- » Substance Abuse and Mental Health Service
Coppin State University
2500 W. North Avenue
Baltimore MD, 21216
410-951-2640
- » Rape Crisis Center
330 North Charles Street
Suite 300
Baltimore, MD 21201
410-837-7000
- » Mayor Rawlings-Blake Rape Hotline
Monday – Friday , 9am – 7pm
443-279-0379

SEXUAL ASSAULT AND MISCONDUCT

The university is committed to educating the campus community, about the nature and consequences of sexual misconduct. Although the primary focus is prevention, the university provides programs and services to assist victims of sexual misconduct and intimate partner violence, provide information and referrals to the criminal justice system, adjudicates cases in accordance with the code of student and other university administrative processes, as appropriate.

Every member of the university community should be aware that all sexual contact or behavior on the campus and/or occurring with a member of the university community must be consensual. Consent must be clear and verbal, voluntary, free of coercion or force, and may be communicated through verbal or non-verbal expression. In order to give consent, one must be of legal age of sexual consent and be both sober and conscious enough to understand what is being agreed to. Consent may be withdrawn at any point.

The university will not tolerate sexual assault, sexual harassment, or any other form of sexual misconduct. Such behavior is prohibited by both State and federal law and university policy. The standard disciplinary sanction for any sexual conduct, including acquaintance rape, is dismissal from the University and/or termination of employment.

Sexual misconduct policies are enforceable for sexual misconduct that occur on University premises or at university-sponsored events. Regardless of where sexual misconduct occur the university will process any complaints in accordance with applicable University policies.

PROCEDURES FOR A VICTIM TO FOLLOW IF A SEXUAL ASSAULT OCCURS

SELF-CARE AND SAFETY

It is important to get to a safe location. After an assault, the victim may be in a state of shock. Although the first reaction may be to clean up, DO NOT. Instead, the victim is advised to wrap in something warm, such as a blanket or coat. Staying warm, instead of cleaning up right away, will help in recovering from shock and it is less likely that the evidence will be disturbed or destroyed if one decides to report the assault to law enforcement.

It is important for a victim to seek medical attention as soon as possible after a sexual assault. A medical exam will ensure that the victim receives appropriate medical treatment. A Sexual Assault Forensic Exam is essential in the collection of physical evidence if the victim decides to make a formal report to law enforcement.

PRESERVE ANY EVIDENCE

Do not disturb any evidence on the body or the location where the assault occurred. Do not shower, bathe, eat, drink, brush your teeth or gargle, change clothes, urinate or defecate, brush/comb hair or smoke. Bring any clothing to the hospital the victim was wearing at the time of the assault or immediately after the assault. If the victim has already change clothes put them in a paper bag. Write down anything the victim can remember about the assailant and the assault.

CALL SOMEONE

Victim is advised to call someone for support immediately. Reaction to sexual assault vary. Whatever the reaction, one may make better decision by talking to a trusted friend or relative or someone who is professionally trained to deal with sexual assault. This person can serve as a vital source of emotional support.

SEXUAL ASSAULT AND MISCONDUCT *

TYPES OF SEXUAL MISCONDUCT

SEXUAL ASSAULT

In accordance with the University System of Maryland Policy on Sexual Assault (see VI-1.30), the University recognizes and prohibits two levels of sexual assault.

1. Sexual Assault I- By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, and intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II – By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groins, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

2. Sexual Harassment: The University Policy and Procedure on Sexual Harassment defines sexual harassment as unwelcome sexual advance, unwelcomed request for sexual favors, or other behaviors of a sexual or gender-based nature where:

- I. Submission to such conduct is made either explicit or implicitly a term condition of an individual's employment or participation in a University-sponsored educational programs or activity.
- II. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that individual' or

III. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating hostile, or offensive educational or working environment.

3. Intimate Partner Violence/Abuse - The University further recognizes intimate partner violence and/ or abuse as a dimension of sexual conduct. In current or past relationships, acts threats, or a pattern of abusive behavior of a physical, sexual, or psychological nature intended to influence or otherwise control another person may be considered intimate partner violence or abuse. This included any behaviors that are intended to intimidate manipulate, humiliate, frighten, coerce, or injured another person. Such conduct will be evaluated under policies and procedures including the Code of Conduct or other applicable University policies.

ALCOHOL, DRUGS, AND SMOKING

THE DRUG-FREE SCHOOLS AND COMMUNITIES ACTS AMENDMENTS OF 1989

(Amends the Higher Education Act)

This law requires institutions to establish drug and alcohol abuse prevention programs for student and employees. Students and employees must receive material annually that contain standards of conduct, a description of the various law that apply in that jurisdiction regarding alcohol and drugs, a description of various health risks of drug and alcohol abuse, a description counseling and treatment programs that are available, and a statement on the sanctions the university will impose violation of the standard conducts.

ALCOHOL

Maryland State Law is enforced in all facilities and on the campus. Alcohol may not be possessed or consumed by anyone. No alcohol is allowed. Coppin State University is a dry (non-alcohol) campus.

DRUGS

The use, cultivation, manufacture, sale, distribution, and/or possession of drugs or controlled substances in violation of federal, state, or local law are prohibited by the university.

SMOKING

Coppin State University is a smoke-free campus. Smoking is not permitted in any facility. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco, or using snuff, in any existing building.

CENTER FOR COUNSELING AND STUDENT DEVELOPMENT ALCOHOL AND DRUG PROGRAMS

MANDATED AOD PROGRAM

The CCSD provides education, early intervention, and counseling services to students who have violated the University's alcohol and drug policy. Students are referred to the program by the Office of Community Standards. The program is designed to meet the individual needs of each student referred and focuses on helping those students avoid further problems related to alcohol and/or drug use.

Students initially meet with the AOD Program Coordinator for an intake assessment. Students who have a substance abuse problem requiring long-term treatment are referred to an appropriate outside agency for treatment. Students who do not require long-term treatment complete the Under the Influence or Marijuana 101 online education course.

UNDER THE INFLUENCE

Under the Influence alcohol education program is an evidence-based online curriculum hosted by 3rd Millennium Classrooms. A number of studies show that people respond best to alcohol education programs that provide feedback, are nonjudgmental, emphasize personal responsibility, and give people several options for changing their drinking or drug use. This program combines each of these elements to engage students in a dynamic learning experience. Under the Influence is a 7-lesson course that can be completed in about 3 hours. The course goal is to reduce the risk of students experiencing any type of alcohol- or drug-related problem at any point in life.

ALCOHOL, DRUGS, AND SMOKING*

MARIJUANA 101

Marijuana 101 is an online marijuana education course hosted by 3rd Millennium Classrooms. The program has six lessons that can be completed in about three hours. Designed to help students think critically about their drug use, this course combines personalized feedback, professional narration, interactive exercises, and techniques to engage students in a powerful dynamic learning experience. The course goal is to help students learn more about their own behaviors and risk factors.

NATIONAL ALCOHOL SCREENING DAY

Held annually in April, National Alcohol Screening Day is an outreach, education, and screening program that raises awareness about alcohol misuse and refers students with alcohol problems for further treatment. Screenings are anonymous and only take a few minutes. After completing a screening, students receive referral information so they know where they can go to discuss their results or any other concerns.

ALCOHOL E-CHECKUP TO GO

Alcohol eCHECKUP TO GO is an interactive web survey that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment takes about 6-7 minutes to complete, is self-guided and requires no face-to-face contact time with a counselor or administrator.

Please visit www.mddcsl.org

WEAPON LAW VIOLATION

The violation of laws or ordinance dealing with weapon offense, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons, the carrying of deadly weapons, concealed or openly, the furnishing of deadly weapons to minors, aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts.

VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the university community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

University disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the university will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before judicial body under the Student Code of Conduct however, the university may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the university community.

The university will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

FACULTY / STAFF RESPONSIBILITY

As faculty and staff members, you should feel safe in your work environment. In the past, a number of tragedies have occurred on college campuses in the United States of America. Some of these tragedies occurred in a classroom. The CSUPD is committed to working with the university officials, first responders, all levels of law enforcement and the community to prevent a tragedy from occurring on our campus because of this in staying firm to our commitment in making Coppin State University a safer environment; the CSUPD is re-evaluating the policies and providing its officers advanced training as it relates to potential threats, prevention measures to alleviate the threat and procedures required to stop and action from occurring.

OFFICE SECURITY

Most faculty, staff, work-study students and student organizations work in an office environment. This situation poses a special concern due to the high amount of traffic traveling through buildings and offices. The best plan to mediate the traffic, is to be a good ambassador for the department and university. If you see someone who appears lost, out of place or loitering, approach and offer assistance or directions. If their business is legitimate you have created a good impression. If it is not, you have put the person on notice that security awareness is priority. You have also taken the opportunity to get a good description. If the answer you get seems evasive, hostile or otherwise unsatisfactory, call campus police. If the person is clearly a threat to safety or property, or is acting in a strange or bizarre fashion, avoid contact and call campus police immediately.

OPEN YOUR DOOR

Keep your office or classroom door open or cracked when meeting with individuals. You may also want to your arrange your office with the desk closest to the door. Should you encounter a difficult student or colleague behavior, you'll have an accessible exit if threatened and your voice will carry more effectively. Familiarize yourself with your cell phone and its emergency features.

OBSERVE AND BE ALERT

In many instances of violence, there are warning signs in advance. Take note of unusual or troubling student or colleague behavior

and alert the campus police about the concerns. The buddy system works for staff as well. Walk with someone to your car at night or to a late meeting across campus. Try to work during normal working hours so that you are never alone in your department. Students may come in for advice and may ask you not to disclose sensitive information shared. You are obligated to disclose information to the appropriate personal that may pose a threat to themselves or to others

SAVE WRITTEN CORRESPONDENCE

Keep a record of all written exchanges you have with colleagues and students. Should a problem arise, you may need the files to establish a pattern of behavior. Documentation is very important!

POINTS TO REMEMBER

If you receive a threatening e-mail, text message or instant message, or experience potential stalking behavior, save it and let your department chairperson and campus police know immediately. It's not an overreaction to take these types of threats serious. Don't wait until you receive several threats. Trust your instincts.

TIPS FOR A SAFE OFFICE

- » Do not loan out office keys or allow them to be copied.
- » Keep your purse, wallet or other valuables locked in a cabinet or drawer.
- » If your office will be unattended at anytime, lock the door.
- » Record the description and serial numbers of office equipment
- » Keep petty cash locked up at all times and make periodic checks of the amount.
- » Lock doors and windows at the end of the working day.
- » Never prop open exterior doors. Don't hold the door open for anyone that you don't know.
- » Call the campus police for a Security escort if leaving your office late at night, or anytime you feel unsafe.
- » You can always ask campus police Officers for more personal safety tips. We are happy to address any questions or concerns you may have about safety in the residence facilities, academic buildings and administrative buildings.

STUDENT RESPONSIBILITY

The cooperation, involvement and personal support of students in a campus safety program are crucial to the program's success. Students must assume responsibility for their own personal safety and security of their personal belongings by taking simple precautions. The students' awareness of their environment and their surroundings is the best place to start.

- » Exterior doors to the residential areas should never be propped open.
- » Residents should ask visitors to identify themselves before allowing them access to the building and/or their rooms.
- » Key(s) and Coppin State identification cards should be carried at all times and never loaned to others.
- » Cars should be parked in well-lit areas and kept locked at all times.
- » Valuables should be concealed.

STAYING SAFE ON CAMPUS AND IN YOUR CLASSROOM

Whether you are living on or off campus, there are simple things you can do to keep yourself safe.

- » Always lock your doors.
- » Do not allow strangers into your room; Ask for identification.
- » Do not post notes stating your location or provide personal information
- » Keep your valuables out of plain sight; Do not have too many valuables on campus.
- » Never give out your room key or card. If you cannot locate your key or card, report it to the appropriate staff immediately. Someone can use it to gain entrance to your area and put you and your roommate in danger.

BE YOUR OWN ADVOCATE BY TAKING THE FOLLOWING STRATEGIES SERIOUSLY.

KEEPING YOURSELF SAFE

- » If you receive obscene phone calls, e-mails or text messages keep track of the caller information and the caller's comments.
- » Turn everything over to Campus Police and Coppin Security authority.
- » During the evening hours, do not walk alone.
- » If you feel that someone is stalking you, report it to campus police immediately. A restraining order or some other action will be taken to keep you safe.
- » If you receive obscene phone calls, emails, or text messages, keep track of the person's information and comments.

KEEPING YOUR STUFF SAFE

- » Install a safety lock or tracker on your laptop.
- » Do not leave your bag unattended.
- » Mark your belongings.

STRANGERS

- » Never let a stranger into the building.
- » Report to your staff and/or campus police, if the stranger is hanging around or exhibiting questionable and/or suspicious behavior.

PARKING LOTS

- » Always keep your car locked when not in use.
- » If sitting in your vehicle, make sure the vehicle is locked
- » Have your keys readily available, while walking to your car.
- » Have someone accompany you when walk to your car at dusk or in dimly light areas.
- » Check the backseat of your vehicle before entering your vehicle.
- » Park as close as you can to your destination.

STUDENT RESPONSIBILITY *

CRISIS MODE

- » Do not panic.
- » Be familiar with emergency exits.
- » Always react to the fire alarm, even when you believe it is just a drill.
- » If you suspect that the fire is in the hallway, do not open your door immediately. You should first feel the door knob. If it is hot, do not open your door. Stuff towels or sheets under your door to lessen the smoke coming into your room. Stay close to the ground.

IDENTITY THEFT

Do not give out personal information. Always keep documents such as your social security card, credit cards, etc. in a safe place.

STAY CONNECTED AND USE YOUR RESOURCES

- » Campus Police - 410.951.3900
They will respond to your call for help and can provide information on emergency protocols and safety tips.
- » Division of Student Affairs - 410.951.3381
They can assist with difficult students behaviors.
- » Residence Life - 410.951.6399
An invaluable resource for students who live on campus.
- » Center for Counseling &
Student Development - 410.951.3939
The center addresses personal concerns and provide student counseling.

EMERGENCY DECLARATION

The president or his designee shall declare a State of Emergency upon the recommendation of the chief of police. At that time, the president or designee will set in motion the emergency procedures and will determine if the institution should be partially or completely closed. The following is the order of succession or authority for directing an emergency situation.

- » President
- » Chief of Staff
- » Provost, Vice President of Academic Affairs
- » Vice President Administration and Finance
- » Vice President of Institutional Advancement
- » Vice President of Student Affairs
- » Vice President of Information Technology
- » Associate Vice President of Capital Planning

In an emergency situation, the decision-making meeting, if possible, will take place in the President's Office located on the 2nd Floor of the Parlette L. Moore Library. If inaccessible, the meeting will take place in the vice president of Finance and Administration's conference room, located on the 2nd Floor of the Miles W. Connor Administration Building.

FIRE SAFETY

Upon discovering smoke, fire or flames in any campus building, occupants should immediately evacuate the building and activate the fire alarm system if it is not already active by pulling the nearest fire alarm pull station. Do not use elevators to exit. If safe, close doors, windows and turn off lights as you are leaving. Exit the building and proceed at least 100 feet away. All residential buildings and most other campus buildings have designated assembly points for evacuees. Once at a designated assembly point or other safe location at least 100 feet away from building, call 911 if the Fire Department or campus police is not already on the scene.

All building occupants are expected to cooperate in evacuating a building when a fire alarm is sounded. Individuals who do not cooperate with a building evacuation will be subject to disciplinary action.

PROCEDURE

Students, guests and visitors must evacuate the residence hall when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall. Fire emergency doors can be used to exit buildings only in an emergency and should remain closed at all other times. Any fire, no matter how small or even if the fire is extinguished, should be reported at once a residents assistant, residents hall director, and campus police. Appropriate action will be taken based on the situation. Fire drills will be scheduled and conducted each semester.

- » Fire and safety regulations prohibit possession and/or use of potentially dangerous material or devices including but not limited to, firecrackers, firearms, ammunition, weapons, knives, bows and arrows, Chinese stars, candles, open flame devices, kerosene stoves, microwaves, explosive materials and/or fire safety hazards.
- » Tampering with fire alarm horns, smoke detectors pull stations, extinguishers, fire evacuation ladders, sprinklers, and fire equipment is prohibited. This is considered a very serious violation subject to arrest.
- » Fire safety and sanitation requirements prohibit cooking in any area within the residence hall, except in designated kitchen area.
- » Lighted grills and fires are not permitted within 30 feet of the building.
- » Live cut plants (Christmas trees, corn stalks, etc.) are prohibited.
- » Items dropped from the ceiling or walls such as flags, net, etc. are prohibited.
- » Electrical heaters, extension cords, hot plates, etc. are not permitted in residence halls or suite/rooms.

CAMPUS BUILDINGS

The Office of Capital Planning, Construction and Contracts is committed to providing quality services for the long-range development of the Campus Facilities Master Plan, daily operations and maintenance as well as the timely delivery of products and services at competitive pricing. Currently, the campus incorporates 13 major buildings, which include academic and instructional support facilities, residential and auxiliary support facilities, administrative support facilities, institutional research facilities and advancement facilities.

AFTER HOURS BUILDING ENTRY

Coppin State University employees needing access to a campus building after hour are required to make contact with the police department for their own safety. Any employee requesting access to a building after hours will be required to show identification and state their reason for requesting entrance. Coppin State University facilities are open to authorized persons for programs approved by the university. Facilities on this campus are secured by the campus police and prior to any extracurricular use must be approved by the appropriate authority prior to use.

Employees wanting access to a building after hours must contact the campus police on 410-951-3900.



COPPIN STATE UNIVERSITY

2500 WEST NORTH AVENUE
BALTIMORE, MARYLAND 21216

- 1 CC - Coppin Center Plaza
- 2 DA - Dailey Residence Hall
- 3 DE - Dedmond Residence Hall
- 4 TC - Talon Center
- 5 FM - Frances Murphy Research
- 6 GJ - Grace Hill Jacobs
- 7 HHSB - Health & Human Services Building
- 8 ECDS - Early Childhood Demo, Suite
- 9 JJ - James Weldon Johnson Auditorium

- 10 SCUP #1 Satellite Central Utility Plant
- 11 JT - J. Millard Tawes Center
- 12 MC - Miles Connor Administration
- 13 PJ - Percy Julian Science
- 14 PM - Parlett Moore Library
- 15 Quad - Campus Square
- 16 ES-Elevator/Stair Tower Addition
(Under Design-Construction)

- PEC - Physical Education Complex
- 17 SA - Sports Arena
- 18 AG - Auxiliary Gym
- 19 CF - Classrooms/Labs & Fitness Center
- 20 AS - Administrative Services
- 21 LD - Loading Dock
- 22 SP - Swimming Pool
- 23 TF - Track/Soccer Field
- 24 SF - Softball Field
- 25 TC - Tennis Courts
- 26 SCUP #2 Satellite Central Utility Plant
- 27 STC - Science & Technology Center



Parking Lots
A, B, C, D, E, F, G, H, J
Accessible Parking on all lots.

Visitors Parking Lots B, E, H

OFFICE OF CAPITAL PLANNING

August 2013

LOST AND FOUND

It is the policy of Coppin State University Police Department to return all lost and/or found property to its rightful owner. Everyone on campus is required to turn over all found items to campus police.

REPORTING LOST PROPERTY

Missing property should be reported as soon as the discovery is made by utilizing either the Lost Property/Found Property Form or by coming into the Coppin State University Police Department at the Physical Education Center, 2nd floor. All items lost and/or found on campus property are processed through the Campus Police, Lost and Found division, located in the Physical Education Center in room 272 on the 2nd floor. Property found will be accepted at the CSUPD 24 hours a day, 7 days a week. The university requires individuals to complete a Lost and Found Form with the Coppin State University Police Department whenever property is lost and/or found on campus. Forms and policy for reporting the items can be found on the University's website:

<http://www.coppin.edu/police/Found>

In addition, campus police will maintain an inventory of all items and actively work to return property to the rightful owner. Property turned in to campus university police will be held a minimum of 90 days. If ownership of property is forfeited campus police and Coppin State will dispose of the property as mandated by law.

RETRIEVING LOST PROPERTY

You may call (410) 951-3900 or visit CSUPD Headquarters for lost property. If your item wasn't turned into this department, please provide your name, a description of the item, location of where you think you may have lost it, and your contact information (phone number and /or e-mail address). Someone will contact you if it is turned in. Lost and Found items can be retrieved between the hours of:

Monday - Thursday, 9:00 am to 4:30 pm

Friday, 9:00 am - 3:00 pm

Remember, if you have found an item, please turn it over.

CRIME STATISTICS 2010

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	1
Sex Offenses, Non-Forcible	2	0	0	0	0
Robbery	0	0	0	2	2
Aggravated Assault	0	0	0	1	1
Burglary	5	7	0	0	12
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	5	0	0	5
Drug Arrest	0	2	0	2	4
Drug Law Violations Referred for Disciplinary Action	0	5	0	1	6
Illegal Weapons Possession Arrests	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0
Hate Crime	NONE WERE REPORTED				

* "Residential Facilities" is a subset of on campus statistics.

CRIME STATISTICS 2011

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY 1/4 mile(s)	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	3	3
Sex Offenses, Forcible	0	0	0	0	0
Sex Offenses, Non-Forcible	0	1	0	0	1
Robbery	3	1	0	0	0
Aggravated Assault	3	1	0	16	19
Burglary	6	1	0	35	41
Motor Vehicle Theft	0	0	0	25	25
Arson	0	0	0	1	1
Liquor Law Arrests	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2	2	0	0	2
Drug Arrest	3	0	0	2	4
Drug Law Violations Referred for Disciplinary Action	1	5	0	1	6
Illegal Weapons Possession Arrests	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0
Hate Crime	NONE WERE REPORTED				

* "Residential Facilities" is a subset of on campus statistics.

CRIME STATISTICS 2012

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY (surrounding boundaries)	TOTAL
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses, Forcible	1	1	0	0	1
Sex Offenses, Non-Forcible	0	0	0	0	0
Robbery	0	0	0	19	19
Aggravated Assault	1	0	0	6	7
Burglary	5	0	0	6	11
Motor Vehicle Theft	0	0	0	4	4
Arson	0	0	0	1	1
Liquor Law Arrests	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2	2	0	0	2
Drug Arrest	1	1	0	16	17
Drug Law Violations Referred for Disciplinary Action	12	12	0	0	12
Illegal Weapons Possession Arrests	0	0	0	1	1
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0
Hate Crime	NONE WERE REPORTED				

* "Residential Facilities" is a subset of on campus statistics.

DORMITORY FIRE REPORT 2011

MONTH	DALEY	DEDMOND
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	0	0

DORMITORY FIRE REPORT 2012

MONTH	DALEY	DEDMOND
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	0	0

