



# 2025 – 2026 SECURITY REPORT

The college strives to provide students and employees with a learning and working environment that is safe and secure, free from substance abuse, sex offenses and other crimes. Policies and procedures are developed to meet this goal and to comply with federal, state and local laws that govern the conduct of students and employees at college facilities or at college-sponsored events. This annual security report is available to all students, employees, prospective students and employees, and visitors.

## Public Safety

Wor-Wic Community College employs a team of public safety officers who patrol campus facilities and grounds and identify and address safety and security concerns. Wor-Wic public safety officers have the authority to ask individuals for identification to determine whether they have lawful business at the college. Wor-Wic public safety officers also have the authority to issue public safety citations for violations of college traffic/parking and smoking/tobacco use policies.

Wor-Wic public safety officers are not police officers and, as such, do not possess arrest power. All criminal incidents are referred to the Wicomico County Sheriff's Office or the Maryland State Police. The public safety department at Wor-Wic maintains a working relationship with area fire, rescue and law enforcement agencies.

The college prohibits any individual from bringing or using a weapon on college property, including a firearm or any other instrument intended to cause harm or reasonable apprehension of immediate bodily harm. Individuals who are licensed to carry a concealed weapon are required to comply, but individuals affiliated with law enforcement agencies who are licensed to carry a weapon are exempt.

## Crime Reporting Procedures

Any member of the campus community who is a victim of, or witness to, a crime at the college campus or at an off-campus, college-sponsored activity, should call 911 and the college public safety department at (410) 334-2937. Anyone who needs help reporting a crime to the police can obtain assistance from the public safety department. Prompt reporting assures timely warning notices and accurate disclosure of crime statistics. Victims or witnesses can report crimes, or suspicious behaviors or activities, on a voluntary, confidential basis by sending a text message to 79516. The text message should begin with UTIPS, and the date, time, location and description of the incident should be provided in the text.

### WHO TO CALL IN AN EMERGENCY: 911

#### NON-EMERGENCY NUMBERS:

Public Safety (410) 334-2937 or [publicsafety@worwic.edu](mailto:publicsafety@worwic.edu)  
Mental Health Counselor (410) 334-2900 or [mentalhealth@worwic.edu](mailto:mentalhealth@worwic.edu)  
Vice President for Administrative Services (410) 334-2911

#### SEE SOMETHING, SAY SOMETHING!

Report suspicious behaviors or activities, such as vandalism, theft, substance abuse or other suspected crimes, by sending a confidential text message to the college's public safety department. Provide the date, time, location and description of the incident.

Text: 79516 Begin message with: UTIPS

## Incident Reporting Procedures

Any member of the campus community can call the public safety department at 410-334-2937 to request assistance with incidents such as minor altercations, theft, vandalism, medical assistance and/or vehicle assistance. Calls for assistance might or might not require law enforcement action.

Reported incidents are investigated, when applicable, and recorded on an incident report by the responding officer. Incident reports are available for public inspection during normal business hours at the public safety department located in Room 104 of Henson Hall. For incidents warranting an investigation, public safety officers follow the procedures under college investigations and disciplinary procedures or discrimination and harassment, whichever is applicable to the incident.

## Crime Log

The college maintains a daily crime log that records criminal and alleged criminal incidents reported for the most recent 60-day period to campus public safety officers, campus security authorities or law enforcement. Incidents might be temporarily withheld from the log if disclosure would jeopardize an ongoing investigation or the safety of an individual but must be added once the risk is mitigated.

The log includes the following information:

- Date and time the crime was reported
- Date and time the crime occurred
- Nature of the crime (offense)
- General description
- General location of the crime
- Disposition of the complaint (e.g., open, closed, referred)

The crime log is available on the college website at [Public Safety > Wor-Wic Community College](#) or at the public safety department located in Room 104 in Henson Hall during campus operating hours. Older records beyond 60 days are available within two business days upon request.

Crime logs are retained for at least seven years. Personally identifiable information is not included in the Crime Log to protect privacy. The college public safety officers, campus security authorities, and other employees responsible for recording and reporting criminal incidents occurring on or near campus property receive regular training.

## Campus Operating Hours

The campus is open during the academic year as follows:

Monday through Thursday from 7 a.m. to 11 p.m. Friday from 7 a.m. to 9:30 p.m.  
Saturday from 8 a.m. to 4 p.m.

College public safety officers can be reached during these hours by dialing (410) 334-2937. A phone is available in every classroom, office and laboratory at the campus for anyone who needs to call for emergency assistance (911). A red sticker is affixed to each campus phone, which provides the public safety phone extension of 2937. The emergency “blue light” phones located in the campus parking lots and other strategic locations on campus are directly connected to the college’s public safety department.

## Visitors to College Facilities

The use of college facilities is restricted to currently enrolled students, employees and invited guests and visitors with legitimate business. All individuals who enter college facilities must comply with all college policies and procedures.

Invited guests or visitors, including children under the age of 16, are not allowed to accompany employees or students to academic spaces, including classrooms, laboratories, resource centers, study areas or the fitness center, unless their attendance is part of an authorized activity or program of the college. For safety and liability reasons, invited guests or visitors are not permitted in areas where dangerous equipment or chemicals are used or stored, without prior authorization.

Children are permitted to visit college offices, the café, bookstore or open spaces, but they must be accompanied by a parent or guardian at all times. The parent or guardian must also ensure that the children do not disrupt the educational or work environment. Children cannot be left unattended at any time. They also cannot be left in the care of another employee or student unless the child is attending an authorized activity or program of the college. In limited situations, children can visit an employee's workspace during working hours for a brief amount of time with prior approval of the employee's immediate supervisor.

Employees who fail to comply with this policy are subject to disciplinary action in accordance with dismissal policies and procedures. Students who fail to comply with this policy are subject to student conduct policies and procedures. Invited guests or visitors who fail to comply with this policy will be asked to leave the campus.

## Access to Campus Facilities

Access to all college facilities during periods when the college is closed is limited to authorized employees and contractors. Signage to this effect is maintained at all entrances to the campus. The college is not responsible or liable for the safety of anyone at the campus when the college is closed.

## Non-Campus Locations

Because college activities occur in diverse locations throughout the college's service area, individual faculty members and other college employees assume responsibility, at off-campus, college-sponsored activities, in the event of an emergency.

## Campus Security Authorities

Campus security authorities (CSA) are individuals or organizations at the college who, because of their function for the college, have an obligation under the Clery Act to notify the college of alleged Clery Act crimes that are reported to them in good faith, or that are personally witnessed. "Good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. It does not matter whether or not the individuals involved in the crime or reporting the crime are associated with the college.

A Clery Act crime, criminal incident, or allegation is "reported" when it is brought to the attention of a campus security authority, campus public safety or the local law enforcement by a victim, witness, other third party or the offender. If the CSA receives the information and believes it was provided in good faith, the CSA must contact the campus public safety department to file a report. The campus public safety department assesses the report to determine if it warrants a timely warning, inclusion in the daily crime log or disclosure in the annual crime statistics. In most cases, it is not the role of the CSA to investigate the allegation in an attempt to determine whether the crime occurred.

CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the college. These groups fall into the following categories:

- Campus Public Safety Department
- Individuals with security-related responsibilities but do not work in the campus public safety department
- Individuals or organizations specified by the college as one to which students and employees are directed to report crimes
- Institutional officials with significant responsibility for student and campus activities, including, but not limited to, club advisors, student discipline, campus judicial proceedings, etc.

The college maintains a list of positions that fulfill one or more of the categories listed above. The list is updated on an annual basis and includes:

| Position                                     | Department                        |
|----------------------------------------------|-----------------------------------|
| Associate Vice President for Human Resources | Human Resources                   |
| CARE Team Members                            | CARE Team                         |
| Deans                                        | Academic Affairs, Student Affairs |
| Department Heads                             | Academic Affairs                  |
| Director of Student Engagement and Belonging | Student Affairs                   |
| President                                    | Executive Office                  |
| Public Safety Department Employees           | Public Safety                     |
| Senior Director of Human Resources           | Human Resources                   |
| SGA Student Officers                         | Student Affairs                   |
| Student Club Advisors                        | Student Affairs                   |
| Title IX Coordinator for Employees           | Human Resources                   |
| Title IX Coordinator for Students            | Student Affairs                   |
| Vice Presidents                              | Executive Office                  |

Pastoral and professional counselors are exempt from reporting crimes. College counselors share with their clients how to report crimes if they choose to do so. Individuals who do not have significant responsibility for student and campus activities are not CSAs. For example, faculty members who are not responsible for student and campus activities beyond the classroom, administrative associates and facilities employees.

### Primary Campus Security Authorities

The college has designated the following positions as primary campus security authorities. However, an individual can contact any CSA to report an incident.

| Position                                                | Department      | Phone Number |
|---------------------------------------------------------|-----------------|--------------|
| Associate VP for HR/Title IX Coordinator (employees)    | Human Resources | 410-334-2915 |
| Dean of Student Success/Title IX Coordinator (students) | Student Affairs | 410-334-2902 |
| Campus Public Safety                                    | Public Safety   | 410-334-2937 |

## Timely Warnings

The Clery Act requires that the college issue a warning to the campus community if certain crimes are committed on Wor-Wic's campus, at any of the college's non-campus facilities or on public property that is immediately adjacent to the Wor-Wic campus.

The crime must have been reported to a campus security authority, such as a campus public safety officer, or a college official with significant responsibility for student and campus activities, or the local police. Crimes that would otherwise be reportable but are reported to a licensed mental health counselor or pastoral counselor in the context of confidential communications are not.

Each crime must be evaluated to determine if a warning should be issued by determining whether or not the crime presents a serious or continuing threat to the campus community. If a warning is warranted, the campus community is notified as soon as the pertinent information is available by one or more of the following methods:

- Omnilert (a free subscription-only text, phone and email messaging service)
- InformaCast (notification through the campus telephone system)
- Email to registered Wor-Wic email accounts
- Personal contact by public safety or other designated employees
- Posting of notices on exterior doors on campus that detail the situation
- Posting of notices on the college website

Timely warnings do not include the names of victims. Records of timely warnings are retained for a period of at least seven years.

## Emergency Notifications

An emergency notification is triggered when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of individuals on campus. An immediate threat is defined as an imminent or impending hazard that requires prompt action, including but not limited to a natural disaster, active shooter, fire, chemical spills or bomb threat.

Once an emergency is confirmed, a notification message is immediately sent through Omnilert (a free subscription-only text, phone and email messaging service) and/or InformaCast (a notification through the campus telephone system) unless issuing a notification, in the professional judgment of responsible authorities, could compromise efforts to contain the emergency.

All members of the campus community who have subscribed to Omnilert are notified. If it is determined that the notification should also be sent through InformaCast, generally, the message is sent to all campus telephones. However, both Omnilert and InformaCast have the capability to send a message to a segment of the campus, depending on the situation.

As part of the Omnilert notification, all college-issued email accounts automatically receive emergency notification messages. The notification is also displayed on the college website and social media platforms, as well as the digital signage across the campus. Alerts are also broadcast to college laboratory and employee computer screens if they are powered on.

The emergency notification systems (Omnilert and InformaCast) are tested once per month. The director of public safety coordinates the tests. A college emergency drill is conducted at least once per year and could be announced or unannounced. The message for the drill alerts recipients of an emergency and then directs for the appropriate response or action to be taken during the incident. The director of public safety maintains records of the date, time, and description of the test, as well as whether it was announced or unannounced. The drills include a follow-up assessment.

## Evacuation Procedures

When buildings are ordered to be evacuated, it is mandatory that everyone exits the building to the designated assembly areas. Types of emergencies requiring evacuation can include but are not limited to fire, smoke, hazardous material release and bomb threat. In the event of an evacuation, follow these instructions:

- Notification will typically be via the fire alarm and the college's emergency notification systems
- Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others
- Leave buildings immediately using nearest exits/stairways; remain alert for emergency communications
- If applicable, assist people with disabilities on upper floors to designated wheelchair assembly areas. Wheelchair assembly areas are located in the stairwell landings of each building on campus.
- In case of fire, do not use elevators; otherwise, elevators can be used to evacuate

- Proceed directly to the nearest exterior assembly area ([See Campus Map on page 13](#))
- Do not reenter buildings under any circumstances until informed that it is safe and the All-Clear announcement is made.
- In case of bomb threat, evacuate the campus. Traffic should evacuate away from the campus by using the emergency exit routes located at Shortridge Road or Horsebridge Road ([See Campus Map on page 13](#))

## Bullying

Wor-Wic prohibits the bullying of a student, employee or visitor at the campus, any college-owned or operated facility or any college sanctioned event. The college defines bullying as an intentional, persistent, malicious and unwelcome verbal, physical or written conduct or electronic communication that creates a hostile educational or work environment by harming, intimidating, offending, degrading or humiliating another individual. Cyberbullying is a form of bullying and includes inappropriate communications such as a text message, photograph or audio/video recording, transmitted by means of an electronic device, including the use of social media sites, telephone, cell phone, computer, tablet or any other electronic communication device.

## Anti-Hazing

Wor-Wic prohibits hazing of any kind, whether on- or off-campus, for the purpose of initiation or admission into or affiliation with any student organization, in accordance with Maryland law (§3-607) and the Jeanne Clery Campus Safety Act (Clery Act). The college utilizes the Clery Act definitions to define student organization and hazing.

According to the Clery Act, a student organization is "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution."

The Clery Act defines hazing as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substance
- causing, coercing, or otherwise inducing another person to perform sexual acts
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct
- any activity against another person that includes a criminal violation of local, State, Tribal or Federal law; and
- any activity that induces, cause, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."

Incidents of hazing should be reported to the local law enforcement or campus public safety in accordance with the college's crime reporting procedures.

## Sexual Misconduct

Wor-Wic prohibits acts of sexual misconduct including sexual harassment. Sexual harassment is defined to include harassment (quid pro quo or unwelcome conduct), sexual assault, domestic violence, dating violence and stalking. The full policy and procedures are available at [Title IX Sexual Assault and Discrimination > Wor-Wic Community College](#) on the college website, as well as in the college catalog (for students) and the policies and procedures manual (for employees).

### Definitions

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the state of Maryland regard sexual harassment as an unlawful discriminatory practice.

The college has adopted the following definition of sexual harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation and/or gender identity of those involved.

Sexual harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the college,
  - b. implicitly or explicitly conditions the provision of an aid, benefit or service of the college,
  - c. on an individual's participation in unwelcome sexual conduct.
- 2) Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to the college's education program or activity.
- 3) Sexual assault, defined as:
  - a. Sex Offenses, Forcible (Rape and Fondling):
    - i. Any sexual act directed against another person,
    - ii. without the consent of the Complainant,
    - iii. including instances in which the Complainant is incapable of giving consent.
  - b. Sex Offenses, Non-Forcible:
    - i. Incest:
      - a. Non-forcible sexual intercourse,
      - b. between persons who are related to each other,
      - c. within the degrees wherein marriage is prohibited by Maryland law.
    - ii. Statutory Rape:
      - a. Non-forcible sexual intercourse,
      - b. with a person who is under the statutory age of consent as defined by the state of Maryland.
- 4) Dating Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, defined as:
  - a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Maryland, or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Maryland.

- 6) Stalking, defined as:
- a. engaging in a course of conduct,
  - b. on the basis of sex,
  - c. directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress. For the purposes of this definition—
    - i. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.
    - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
    - iii. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

For employee discrimination and harassment violations, the unwelcome and offensive conduct need not be severe or pervasive if (1) submission to the conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of the conduct is used as a basis for employment decisions affecting the individual, or (3) based on the totality of the circumstances, the conduct unreasonably creates a working environment that a reasonable person would perceive to be abusive or hostile.

The college reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/dismissal, for any offense.

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent:** Consent is knowingly and voluntarily, either by word or action, providing clear permission to engage in sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the college to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates the sexual misconduct policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment or blackout.

The sexual misconduct policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint and/or the consumption of incapacitating drugs.

### Reporting Options

#### Public Safety Office:

Linnie Vann, Director of Public Safety  
Wor-Wic Community College  
Room HH 102  
32000 Campus Drive, Salisbury MD 21804  
410-334-2937  
[lvann@worwic.edu](mailto:lvann@worwic.edu)

#### Title IX Coordinators:

| Student Complaints:                                                                                                                                                                     | Employee Complaints:                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dr. Kimberly W. Purvis, Dean of Student Success<br>Room BH 313A<br>32000 Campus Drive, Salisbury MD 21804<br>410-334-2902<br><a href="mailto:kpurvis@worwic.edu">kpurvis@worwic.edu</a> | Karen Berkheimer, Associate Vice President<br>for Human Resources<br>Room BH 106D<br>32000 Campus Drive, Salisbury MD 21804<br>410-334-2915<br><a href="mailto:kberkheimer@worwic.edu">kberkheimer@worwic.edu</a> |

Victims of sexual misconduct are encouraged to report the incident to a college public safety officer. The public safety officer refers students to the dean of student success and employees to the associate vice president for human resources and informs the victim of a sexual assault of his or her rights to file criminal charges with the appropriate law enforcement official, to request assistance with notifying such authorities or to decline notification of such authorities. The dean of student success or associate vice president for human resources encourages the victim to contact law enforcement and medical personnel as soon as possible to receive guidance in the preservation of evidence needed for proof of criminal assaults, obtaining a protective order, and the apprehension and prosecution of assailants. At the request of the victim, the dean of student success or the associate vice president for human resources assists in the notification of local law enforcement officials and assist in making arrangements for transport to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit (Tidal Health Peninsula Regional, Atlantic General Hospital or Tidal Health McCready Pavilion). The college protects the confidentiality of victims and other necessary parties by completing publicly available documents without including personally identifiable information. To facilitate reporting and improve access to care, the college continues to pursue formalized agreements with organizations that provide trauma-informed services to victims of sexual assault. The college has a memorandum of understanding with the Life Crisis Center at 410-749-HELP. Other resources for help and support are available on the [Title IX Sexual Assault and Discrimination > Wor-Wic Community College](#) page of the college website.

### Supportive Measures

The college will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the college’s education program or activity, including measures designed to protect the safety of all parties or the college’s educational environment, and/or deter sexual harassment and/or retaliation.

A Title IX coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the college will inform the Complainant, in writing, that they may file a formal complaint with the college either at that time or in the future, if they have not done so already.

The Title IX coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The college will maintain the privacy of the supportive measures, provided that privacy does not impair the college's ability to provide the supportive measures. The college will act to ensure as minimal an academic/employment impact on the parties as possible. The college will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to:

- Referral to counseling, medical and/or other health care services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid advising
- Education to the institutional community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by a Title IX coordinator

### Emergency Removal

The college can act to remove a student Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested, objections to the emergency removal will be deemed waived. A Complainant and their advisor may be permitted to participate in this meeting if the Title IX coordinator determines it is equitable to do so.

A Respondent may be accompanied by an advisor of their choice when meeting with the Title IX coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX coordinator has sole discretion under these procedures to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal will be grounds for discipline, which may include expulsion.

The college will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave and suspending a student's participation in extracurricular activities, student employment or student organizational leadership. At the discretion of the Title IX coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties. Where the Respondent is an employee, existing provisions for interim action are applicable.

## Amnesty for Complainants and Witnesses

Students who have been drinking and/or using drugs at the time a sexual violence incident occurs could be hesitant to report such incidents due to fear of potential consequences for their own conduct. When the college determines that a student (a) violated the substance abuse policy during or near the time of an alleged sexual assault, (b) in good faith reported a sexual assault or is participating in a sexual assault investigation as a witness, and (c) the college determines that the substance abuse violation was not reasonably likely to put the health or safety of another individual at risk, the college does not impose a campus conduct action for the substance abuse violation other than mandatory substance abuse intervention, when appropriate. The college provides any student or employee who indicates that he or she is a victim of such an offense, or who is participating in an investigation of such an offense, with an explanation of his or her rights and options, regardless of the location where the offense occurred.

## **Substance Abuse**

The college recognizes drug or alcohol abuse as an illness and a major health problem, as well as a potential safety and security problem. Health risks associated with substance abuse include death, stroke and diseases of the heart and liver, in addition to alcohol and drug related suicides, homicides and accidents. The college complies with all federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violations of drug laws are referred to the appropriate law enforcement agencies. Violators are subject to college disciplinary action, criminal prosecution, fines and imprisonment.

Consumption of alcoholic beverages on the Wor-Wic campus, at any college-owned or operated facility or at any college sanctioned event is prohibited except by individuals over the age of 21 at officially sponsored college events. Violations of Maryland law regarding the possession, consumption, sale or furnishing of alcohol to people under the legal drinking age are referred to the appropriate law enforcement agencies. Violations of the alcoholic beverage policy by students are referred to the college student-faculty disciplinary committee. Employees who violate the policy are subject to disciplinary procedures up to and including dismissal.

Students with substance abuse problems are referred to the counselor, who provides evaluation, counseling and referrals to community agencies. All students agree to abide by the college's substance abuse policies and procedures when they sign the college's admission application.

Employees are required to sign a statement before they begin their employment at the college, certifying that they understand that they are required to notify their supervisor of any criminal substance abuse conviction within five calendar days after conviction. The college is required to provide written notification of an employee substance abuse conviction to the U.S. Department of Education within 10 calendar days after receiving notice of such conviction and to take appropriate disciplinary action against the employee or to require that the employee complete a substance abuse assistance or rehabilitation program at his or her own expense within 30 calendar days after being notified of the conviction. Employees with substance abuse problems are referred to the college's employee assistance program.

## **College Investigations and Disciplinary Procedures**

In addition to any criminal or civil proceedings, any employee or student who is accused of any crime or incidents warranting an investigation such as altercations, bullying, disruptions, hate bias, hazing, substance abuse, theft, trespassing, vandalism, or violating certain college policies, is subject to college disciplinary procedures. The dean of student success or the associate vice president for human resources, who both serve as the Title VI, IX and discrimination coordinators or investigators for the college, initiates a prompt, fair and impartial investigation in accordance with the procedures specified in the college's discrimination and harassment policy. In all investigations, the investigator reviews the available facts to determine if there is a preponderance of evidence that a policy violation occurred and if there is probable cause for an appropriate corrective action(s).

Wor-Wic's discrimination and harassment, and sexual misconduct policies and procedures are available on the college website, as well as in the college catalog (for students) and the policies and procedures manual (for employees).

### **Employee Disciplinary Procedures**

Regardless of the reporting party, if the employee is found to have violated a policy listed here, appropriate personnel action is taken, up to and including dismissal. The reporting and responding parties are entitled to the same opportunities to have others present during college disciplinary proceedings, as specified in the employee dismissal procedures, and both are simultaneously informed of the outcome, the appeal process, any change in results and when the results are final.

## **Student Disciplinary Procedures**

If the student is found to have violated a policy listed here, disciplinary action is taken in accordance with procedures that govern student conduct, up to and including permanent suspension. The reporting party and responding party are entitled to the same opportunities to have others present during college disciplinary proceedings, as specified in the student conduct procedures, and both are simultaneously informed of the outcome, the appeal process, any change in results and when the results of the proceedings are final.

## **Prevention and Awareness**

Efforts to provide a safe and secure environment focus on the prevention and awareness of substance abuse, hate crimes, sexual harassment (quid pro quo or unwelcome conduct harassment, sexual assault, domestic violence, dating violence and stalking), or other crimes, as well as hate bias, bullying and hazing. Prevention and awareness programs are offered to reduce the risk of such crimes and incidents, and to promote safety and bystander action.

Initial prevention and awareness programs include the dissemination of the college's discrimination and harassment policy, as well as a copy of the annual security report, to all new employees on their first day of work. New employees must complete a Title IX training module for higher education within their first two weeks of employment. Credit students who take the mandatory Fundamentals of College Study courses are presented with Title IX information and safety policies and tested on the information. Safety information is provided to employees and students during orientations. Information related to harassment and discrimination, and public safety, is published on the college website, as well as the college catalog (for students) and the policies and procedures manual (for employees).

Wor-Wic public safety officers are present on campus during all hours when the college is open and during special events when the college would otherwise be closed. Signs are posted at the campus entrances indicating that unauthorized entry after operating hours is prohibited and that surveillance cameras are in use. Operational procedures for public safety officers specify that officers regularly patrol all campus buildings, grounds and parking lots. Public safety officers also escort individuals to their vehicles in campus parking lots upon request. The director of public safety coordinates the safety prevention program for the college by performing nightly inspections of the lighting, landscaping, doors, locks and alarm systems at the college campus to initiate any safety or security improvements. The director of public safety also serves as the college liaison to law enforcement officials and as co-chairperson of the college safety committee.

The counselor coordinates the ongoing awareness program by disseminating pamphlets and brochures, displaying posters in college facilities, submitting articles for student and employee publications, coordinating guest speakers or providing information for students and employees at orientation sessions, workshops or meetings. The counselor shares information about substance abuse and makes referrals to local agencies. The counselor also maintains a list of campus and community resources available for victims of a sex offense. Educational programs to promote the awareness of rape, acquaintance rape, fondling, incest, statutory rape, sexual harassment (including quid pro quo harassment, unwelcome conduct harassment, sexual assault, domestic violence, dating violence and stalking), and how to prevent becoming the victim of such crimes are also available from the local health department or local law enforcement agencies. These agencies can also provide counseling or other mental health services for victims of sexual offenses. Mental health resources, including local resources for suicide prevention, sexual violence and substance abuse, are available on the college website at [Mental Health Services > Wor-Wic Community College](#) and the CARE (Coordination, Assessment, Response and Education) Team information and the referral process can be found on the college website at [CARE Team > Wor-Wic Community College](#).

Annual training is provided to the college's Title VI/IX coordinators and discrimination investigators, as well as all members of the Wor-Wic Title IX grievance process pool. These employees are required to attend annual professional development on all topics delineated in the sexual misconduct policy and procedures. Training materials are posted for the public to review on the college website under "Title IX."

College prevention and awareness programs, including employee professional development opportunities, are reviewed annually to determine their effectiveness and to ensure that sanctions are consistently enforced.

## **Information Concerning Registered Sex Offenders**

Information about registered sex offenders can be obtained by searching the Maryland Sex Offender Registry at [www.dpscs.state.md.us/sorSearch](http://www.dpscs.state.md.us/sorSearch).

## Missing Students

Wor-Wic does not provide on-campus student housing facilities and, as such, is not required to maintain missing student notification procedures. Missing person reports should be made to local law enforcement agencies.

## Crime Prevention Tips

Students and employees should do all they can to protect their own safety and the safety of others. The following common sense safety tips were compiled from Maryland Crime Watch literature provided by the Salisbury and Ocean City police departments:

- Ride or drive to school with a friend whenever possible. It's always safer to travel with at least one other person.
- Always roll up your car windows and lock your doors. Never leave the car running unattended - even for a minute!
- Carry as few valuables in your car as possible. Keep electronic items and packages out of sight. Lock all your valuables in the trunk or put them under the seat before you get where you're going.
- Park in well-lit and well-traveled areas. Be aware of your surroundings. For example, when parking your car, look around before you turn off your engine. Be mindful of anyone or anything that looks suspicious. If things don't seem right, leave and park somewhere else.
- As you enter a building, become aware of the location of the nearest telephone. If you find yourself in an emergency, call 911.
- When leaving class, don't leave the building alone. Always try to walk to your car in a group with other students or faculty members.
- Get your keys out and have them ready to unlock your car before you leave the building. Check the interior of your car before you get in – even if the doors are locked, if you see someone suspicious loitering around your car or if it looks as if your car may have been tampered with, go back into the building and get help.

## WHO TO CALL IN AN EMERGENCY: 911

### NON-EMERGENCY NUMBERS:

Public Safety (410) 334-2937 or [publicsafety@worwic.edu](mailto:publicsafety@worwic.edu)  
Mental Health Counselor (410) 334-2900 or [mentalhealth@worwic.edu](mailto:mentalhealth@worwic.edu)  
Vice President for Administrative Services (410) 334-2911

### SEE SOMETHING, SAY SOMETHING!

Report suspicious behaviors or activities, such as vandalism, theft, substance abuse or other suspected crimes, by sending a confidential text message to the college's public safety department. Provide the date, time, location and description of the incident.

Text: 79516 Begin message with: UTIPS

# Campus Map



Indicates the location of the blue light emergency phones.



Indicates the location of the emergency assembly areas.



Indicates the location of the emergency evacuation route.

# Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that certain crimes, which could require the assistance of local law enforcement officials, must be included in the annual security report. Primary criminal offenses that must be reported include murder, manslaughter by negligence, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft and arson. All primary criminal offenses crimes, as well as larceny/theft, simple assault, intimidation, and destruction, damage or vandalism of property, are also classified as hate crimes when there is evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin or disability. Violence Against Women Act crimes, which include domestic violence, dating violence, stalking and sexual assault (rape, fondling, incest and statutory rape), are also reportable. Additionally, arrests or referrals to the college's disciplinary committee for alcohol, drug or weapons violations are reportable.

This report contains statistics for the previous three calendar years reflecting all crimes that occurred on-campus, in or on non-campus buildings/properties owned or controlled by the college and on public property adjacent to the campus.

| <b>I. Criminal Offenses</b>       | <b>Location</b>                    | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|-----------------------------------|------------------------------------|-------------|-------------|-------------|
| Murder/Non-Negligent Manslaughter | On-Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Manslaughter by Negligence        | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Rape**                            | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Fondling**                        | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Incest**                          | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Statutory Rape**                  | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Robbery                           | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 1           | 0           | 0           |
| Aggravated Assault                | On Campus                          | 0           | 0           | 2           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 1           | 0           | 0           |
| Burglary                          | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Motor Vehicle Theft               | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Arson                             | On Campus                          | 0           | 0           | 0           |
|                                   | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                   | Public Property Adjacent to Campus | 0           | 0           | 0           |

| <b>II. Hate Crimes (includes all Criminal Offenses)*</b> | <b>Location</b>                    | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|----------------------------------------------------------|------------------------------------|-------------|-------------|-------------|
| Larceny/Theft                                            | On Campus                          | 0           | 0           | 0           |
|                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Simple Assault                                           | On Campus                          | 0           | 0           | 0           |
|                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Intimidation                                             | On Campus                          | 0           | 0           | 0           |
|                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Destruction, Damage or Vandalism of Property             | On Campus                          | 0           | 0           | 0           |
|                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |

\*Any of the criminal offenses listed under “I. Criminal Offenses” can be classified as a Hate Crime.

For 2022, 2023 and 2024, there were no reported Hate Crimes for any of the Criminal Offenses.

| <b>III. Violence Against Women Act Crimes (includes Sexual Assault Criminal Offenses of Rape, Fondling, Incest and Statutory Rape)**</b> | <b>Location</b>                    | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------|-------------|-------------|
| Domestic Violence                                                                                                                        | On Campus                          | 0           | 0           | 0           |
|                                                                                                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                                                                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Dating Violence                                                                                                                          | On Campus                          | 0           | 0           | 0           |
|                                                                                                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                                                                                                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |
| Stalking                                                                                                                                 | On Campus                          | 0           | 0           | 3           |
|                                                                                                                                          | Non-Campus Buildings/Properties    | 0           | 0           | 1           |
|                                                                                                                                          | Public Property Adjacent to Campus | 0           | 0           | 0           |

\*\*Sexual Assault (rape, fondling, incest and statutory rape) is also a Violence Against Women Crime.

For 2022, 2023 and 2024, there were no reported VAWA Crimes categorized as Sexual Assault.

### **Unfounded Crimes**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded.” Only sworn or commissioned law enforcement personnel may unfound a crime. Unfounded crimes are counted in the year in which they were reported.

|                  | <b>Location</b>                    | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|------------------|------------------------------------|-------------|-------------|-------------|
| Unfounded Crimes | On Campus                          | 0           | 0           | 0           |
|                  | Non-Campus Buildings/Properties    | 0           | 0           | 0           |
|                  | Public Property Adjacent to Campus | 0           | 0           | 0           |

| <b>IV. Alcohol, Drug and Weapons Violations</b>    |                                 |             |             |             |
|----------------------------------------------------|---------------------------------|-------------|-------------|-------------|
| <b>Arrests</b>                                     | <b>Location</b>                 | <b>2022</b> | <b>2023</b> | <b>2024</b> |
| Liquor Law Violations                              | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 0           | 0           | 0           |
| Drug Abuse Violations                              | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 1           | 0           | 0           |
| Illegal Weapons Possessions                        | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 0           | 0           | 0           |
| <b>Referrals to College Disciplinary Committee</b> | <b>Location</b>                 | <b>2022</b> | <b>2023</b> | <b>2024</b> |
| Liquor Law Violations                              | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 0           | 0           | 0           |
| Drug Abuse Violations                              | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 0           | 0           | 0           |
| Illegal Weapons Possessions                        | On Campus                       | 0           | 0           | 0           |
|                                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |
|                                                    | Public Property Next to Campus  | 0           | 0           | 0           |

| <b>V. Hate-Bias (non-criminal)</b> | <b>Location</b>                 | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|------------------------------------|---------------------------------|-------------|-------------|-------------|
| Hate-Bias Acts                     | On Campus                       | 0           | 0           | 0           |
|                                    | Non-Campus Buildings/Properties | 0           | 0           | 0           |

| <b>VI. Hazing Incidents (non-criminal)</b> | <b>Location</b>                 | <b>2022</b> | <b>2023</b> | <b>2024</b> |
|--------------------------------------------|---------------------------------|-------------|-------------|-------------|
| Hazing Acts                                | On Campus                       | 0           | 0           | 0           |
|                                            | Non-Campus Buildings/Properties | 0           | 0           | 0           |

Wor-Wic considers areas in the following locations that are owned or controlled by the college as non-campus locations for crime statistic reporting: Ocean Resorts Golf Club, 10655 Cathell Rd., Berlin, Md. and Parkside High School, 1015 Beaglin Park Dr., Salisbury, Md.

Wor-Wic does not recognize any student organizations that maintain off-campus locations (including off-campus housing). Criminal activity of student groups is not monitored by or reported to the college by local police agencies.

Wor-Wic makes a reasonable, good faith effort to obtain crime statistics from local police agencies to include in this report. The college is not, however, responsible for the failure of police agencies to provide the requested statistics.

Wor-Wic Community College does not discriminate on the basis of age, gender, race, color, religion, national origin, marital status, sexual orientation, genetic information, gender identity, disability, income level, limited English proficiency or any other characteristic protected by law in the admission and treatment of students, access to educational programs and activities, and the terms and conditions of employment. Questions and complaints should be submitted to Wor-Wic's Title VI and IX coordinators and discrimination investigators. Complaints against students should be directed to Kimberly Purvis, dean of student success, BH 313, [kpurvis@worwic.edu](mailto:kpurvis@worwic.edu) or (410) 334-2902. Complaints against employees should be directed to Karen Berkheimer, associate vice president for human resources, BH 106, [kberkheimer@worwic.edu](mailto:kberkheimer@worwic.edu) or (410) 334-2915. Complaints can be mailed to the attention of these individuals at Wor-Wic Community College, 32000 Campus Dr., Salisbury, MD 21804.

*This document is available in alternative formats to individuals with disabilities by contacting disability services at [disabilityservices@worwic.edu](mailto:disabilityservices@worwic.edu), 410-334-2899 or TTY 410-767-6960. Wor-Wic Community College is an equal opportunity educator and employer. Visit [www.worwic.edu/Services-Support/Disability-Services](http://www.worwic.edu/Services-Support/Disability-Services) to learn more.*