



Campus Crime Policy

Statement of Purpose

The National Labor College is strongly committed to the prevention of criminal activity and to the personal physical safety of its students, employees and visitors. This policy is designed to help prevent crime and to facilitate the prompt reporting of criminal activity whenever it occurs. The intent is to create a secure environment for the day-to-day operations of the College as well as for all of the educational activities sponsored by the College no matter where they take place.

Reporting Criminal Activity and the Role of Campus Security

In the event of an emergency need to report criminal activity, individuals should dial 911 directly (9-911 from a campus phone) and make an immediate report to the local law enforcement agency. In the event of a non-emergency need to report criminal activity, individuals should notify the NLC Vice President for Operations or other individual designated by the president of the College or to Campus Security. Any criminal activity reported to Campus Security or other NLC officials shall, as a matter of policy, be reported promptly to the appropriate local law enforcement agency. All individuals who are victims or witnesses to any crime are strongly encouraged to promptly report the incident to the local police. Because police reports are public records under state law, the reporting of a crime cannot be kept confidential. Campus Security is not a police force and its members are not armed. While they will report criminal activity to the appropriate law enforcement agencies, they are not empowered to make arrests or enforce the law.

Campus Violence

Be alert! Should you become aware of anyone who appears suspicious or you feel intends to cause harm to you or anyone else, please do not hesitate to contact both campus security and 911. Because the actions, tactics, and state of mind of an active shooter are highly unpredictable, discretion in responding to the threat is required. If a hostile person or persons is actively causing death or serious injury, it is recommended that you:

Shelter-in-Place:

- ✓ Move to the nearest safe location or room.
- ✓ Close and lock the door(s) as possible.
- ✓ If doors cannot be locked, barricade them with desks, chairs, or other available objects.
- ✓ Turn off lights and equipment.
- ✓ Remain calm and quiet.
- ✓ Call 911 if you can do so safely.
- ✓ Do not open the door for ANYONE but a uniformed police officer.

Open Area of Hallway:

- ✓ If you can escape the building safely, do so.
- ✓ If cover or concealment is available, hide as well as you can.

Outside Areas:

- ✓ Run away from the threat as fast as possible, randomly changing direction as you do so. This will make you much harder to target.
- ✓ Use cover. Solid objects may shield you from bullets and hide you from the view of the aggressor.

In All Circumstances:

- ✓ Call 911 if you are able to do so safely.
- ✓ Give the 911 operator as much information as you can.
- ✓ Warn others you encounter of the threat if you can do so safely.
- ✓ Do EXACTLY as ordered by police.
- ✓ When approaching police, keep your hands visible at all times.
- ✓ Remain calm.

- ✓ Be alert for avenues of escape such as windows or fire exits.
- ✓ Once the threat has ended, DO NOT leave the area. The police will need to interview witnesses.

Timely Warnings and Emergency Notifications

The authority to declare a campus state of emergency rests with the Vice President for Operations, only after consultation with the President or his/her designee or, if they are not available, with any other Vice President. During the period of any campus major emergency the Vice President for Operations or his/her designee shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons, and maintain educational facilities. In addition, only those faculty and staff members who have been assigned emergency response team duties, or issued an emergency pass by the Vice President for Operations will be allowed to enter the immediate site.

Firearms and Weapons Prohibited at NLC Events and on NLC Property

NLC employees, students, or any visitor or other third party attending any NLC event, including all NLC classes, are prohibited from carrying, maintaining, or storing a firearm or weapon during said attendance even if the owner has a valid permit. NLC employees, students, visitors or other third parties while present in any NLC academic or administrative office or any property other owned or lawfully occupied by NLC are prohibited from carrying, maintaining, or storing a firearm or weapon even if the owner has a valid permit. Violators are subject to NLC disciplinary action, up to and including dismissal or expulsion, as well as criminal prosecution where applicable.

Sexual Assault

Any assault, including actions that may be constitute a sexual assault, that occurs on campus property will be treated as criminal activity and reported to the appropriate law enforcement agency. Sexual assault by an NLC employee would be grounds for discharge, in addition to whatever legal penalties are applicable. Sexual assault by an NLC student would be grounds for expulsion, in addition to whatever legal penalties are applicable. Sexual assault by anyone else on campus property or program site would be the basis for immediate eviction from the campus or program site and a ban on returning, in addition to whatever legal penalties are applicable.

If you are a victim of a sexual assault at NLC, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. NLC strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the appropriate law enforcement authorities. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests; and
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. (Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).

When a sexual assault victim contacts campus security local law enforcement authorities will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the NLC. The college will assist any victims in obtaining in obtaining appropriate counseling services.

In NLC disciplinary proceedings involving a sexual assault the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the

proceeding. Both the victim and accused will be informed of the outcome of the proceeding. A student found guilty of violating the NLC sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

NLC educates the campus community about sexual assaults and date rape by making available information about prevention and risk reduction to interested persons. Information about these matters is available upon request from the Office of General Counsel.

Law enforcement agency information provided by the state of Maryland concerning registered sex offenders may be obtained at: <http://www.socem.info/>.

Drug and Alcohol Usage

The NLC Drug & Alcohol Policy may be found on the college website, <http://www.nlc.edu/nlc-policies/drug-and-alcohol-policy.pdf>. A description of the health dangers of alcohol abuse and a listing of available services to deal with alcohol and drug usage issues is attached to this policy as Appendix A. A description of the dangers associated with the use of controlled substances is attached to this policy as Appendix B. A listing of federal criminal penalties associated with possession or sale of controlled substances is attached to this policy as Appendix C.

The possession, sale or the furnishing of alcohol on the NLC campus is governed by Maryland state law. Regulations regarding the possession, sale, consumption or furnishing of alcohol are promulgated by the duly authorized liquor control authority of Montgomery County, Maryland. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

Possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violations will be reported to appropriate law enforcement authorities.

Reporting the Annual Disclosure of Crime Statistics

The Office of the General Counsel is responsible for compiling, reporting and publishing the annual crime statistics in the fifteen categories of crime required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Office of the General Counsel will work with campus security personnel, and whenever reasonably possible, the local law enforcement authorities in compiling, reporting and publishing accurate information regarding crime on campus and in the nearby area. The full text of the most recent report can be accessed on the college website, http://www.nlc.edu/documents/PDF/Campus_Crime_Log.pdf.

Each year, an e-mail notification is to be made to all enrolled students, faculty and staff providing information about accessing this report on our website. Copies of the report may also be obtained from the Office of General Counsel, 10000 New Hampshire Avenue, Silver Spring, Maryland 20903 (301) 431-6400.

Sexual Harassment and Discrimination

The NLC Anti-discrimination and Anti-harassment Policy may be found on the college website, <http://www.nlc.edu/nlc-policies/discrimination.html>.