

# Tai Sophia Institute

## 2011 Annual Security Report

(October 1, 2012)

### 1. THREE-YEAR CRIME STATISTICS

	2011			2010			2009	
	On-Campus	Public Property	Non-Campus Properties	On-Campus	Public Property	Non-Campus Properties	On-Campus	Public Property
<b>Criminal Offenses</b>	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0	0	0	0
<b>Arrests</b>	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>	0	0	0	0	0	0	0	0

For purposes of this report, *On campus* includes all property owned or controlled by the Institute and used by students or that supports the purposes of the Institute. *Public property*, includes thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. *Non-campus property*, includes any building or property owned or controlled by the Institute that is used in direct support of, or in relation to, the Institute's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the Institute (such as Community Partnership sites, retreat sites used on a recurring basis, and other off-campus sites used on a recurring basis). [*Campus Security S&P*, ¶11]

Detailed statistics for Tai Sophia Institute for each category of offenses in the last three years, as well as for other academic institutions, are available from the US Department of Education Office of Postsecondary Education Campus Security Statistics website:

<http://ope.ed.gov/security/GetOneInstitutionData.aspx>

### 2. PROCEDURES TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS

Criminal actions or other emergencies occurring on campus should be promptly and accurately reported to the Security staff on duty. Any victim or witness to a crime has the option to make a confidential report of the criminal activity to the Vice President for Administration and General Counsel or the Executive Vice President for Academic Affairs/Provost. If he or she chooses to seek counseling from one of the Academic and Student Affairs Advisors, the Advisor will encourage the individual to report the crimes for inclusion in the school's disclosure of crime statistics. Academic and Student Affairs Advisors who are providing such confidential assistance to a crime victim are the only campus officials not subject to the timely reporting requirement. [*Campus Security S&P*, ¶6]

### **3. SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

The campus building is open for business Monday through Friday, 7:00am – 10:00pm, Saturday and scheduled Sundays, 8:00am – 6:00pm. Security staff are on site during regular business hours to maintain the security of the campus facilities and all occupants. Visitors to the building during these times are scrutinized by security staff, who may question persons about their business or request to see their ID. Maintenance and janitorial contractors are normally permitted in the building only during regular business hours. [*Campus Security S&P, ¶1*]

Only upper management and select Facilities staff have access to the campus building outside of normal business hours. Contractors wishing to work in the building outside of normal business hours must be accompanied by Facilities staff. Entry to the building by unauthorized persons outside of normal hours causes an alarm to sound automatically and the summoning of police. [*Campus Security S&P, ¶3*]

### **4. POLICIES CONCERNING CAMPUS LAW ENFORCEMENT**

An incident that threatens the security of the facility or its occupants will be assessed by Security staff. If there is a violation of law or Institute policy, Security staff will request the parties to cease and desist. Crimes will be promptly reported to the Howard County Police only by the Vice President for Administration and General Counsel or the Executive Vice President for Academic Affairs/Provost. [*Campus Security S&P, ¶2*]

The Vice President for Administration and General Counsel will be responsible for maintaining positive and productive relations with the Howard County Police. There will be at least an annual meeting to review how incidents were handled over the past year and how such handling might be improved. [*Campus Security S&P, ¶9*]

### **5. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES**

The Vice President for Administration and General Counsel will inform the campus community of issues related to campus security. An informational program will be held at least twice per year for new students and other interested parties. The program will provide information about campus security procedures and practices, responsibility for one's own security and the security of others, and crime prevention. Campus security procedures, including the title of persons to which students and employees should report criminal offenses, will be published in the student, faculty, and staff handbooks, and posted on appropriate public bulletin boards at the Institute. [*Campus Security S&P, ¶7*]

### **6. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT PREVENTION OF CRIME**

(See #5 above)

### **7. MONITORING AND RECORDING OF CRIMINAL ACTIVITY OF STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS**

(Not applicable)

### **8. POLICY REGARDING THE POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES**

Pursuant to maintaining a drug-free workplace, the Institute prohibits the illegal manufacture, distribution, possession, or use of illicit drugs and alcohol by students and employees on the Institute's property or as part of any of the Institute's activities.

Acceptance as a student coming into applicable programs and/or employment at Tai Sophia Institute is conditional upon compliance with the above rules. Any student or employee who is or has been convicted of any infraction of a drug or alcohol statute must contact the appropriate person as follows: Students must contact the Academic and Student Affairs Advisors; Faculty and Staff must contact the Vice President for Administration and General Counsel.

Failure to comply with these rules will result in disciplinary action (consistent with local, State, and Federal law), up to and including termination of employment or expulsion and referral for prosecution. Disciplinary actions are in the sole judgment of Tai Sophia Institute and may include referral for treatment, with any continued participation at Tai Sophia Institute contingent on successful completion of treatment [*Drug-Free Workplace S&P, ¶1-3*]

## **9. POLICY REGARDING THE POSSESSION, USE, AND SALE OF ILLEGAL DRUGS**

(See #8 above)

## **10. DESCRIPTION OF ANY DRUG OR ALCOHOL-ABUSE EDUCATION PROGRAMS**

The Vice President for Administration and General Counsel shall implement a Drug and Alcohol Abuse Prevention Program to prevent the use of illicit drugs and the abuse of alcohol by students and employees, subject to the approval of the Executive Management Committee. This program, at a minimum, will include the following components:

- a. Prior to October 1 of each year, the Director of Human Enrichment shall document that each student and employee of Tai Sophia Institute has received a copy of the Drug Free Workplace Standards and Practices.
- b. Prior to October 1 of each year, the Director of Human Enrichment shall document that each student and employee of Tai Sophia Institute has received educational material that includes at least the following:
  - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol.
  - A description of any drug or alcohol counseling, treatment, or rehabilitation available to employees or students.

*[Drug Free Workplace S&P, ¶4]*

## **11. POLICY AND PROCEDURES REGARDING CAMPUS SEXUAL ASSAULT**

Incidents of sexual assault should be reported promptly to the President/Chief Executive Officer, the Chair of the Board, the Executive Vice President for Academic Affairs/Provost, or any other officer of Tai Sophia Institute. The above named officials will notify public and building security personnel. Transportation will be provided to the nearest hospital equipped with the Maryland State Police Sexual Assault Evidence Collection Kit; e.g., Howard County General Hospital for the Laurel campus; University of Maryland Medical Center for the Belvedere Clinic; and Holy Cross Hospital for the Silver Spring Clinic, unless such assistance is refused by the individual.

The victim of a sexual assault should:

- Seek counseling from Tai Sophia counseling services

- Seek counseling from the nearest state-designated rape crisis program, or
- Discuss the availability of alternative mental health services with appropriate Tai Sophia staff.

All contacts and conversations relating to the incident will be held in confidence within appropriate channels as required by law. The victim should be referred to the clinic or program of her/his choice. In order to mitigate the impact of the sexual assault, pending the outcome of an investigation of the alleged incident, temporary actions regarding the victim's schedule will be made by the President/Chief Executive Officer or his or her designee.

The victim may file a criminal complaint with the Howard County Police and Maryland State Police. If the victim chooses to initiate criminal proceedings, it is his or her responsibility to bring the matter to the appropriate governmental agency. Tai Sophia administration will cooperate with authorities in the course of the investigation. Whether or not criminal proceedings are initiated by the victim, the Institute may investigate and initiate disciplinary proceedings if the evidence warrants.

If the victim chooses to make a formal internal complaint, the following procedure will apply:

- a. The victim will notify the President/Chief Executive Officer of his/her request for an investigation which includes a review by a panel of three Tai Sophia officials from among the officers.
- b. The panel will review the evidence and, if an external complaint was filed, the panel may also consider determinations made by law enforcement agencies, courts, or other outside agencies. The panel may call witnesses, if needed.
- c. Both the person so accused and the victim will be given an opportunity to testify before the panel. Both the person accused and the victim shall have the right to be accompanied at the hearing by another member of the Tai Sophia community of his or her choice.
- d. If it is determined that a violation of Institute policy and procedures has occurred, the review panel may institute disciplinary action that may include written warnings or reprimands, referral for counseling, suspension or expulsion, denial of student privileges, suspension without pay, denial of salary increase, termination, or other actions as deemed appropriate. If the accused is an employee, disciplinary action will be coordinated with the Vice President within whose domain the employee falls.
- e. Both the person accused and the victim will be formally notified of the outcome of the investigation within one week of the panel's decision.
- f. If found guilty, the accused person has the right to appeal. Such appeal must be made within 30 days of notification of the panel's decision. Appeal of any decision will be in writing to the Chair of the Board who will bring the matter to the Board and notify the accused person of the disposition by the Board.

The false allegation of a report by an individual shall cause an investigation which includes a review of three Tai Sophia officials from among the officers. The review shall include providing the individual an opportunity to testify before the panel, with the individual having the choice of an accompanying person or not. If it is determined that the individual made a false report, the review panel may recommend that steps d, e, and f above be followed. [*Sexual Assault S&P*, ¶1-6]

**12. AVAILABILITY OF LAW ENFORCEMENT INFORMATION CONCERNING SEX OFFENDERS**

A Sex Offender Registry is maintained by the Maryland Department of Public Safety and Correctional Services as part of the State's effort to protect children and others from those with histories of crimes against children and other sexual offenses. This registry can be accessed at the following website: <http://www.socem.info/>.

Respectfully submitted,  
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