

Coppin State University
**Police Department
Report 2010**



Table of Contents

Message from the Chief p. 1

Overview p. 2

Our Mission and Values p. 2

Campus Security Act p. 4

Jeanne Clery Act p. 4

Officers and Training p. 5

Buildings p. 6

Emergency Procedures p. 8

Emergency Notification System p. 9

E 9-1-1 System p.13

Emergency Phones p.14

Emergency Evacuation Routes p.14

Lost & Found p.18

Uniform Crime Reports p.19

Police Services p.19

Protect and Serve p. 20

Office Location p.20

Coppin Family Responsibility p. 21

Definitions of Reportable Crimes p. 25

Coppin State Crime Statistics p. 27

Message from the Chief



Dear Coppin Family,

The Coppin State University Police Department places the safety and well being of the Coppin Community as top priority.

As a department, we are committed to the pursuit of excellence and hold the values of Integrity, Fairness, and Service central to our conduct. The Police Department will continue to maintain, through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin Community. Further, the Department is committed to professional cooperation with the police and law enforcement community at all levels of government; at the same time ensuring professional growth and development of department members.

We take the issue of campus safety seriously and will continue to work on developing new programs to make our campus as safe as possible. I ask for the assistance and cooperation of every member of our community and invite you to join us by doing your part to protect yourself and your property.

It is highly advisable that you acquaint yourself with all of the rules and regulations of the campus, and use the information contained in this manual and other sources to help foster and maintain a safe environment for yourself and others on the campus. I welcome any comments, suggestions and remarks you may have concerning police operations and public safety.

Thank you for reading our manual and I hope that you take a few minutes to explore the information that is provided. The Coppin State Police Department is committed to providing effective protection and quality customer service to the university community and the surrounding area.

Leonard Hamm
Chief of Police

Overview

Mission Statement

Our mission is to enhance the living, learning, and working experience at Coppin State University by protecting life, maintaining order and safeguarding the property of our students, faculty, staff and visitors of Coppin State University and the surrounding community. We are committed to the pursuit of excellence and hold the values of Integrity, Fairness and Service central to our conduct. The Police Department will continue to maintain, through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin Community. 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 at the same time ensuring professional growth and development of department members. Our core values guide us in this mission.

Authority

The Education Article 13-601 in the Annotated Code of Maryland establishes the authority from which the Coppin State University Police Force conducts its day-to-day operations. According to this law, Coppin State University police officers have all the powers of any peace or police officer in the State. Furthermore, the Coppin State University Police Force is the primary agency responsible for policing property owned, leased, operated and/ or controlled by the university. In order that the Coppin State University Police Force may 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 the Coppin State University Police in those areas considered to be contiguous to the University. The University Police Force and the Baltimore Police Department have a mutual and positive working relationship, and provide assistance and expertise to each other as needed.

Our Mission and Values

The Coppin State University Police Department is committed to rendering the highest quality law enforcement and public safety service to the students, faculty, staff and visitors of Coppin State University and the surrounding community. We are committed to the pursuit of excellence and hold the values of Integrity, Fairness, and Service central to our conduct. The Police Department will continue to maintain, through professional and academic training, the highest possible professional standards and state of readiness to serve the Coppin community. Further, the department is committed to professional cooperation with the police and law enforcement community at all levels of government; at the same time ensuring professional growth and development of department members.

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 will continually develop our knowledge, skills, and abilities to enable us to provide the finest public safety services to the Coppin State University community. Our approach is based on a commitment of 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 community and professional expectations.

Service

We are committed to enhancing public safety 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 and 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, our colleagues, our department, and Coppin State University. 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.

The Campus Security Act

The Campus Security Act requires colleges and universities to

- Publish an annual report every year 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, and 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 or the campus police.”
- Be held responsible for preparing and distributing this report.

Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The “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, which was known originally as the “Crime Awareness and Campus Security Act of 1990.”

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 about where public “Megan’s Law” information about registered sex offenders on campus could be obtained.

Officers and Their Training

The Training Section is in charge of coordinating and developing training for the entire Coppin State University Police Department. Our sworn police officers are required to attend various types of training throughout the year. This training includes firearms, defensive tactics, CPR, and critical incident response. The Training Section seeks out new training, while also identifying training needs in the department.

The Training Section further oversees the Field Training Program for newly hired officers. Newly-hired officers are not allowed to act as an independent officer until they successfully complete the program. The Training Section further performs various duties that include making sure that all officers are trained on all their issued equipment, writing lesson plans for training and approving lesson plans written by department instructors. The training environment in law enforcement is ever-changing due to advanced technology and needs of the university community. The Training Section makes sure that Coppin State University Police Department stays on the cutting edge of law enforcement and assures that all officers are properly trained to meet the needs of the CSU community.

Several CSPD officers possess advanced training. 3 officers are certified firearms instructors, 7 are bike patrol officers, and 2 are detectives.

The police department is a 24-hour/7 day a week operation. Individuals may report a crime or other emergencies at any time of day or night by calling (410) 951-3900 or by walking into the main office located in the Physical Education Complex. To give anonymous information, please call (410) 951-7070 and leave a message.

In addition to reporting incidents directly to the Coppin State University Police Department, reports can be made to :

- Athletic Coaches
- Organization Advisors
- Immediate Supervisor
- Peer Counselors

Each incident will be investigated by a sworn police officer. Incidents that occur within the jurisdiction of the university are maintained in a daily log and are open for public inspection during regular business hours (9am - 4pm, Monday - Thursday; 9am - 3pm, Friday).



Buildings

The Office of Capital Planning, Construction, & 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

- CC - Coppin Center
- DA - Daley Residence Hall
- DE - Dedmond Residence Hall
- DM - Dining & Meeting Hall
- FM - France Murphy Research
- GJ - Grace Hill Jacobs
- HHSB - Health & Human Services Building
- ECDS - Early Childhood Demo. Suite
- JJ - James Weldon Johnson Auditorium

- SCUP #1 & #2 Satellite C
- JT - J. Millard Tawes Cent
- MC - Miles Connor Admin
- PJ - Percy Julian Science
- PM - Parlett Moore Libran
- PS1 - New Parking Garage
(Existing "C" Lot)



Parking Lots
A, B, C, D, E, F, G, H
Accessible Parking on

competitive pricing. Currently, the campus incorporates 15 major buildings, which include academic and instructional support facilities, residential and auxiliary support facilities, administrative support facilities, institutional research facilities, and advancement facilities.

Central Utility Plant
 Administration

- PEC - Physical Education Complex**
- Arena
 - Auxiliary Gym
 - Classrooms/Labs & Fitness Center
 - Support Services/Central Receiving
 - Swimming Pool
 - Track/Soccer Field
 - Softball Field
 - Tennis Courts

*** Under Construction**



Emergency Procedures

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 this campus will be disseminated to the community through all available avenues of campus communication (emails, text message system, etc.) and if applicable, any recommended campus actions will be detailed.

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

Coppin Police Department 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/procedure 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, an Emergency Operations Center comprised of major resource holders, and an Incident Command System team comprised of Coppin State University Police Department 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. Upon activation of the Early Warning System Emergency Program, campus community members should:
 - Seek shelter within the closest building;
 - Seek information about the emergency from the following resources:
 - www.coppin.edu
 - (410) 951-3000 - Main campus line
 - (410) 951-3900 - Coppin State University Police Department

For the duration of any heightened threat condition, the Coppin State Police 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

What can you do as a community member?

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 Coppin State Police immediately at x3900 from any campus phone or 410-951-3900 from off campus or cell phones. 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.

Emergency Notification System

Coppin State University's state-of-the-art notification system sends messages instantly and simultaneously to all registered text message capable mobile phones, BlackBerries, wireless PDAs, pagers, Smart or Satellite phones, and e-mail addresses. 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 - it only takes a minute. 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 opt-in 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.

- MEMA overview of the MD Threat Alert System and guidance for citizens, businesses, and schools
- Maryland Emergency Management Agency
- American Red Cross Homeland Security Advisory System
- FEMA site dealing with national security emergencies and terrorism

Hopefully this correspondence helps get everyone prepared and alleviate ready in case of a national disaster some of your fears in this uncertain time while providing information that you find useful regarding the institutions commitment to providing the safest community possible. Hopefully your role in our collective efforts to maintain the safety of the campus has been clarified.

If questions arise, you are encouraged to call the Coppin State University Police Department at (410) 951-3900.

The Office of University Relations will communicate information on emergencies to the media and campus community.

Office of University Relation utilizes;

- Text messages via cell phone
- Messages posted on the homepage of the Coppin State University web site
- University's email system to students, faculty and staff
- University's electronic marquee/messenger boards
- University's main information line (410) 951-3900
- Messages on Facebook web site

Office of University Relation utilizes TV, radio, internet and other media outlets to communicate with surrounding communities. The President notifies the Chancellor, and the USM Board of Regents in case of an emergency.

Radio & Television Stations to be used for Announcements

Metro Baltimore Area

WEAA Radio (88.9 FM)	WERQ Radio (92.3 FM)	WWIN Radio (95.9 FM)
WLIF Radio (101.9 FM)	WXYV Radio (102.7 FM)	WQSR Radio (105.7 FM)
WWMX Radio (106.5 FM)	HEAVEN Radio (600 AM)	WBAL Radio (1090 AM)
WMAR-TV (Channel 2)	WBAL-TV (Channel 11)	
WJZ-TV (Channel 13)	WBFF-TV (Channel 45)	

WHUR Radio (96.3 FM)	WJLA-TV (Channel 7)
WTOP Radio (1500 AM)	WRC-TV (Channel 4)

Inclement Weather Essential Employees

- Police Personnel
- Housekeepers and Custodial Services Personnel
- Maintenance Department Personnel:
 - Painter(s)
 - Maintenance Department Supervisor
 - HVAC Mechanic II and III
 - Maintenance Aide I
 - Electrician
 - Groundkeeper(s)
 - Plumber(s)
 - Motor Pool Personnel
 - Manager of Custodial Services
 - Drivers
- Payroll Department Personnel (on payroll preparation day only)
- Auxiliary Enterprises Personnel

e2 Campus

e2Campus is a patent-pending universal notification system that allows designated administrators to send time-sensitive messages to mobile phones, email, and/or pagers 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.

For New Users

If you have not signed up for any Message Alert, go to: <http://www.coppin.edu/TextAlert/>

- Click on the “Sign Up Now!” link next to the photo
- Read the instructions and fill in the appropriate information. Please note that this is a system separate from our Network and is handled completely by the third party OmniaAlert. Usernames and passwords you create come under their control. Under Optional Groups, select the messages you wish to receive.

Once you sign up, you will receive a confirmation code in a text message to the number you supplied. Enter this confirmation code next.

- Once you see the confirmation screen, you are signed up.

Frequently Asked Questions

Q: How do I Opt-Out (remove myself) from receiving e2Campus alerts?

A: Please log into your Eaglelinks account to opt-out for e2Campus alerts for your school. You may opt-out of one particular group or the entire service.

Q: What is a universal notification system?

A: 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.

Q: What is a notification?

A: 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.

Q: Do I need to install software and/or hardware in order to have e2Campus?

A: NO. e2Campus 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 e2Campus as a public safety “utility”- always on and ready for action.

Q: Will any person receive unsolicited messages (“SPAM”) on their mobile phone?

A: NO. e2Campus enforces a ZERO SPAM policy which clearly prohibits unsolicited messages, and e2Campus does not sell the contact information of us subscribers to third party marketers.

How Coppin State's E 9-1-1 System Works

Originally, 9-1-1 calls from Coppin State provided the 9-1-1 center with only one general location, regardless of where on campus the call originated. To address this, the university issued regulation requiring that all emergency calls be directed to the Coppin State University Police Department, with location provided. Campus police would in turn notify 9-1-1 and meet the emergency responders when they arrived on campus. However, people still tended to call 9-1-1 directly. This resulted in the arrival of ambulance and fire trucks on campus that did not know the source location of the emergency call, and campus police could not direct them if they had not been notified about the location of the emergency.

With Enhanced 9-1-1, 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 ID records are created in the public E 9-1-1 database.

Time and appropriateness of response are the key measure of success for Enhanced 9-1-1. Leonard Hamm, Chief of Police for Coppin State University, summed up this success factor when he stated, "The university's E 9-1-1 PROJECT has resulted in first responders reaching the precise emergency location in less than 50% of the time previously required. That makes a tremendous difference to the responders, the officer on our staff, and the potential emergency victims. I've been on both sides of the situation- as a police officer trying to locate an emergency situation on a campus that's a block long, and as a campus public department director whose staff needs to guide first responders to an emergency location that is not precisely known- so I can fully appreciate the way E 9-1-1 has removed the frustrations and risks in the previous scenario. Today, emergency response locations are effectively communicated to the 9-1-1 system and to selected university staff members. This enables everyone to react quickly and appropriately to emergency situations on campus."

The successful completion of the testing has demonstrated that the university's E 9-1-1 system performs according to plans and expectations. The experience of over twenty Enhance 9-1-1 calls sourced from the campus since the deployment was completed in early 2010 has shown that the system 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 Phones

Blue Light Phone Instructions

When you approach the emergency phone, you will see two buttons; one large red button for emergencies and one small black button for obtaining 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. Please keep in mind that there is a pause for about 5 seconds before you will hear the dispatcher's voice. After you hear the dispatcher's voice, you can exchange dialog and state your emergency. A 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.

Emergency Evacuation Routes

Miles Connor Administration Building

- 1 South exit (front doors)
- 1 Northeast exit (near motor pool)
- 1 Northwest exit (near Loop road)

J. Millard Tawes Center Basement Level

- 1 East exit (facing Coppin Center)
- 1 North exit (facing Administration)

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)

Coppin Center

- 1 Northwest exit (motor pool area)
- 1 North exit (shop area basement)
- 1 East exit (shop area basement)
- 2 East exits (rear hallway, south end)

- 8 South exits (rear hallway, south end)
- 2 West exits (front doors)
- 1 West exit (near pool area)
- 1 South exit (facing Library)

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)

Dining / Meeting Hall

- 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 Building

- 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

- 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)

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 Ave 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 Ave 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)

Near Room 135 and Stairwell 6

Building F (Auxiliary Gym)

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

Building G (Classrooms)

2nd floor near room 228

Building H (Fitness Center)

Lot E

Lost & Found

It is the policy of Coppin State University to return all lost and found property found on campus to its rightful owner. Everyone on campus is required to turn over all found items to Campus Police, so that we can increase the chance that people will be reconnected with their missing belongings.

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 University Police Department at the Physical Education Center – 2nd floor.

All items lost and or found on university property are processed through the University Police, Lost and Found division, located in the Physical Education Bldg. (2nd floor Campus Police Headquarters).

Found property will be accepted at the University Police Department 24 hours a day 7 days a week. To help facilitate this process, the University requires individuals (e.g. faculty, staff, students and visitors) to complete a Lost and Found Form with the University Police Department whenever property is lost or found on campus. Forms, as well as the policy for the reporting of lost and/or found items can be found on the University's website: <http://www.coppin.edu/PublicSafety/Found>.

In addition, University Police will maintain an inventory of all found items, and put forth reasonable efforts to identify the rightful owner so the property may be returned. Property turned in to University Police will be held a minimum of 90 days. After that time, ownership of property is forfeited, and Coppin State University will dispose of the property as mandated by law.



Retrieving Lost Property

You may call (410) 951-3900 or come into the Campus Police Headquarters, located on the second floor of the Physical Education Building, to check to see if your lost item was turned in. If your item wasn't turned into this department, please provide your name, a description of the item, a description of where you think you might have lost it, and your contact information (phone number and /or e-mail address). We will add your item to the "Lost" list, and someone will contact you if it is turned in. Lost and Found items can be retrieved between the hours of 8:00 am to 3:00 pm. Monday through Friday.

For further information or assistance, please contact the Coppin State University Police Communications Center at Ext. 3900 from on campus, or (410) 951-3900 from off campus.

Remember, if you have found an item, please turn it over to campus police so that it can be returned to its rightful owner!

Uniform Crime Reports

The Uniform Crime Reports (UCR) contains official data on crime that is reported to law enforcement agencies across the United States, who then provide the data 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 (NIBRS) system.

Police Services

CSU Police are vested with full law enforcement powers and responsibilities, identical to the local police or sheriff in your home community, and have met the police training certification requirements of the State of Maryland. Section 13-201 of the Education Article establishes, "the University of Maryland Police Force" with all the powers of a peace and police officer in this State. The officers are trained at approved police academies by the Maryland Police and Corrections Training Commission. They receive additional in-service and specialized training in first aid, firearms, defense tactics, legal updates, evidence gathering, traffic accident investigation, crime prevention and drug suppression operations. Additionally, we provide information on arrest and serious crimes to the Maryland State Police on a monthly basis, for inclusion in the Federal Bureau of Investigation's (FBI) Uniform Crime Report. The serial numbers of vehicles and office equipment stolen from campus are reported nationwide through the National Crime Information Center (NCIC). Monthly crime statistics can be obtained through the university's web site, www.fbi.gov, crime statistics. Also, the FBI publishes National Crime Statistics each October for the previous year. This publication can be found in most public and/or college libraries.

Dialing 410-951-3900 from any campus telephone will provide direct contact with campus police. Members of the university community are urged to notify the Coppin State Police Department immediately of any criminal activity or other emergencies occurring on campus. The best cooperation you can give us comes from knowing about us and knowing the campus environment; and making a commitment to do your part to ensure the environment is safe and secure.

Emergency Response to

- Crimes in progress
- Life threatening incidents

Foot Patrol & Patrol with

- Marked police vehicle
- Bicycles
- T-3

Crime & Incident Reporting Routinely Provides Data to

- Interested community members
- State of Maryland
- Federal Bureau of Investigation (FBI)

All services are provided 24 hours a day, 7 days a week

Protect and Serve

The Law Enforcement Unit of the Coppin State University Police Department is a team of professionals working to provide a safe environment in which the educational mission of the university can be fully realized. The Coppin State University Police Department is a service-oriented service tailored to meet the needs of an urban-centered institution. We provide crime prevention and control, criminal investigations, traffic and parking management, physical plant security, disaster coordination, maintenance of public order and other related services. The officers of the department 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 to provide a sensitive, measured approach to all situations requiring police assistance, while still maintaining the autonomy of the university.

Office Location

Physical Education Complex

The Coppin State University Police Department's main office is located on the second floor of the Physical Education Complex. Individuals can walk-in and request a copy of a report, report a crime or provide any information about a suspicious individual or situation. Lost property reports and found property can be completed and turned in here.

Coppin Family Responsibility *(Student)*

The cooperation, involvement, and personal support of students in a campus safety program are crucial to the success of the program. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking, simple common sense 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 or to their rooms.
- Key(s) 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

Where You Live

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, memo regarding your location, or provide personal information when you are not home.
- Keep your valuables out of plain sight; Do not have too many valuables on campus.
- Never give out your room key or card at anytime. 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.

Keeping Yourself Safe

Be your own advocate by taking the following strategies seriously:

- Obscene calls: keep track of when calls are made and what was said.
- Turn everything over to anyone who can help you i.e. Campus Police, Staff, or Faculty
- Walking around: During the evening hours, do not walk alone.
- Stalkers: 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.

Keeping Your Stuff Safe

To ensure that your personal property are safe:

- Install a safety lock or tracker on your laptop.
- Do not leave your bag unattended.
- Keep your blinds or shades pulled at night or when you are not home, so thieves cannot see what is available to them.
- Mark your belongings.

Community Concerns

Strangers

- Report the presence of a stranger
- Report to your staff and/or Campus Police, if the stranger is hanging around or exhibiting questionable or suspicious behavior.
- Never let a stranger into the building.

Parking Lots

- Have your keys in your hands, ready to put in the lock while walking to your car.
- Walk with someone that you know and trust especially when it is dark.
- Check the backseat of your vehicle to make sure no one is hiding there.
- Always keep your car locked.
- Park as close as you can to your destination.
- If sitting in your vehicle, make sure the vehicle is locked so no one can surprise you.

Crisis Mode

In case of Fire

- Know exactly where your emergency exits are located.
- Always react to the fire alarm, even when you believe it is just a drill.
- Do not use illegal appliances, candles, or incense in the residence halls.
- Do not drape fabric or other materials over lamps.

- If you suspect that the fire is in the hallway, do not open your door immediately. You should first feel if the door is hot. If it is, 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 where the air is not as smokey.
- Do not panic.

Identity Theft

Do not give out personal information, especially not your social security number. If an unauthorized person gets a hold of your social security number, they will be able to have access to your documents including, but not limited to, credit cards and bank accounts. Be aware of the institutions that ask for your social security number. Always keep your social security card in a safe place hidden from other people.

Stay Connected – Use your Resources

There are many resources available to you right on campus. If you need assistance, contact any of the following:

- Campus Police – will quickly respond to your call for help and can provide you with information on emergency protocols and safety tips.
- Student Life – can assist you in dealing with difficult students behaviors.
- Residence Life – is a valuable resource for students who live on campus.
- Counseling Professionals – can address your concerns or can assist you in referring a student for counseling.
- Human Resources – provide helpful information on conflicts, management safety tips and grievance procedures.



Coppin Family Responsibility (*Faculty*)

As faculty members you should feel safe in your work environment. During past years a number of tragedies have taken place on college campuses in the U.S. Some of these tragedies occurred in a classroom building setting. Coppin State University Police department is committed to working with college and university officials, first responders, all levels of law enforcement, and community to prevent a tragedy from occurring on our campus. We have begun to reevaluate potential threats, preventive measures to alleviate the threats, and response procedures required to stop any action from occurring.

Office Security

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 through buildings and offices. The best plan is to be a good ambassador for your department and the College. 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 the 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/cracked when meeting with individuals. You may also want to design your office so that your desk is closest to the door. You'll have an accessible exit if threatened, and your voice will carry more effectively, should you encounter a difficult student or colleague behavior. Familiarize yourself with your cell phone and its emergency features.

Observe and Alert

In many instances of violence, there are warning signs well in advance. Take note of unusual or troubling student or colleague behavior and alert the Campus Police about your concerns. The "buddy system" works for staff as well. When you walk to your car at night or to a late meeting across campus, walk with someone. Also try to work during normal working hours so that you are never alone in your department. Students may come to you for advice or a listening ear and sometimes ask you to promise not to disclose something they have shared. Never make a promise prior to hearing what they have to share with you. You are obligated to take information that leads you to believe individuals may pose a threat to themselves or to others to the appropriate people. It may also be the best way to get the help they may need.

Save Written Correspondence

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

Points to Remember

If you receive a threatening email, text message or instant message, or experience potential stalking behavior, save it and let your department chair and Public Safety officials know immediately. It's not an overreaction so 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, even for a minute, lock the door.
- Record the description and serial numbers of office equipment including highly portable computer 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 that you may have about safety in the residence facilities, academic buildings and administrative buildings.

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.

Coppin State Crime Statistics

For the year 2007

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible	1				1
Sex Offenses, Non-Forcible					
ROBBERY	2				2
AGGRAVATED ASSAULT					
BURGLARY	7		5		18
MOTOR VEHICLE THEFT					
ARSON					
LIQUOR LAW ARRESTS					
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	7				7
DRUG ARREST	1			1	2
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	17			1	18
ILLEGAL WEAPONS POSSESSION ARRESTS					
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION					

Coppin State Crime Statistics

For the year 2008

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible				1	1
Sex Offenses, Non-Forcible					
ROBBERY					
AGGRAVATED ASSAULT					
BURGLARY	4	4			8
MOTOR VEHICLE THEFT				1	1
ARSON					
LIQUOR LAW ARRESTS					
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	1	8			9
DRUG ARREST		1			1
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION		10			10
ILLEGAL WEAPONS POSSESSION ARRESTS					
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION		1			1

Coppin State Crime Statistics

For the year 2009

OFFENSE	ON-CAMPUS	RESIDENTIAL FACILITIES	NON-CAMPUS	PUBLIC PROPERTY	TOTAL
Murder/Non-negligent Manslaughter					
Negligent Manslaughter					
Sex Offenses, Forcible					
Sex Offenses, Non-Forcible					
ROBBERY				2	2
AGGRAVATED ASSAULT					
BURGLARY	5	3			8
MOTOR VEHICLE THEFT					
ARSON					
LIQUOR LAW ARRESTS					
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	1				1
DRUG ARREST					
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	4				4
ILLEGAL WEAPONS POSSESSION ARRESTS					
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION					

Coppin State University
Police Department
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