
Chapter: Facilities

Modification No. 002

Subject: **Space Planning and Utilization**

The approved Facilities Master Plan, as amended by the Board of Trustees from time to time, shall direct long term facilities planning at the College.

Board Approval: February 25, 1985, September 24, 2001.

Chapter: Facilities

Modification No. 003

Subject: **Space Planning and Utilization**

- I. The Associate Vice President for College Facilities is responsible for developing and maintaining an inventory of all College-owned spaces in accordance with the Maryland Higher Education Commission Community College Space Guidelines and the National Center for Educational Statistics Postsecondary Education Facilities Inventory and Classification Manual (FICM).
- II. No construction or physical changes shall be undertaken in any College-owned space without the prior approval of the Associate Vice President for College Facilities or designee.

Administrative Approval: February 25, 1985; September 24, 2001; August 13, 2010.

Chapter: Facilities

Modification No. 002

Subject: **Construction Projects**

- I. All construction projects funded through the College Capital Budget, the College Operating Budget, or other College Funds (i.e. the Emergency Plant Maintenance Fund, the Major Facilities Reserve Fund, etc.) shall be in accord with the approved Facilities Master Plan and shall be requested, processed, and approved in accordance with Board policies and procedures governing expenditures from those Funds.
- II. All construction projects shall conform to all applicable Federal, State, and Local laws, codes, and regulations.

Board Approval: February 25, 1985; December 10, 2001.

Chapter: Facilities

Modification No. 003

Subject: **Construction Projects**

- I. Construction contracts shall be processed and approved through established College contracting and procurement procedures.
- II. All expenditures for construction projects shall be made in accordance with Board policies and procedures regarding fiscal control, procurement, and contracting.
- III. Requests for construction projects may be submitted by the Vice Presidents/Provosts and Collegewide Directors to the appropriate Senior Vice President and the President or designee for approval, in accordance with College procedures.

Administrative Approval: February 25, 1985; December 10, 2001; August 13, 2010
(administrative correction only).

Chapter: Facilities

Modification No. 002

Subject: **Leasing of Facilities**

- I. All lease agreements that meet any of the following criteria must be approved by the Board of Trustees:
 - A. Lease agreements for facilities with a rental obligation in excess of \$25,000 per year.
 - B. Lease agreements for facilities for a term of more than one year.
- II. The President (or designee) shall approve all other lease agreements.

Board Approval: February 25, 1985; September 24, 2001

Chapter: Facilities

Modification No. 003

Subject: **Leasing of Facilities**

- I. When it has been determined that a space need can be best met through leasing facilities, the Associate Vice President for College Facilities or designee shall locate an acceptable space, negotiate a lease, assure that the space complies with all safety codes as applied to the College, plan for any required alterations, supervise the implementation of any required alterations, and manage the lease.
- II. Lease agreements shall be processed and approved in accordance with Board policy.
- III. All leases shall be executed by the President or designee.

Administrative Approval: February 25, 1985; September 24, 2001; August 13, 2010
(administrative correction only).

Chapter: Facilities

Modification No. 005

Subject: **Naming Campuses, Facilities, Buildings, Rooms, and Institutes**

- I. The Board of Trustees shall approve the naming and renaming of all campuses, buildings, programs, rooms, areas within and outside of buildings, Institutes, Centers, and special programs when a designation other than location or functional description is recommended.
- II. Campuses generally shall be named for the geographic section of the County in which the campus is located.
- III. Buildings, rooms, courtyards, areas outside of buildings, Institutes, Centers and major programs generally shall be named for the function that they serve.
- IV. Upon approval by the Board of Trustees, they also may be named for individuals, businesses, foundations or families who have had a significant impact on the College. In carrying out such a policy, the Board of Trustees shall take into account the level of significant contributions of the individual to the College, the total cost of the project, and questions affecting public image and academic reputation. The Board of Trustees shall consider all relevant circumstances and will determine naming rights on a case-by-case basis.
- V. The naming must be a positive reflection on the College and comport well with the purpose and mission of Montgomery College.

Any naming pursuant to this policy ordinarily remains for its useful life, unless otherwise determined by the Board. The Board reserves the right to rescind a naming recognition if that name damages the College's reputation or in the event of a change of circumstances with a donor (e.g., if the intent of a gift cannot be fulfilled).
- VI. Names of buildings that have been demolished, or otherwise destroyed, may be considered for reuse pursuant to the provisions of this policy.
- VII. The President of the College is authorized to establish criteria and procedures for recommending such names to the Board of Trustees.

Board Approval: February 25, 1985; September 19, 1988; January 19, 1999; April 27, 2015; May 15, 2023.

Chapter: Facilities

Modification No. 005

Subject: **Naming Campuses, Facilities, Buildings, Rooms, and Institutes**

I. General Statement of Responsibilities

- A. The President shall recommend to the Board of Trustees the names of campuses and buildings, as well as the names of rooms, portions of rooms, special areas within or outside buildings, and Centers, Institutes and major programs, not designated by location or function. The recommendation shall take into account questions of image, reputation, public service and opportunity to recognize individuals, businesses, foundations and families whose contributions to the College and the community have been significant and transformational.
- B. When it is recommended that a building, area, institute, center or major program be named for an individual, business, foundation, or family whose contribution to the College or a campus, department or project has been substantial and transformational, the Senior Vice President for Advancement and Community Engagement, Senior Vice President for Student Services, Senior Vice President for Academic Affairs, and Senior Vice President for Administrative and Fiscal Services shall recommend to the President the nature and/or level of significant contribution appropriate for such a named-giving opportunity and consider the guidelines for donor recognition developed by the Montgomery College Foundation.
- C. If a named building is to be repurposed or substantially modified, the building may be renamed. In the event of a renaming, the College will attempt to contact the donor or honoree or relatives of the donor or honoree to inform them of the renaming.

II. Selection of Names

- A. The Senior Vice Presidents shall recommend to the President the names of all central, campus and off-campus facilities as well as areas and programs.
- B. The Senior Vice President for Advancement and Community Engagement, upon consultation with the other senior vice presidents, shall recommend to the President the name of any College facility, area or program to be named after a benefactor or a name designated by the benefactor. The senior leadership shall take into account the level of contribution, total cost of the program, or project, and issues affecting public image and academic reputation.
- C. In recommending the name of a facility after an individual the recommending official shall utilize the following criteria:
 - 1. Outstanding service to the community and the College or the academic professions, as indicated by specific acts of documented outstanding service which have been recognized as placing the individual in a category well above others who have rendered sustained and distinguished services.

2. Exemplary contributions to the discipline or function of the facility or program to be named.
3. The College will conduct a due diligence review of each proposed individual, group, business, or foundation to be honored through naming. The review will include a review of potential conflicts of interest, evaluation of impact on future giving by the proposed honoree or others, potential impact on academic and research autonomy, etc.
4. For naming of a major program or facility, consultation with the College's general counsel on naming or renaming will take place to ensure compliance with applicable laws and regulations and to determine if the naming adversely affects existing or future tax-exempt bonds.
5. Posthumous naming recommendations are permitted.
6. Naming of buildings, programs, or facilities in honor of current employees is permitted after their employment with the College is completed.
7. All recommendations to the President will include the criteria utilized, the names of all individuals and groups considered, the process followed in developing the recommendation, and a draft resolution.

III. Rescinding Name Recognition

In extraordinary circumstances, the President may recommend to the Board of Trustees the removal of a name pursuant to this policy, if doing so is deemed to be in the College's best interests. Reconsideration may occur if the naming would be damaging to the reputation of the College, or would contradict applicable law or the policies, procedures, or strategic directives of the Board or College. A name bestowed in recognition of a gift may also be removed if the intent of the gift cannot be fulfilled or if the donor's reputation has changed substantially that the use of the name may compromise the public trust or dishonor the College or be contrary to the best interests of the College.

Administrative Approval: February 25, 1985; January 19, 1999; January 8, 2003; April 27, 2015; May 15, 2023

Chapter: Facilities

Modification No. 002Subject: **Use of Facilities**

I. Primary Use of Facilities

The primary use of the College's facilities shall be to accommodate the educational programs and services of the College to advance intellectual inquiry and public discourse. Use of these facilities for educational purpose shall have priority over all other use. College facilities are defined as those physical spaces owned or leased by the College. A "user" is defined as an individual or group using College facilities for non-College (classroom or instruction) purposes.

II. Restrictions on Use of Facilities

- A. College facilities shall not be used for any purpose which is in conflict with the mission or programs of the College or in violation of any College policies or procedures except as may be approved by the President.
- B. College facilities shall not be used by any persons or organization for the purpose of private business activities not associated with the College or otherwise authorized by College policies and procedures.
- C. College facilities shall not be used for individual candidate political fund-raising. This prohibition does not exclude fund-raising activities or events for recognized charities and other organizations.
- D. All decisions on use of College facilities shall be guided by the principle of equal access and shall be content and viewpoint neutral.

III. Use of Facilities for Other than Instructional Purposes

- A. The Board of Trustees encourages appropriate use of its facilities by College and community organizations and groups during those times when such use will not interfere with the regular educational program or other bona fide College activities. Permission to use College facilities does not constitute endorsement of the user or user's activity.
- B. Some College facilities may not be available for community use.
- C. All properly designated spaces are to be made available to the community in an equitable and appropriate manner provided that such use does not interfere with the educational mission of the College.
- D. Users may use College facilities in accordance with this policy and with any procedures that may be approved by the President.
- E. Users making application for the use of College facilities shall be responsible for any damage to or loss of College property and for reimbursing the College for any expenses related to such property loss, damage, or replacement. The College may refuse all future applications by those users who damage College property or fail to reimburse the College for property damage or loss.

- F. The President is authorized to develop and implement a fee schedule for the use of the College's facilities, based on space type and time of usage, that will consider such costs as, utilities, normal wear and tear of College facilities, replacement/additional furniture and equipment requirements, and personnel expenses incurred by the College in managing the use of facilities. The fee may be waived, in whole or in part, in accordance with procedures approved by the President. The fee schedule does not include direct labor costs for additional service personnel or service personnel required outside of regular working hours. These costs may be charged.
- G. All user agreements shall require users to indemnify and hold harmless Montgomery College, its agents and employees, from any and all liability, damage, expense, cause of action, suits, claims, or judgment arising from injury to person or personal property or otherwise which arise out of or is anyway connected to the use. Additionally, all users with programs serving minors must register with the youth protection coordinator in accordance with and abide by [75005-Protection of Minors](#). In appropriate circumstances, insurance may also be required under terms that may be specified in the procedures.
- H. The President of the College, or designee, hereby is authorized to approve the sale and/or consumption of appropriate alcoholic beverages on the premises of College property, in accordance with applicable local ordinances and State laws and State regulations, and in accordance with approved College procedures. Responsibility to obtain permits and licenses is the responsibility of the user. Users may be required to use designated third-party providers.
- I. The president is authorized and directed to establish procedures necessary to implement this policy.

Board Approval: February 25, 1985; September 21, 2015.

Chapter: Facilities

Modification No. 004Subject: **Use of Facilities**

I. Primary Use of Facilities

The Senior Vice President for Academic Affairs, through the campus provosts, is charged with the primary responsibility for coordinating and scheduling the use of facilities to accommodate the educational programs and services of the College. Users may not change or modify any existing educational displays without the express consent of the College.

II. Restrictions on Use of Facilities

The following are prohibited in College-owned buildings, College grounds, and within leased College office space, except as may be authorized by the President or designee:

- A. Use or possession of alcohol/intoxicants (except as authorized for approved food service events or for authorized instructional purposes).
- B. Use or possession of weapons pursuant to College Policy and Procedure [77002-Prohibition of Weapons on Campus](#).
- C. Use or possession of tobacco or other smoking devices not authorized by [75003-Restrictions on Smoking, Tobacco, and the Sale of Tobacco Products](#).
- D. Gambling, (bingo, lotteries, etc.), except as specifically authorized by the President or designee.
- E. Fire/Grills/Open Flames/Combustible Materials (except as authorized for approved food service events, authorized instructional, maintenance or construction purposes, or approved theatrical performances).
- F. Personal/private parties or celebrations that are essentially private in nature. This includes birthday celebrations, anniversary celebrations, wedding receptions, and other similar activities. Appropriate employee celebrations are excluded.
- G. Excessive noise or any activity which may disturb the peace or threaten the safety of the surrounding community.
- H. Pets and animals are not allowed in College buildings, with the exception of those that provide or are in training to provide service to persons with disabilities, those that are a part of an emergency response organization, or those that are a part of an authorized instructional program or theatrical performance/event. Pets and animals on College grounds must be leashed or caged at all times and must not be left unattended. Animal waste must be picked up and disposed of properly.
- I. Use or riding of skateboards, in-line skates, scooters, hoverboards, bicycles, or other means of motorized or self-balancing conveyance is prohibited in College buildings; on College athletic fields; on court, track and trail surfaces; on sidewalks; and on exterior stairways, handrails, benches, retaining walls, decks

and ramps. Exceptions will be made if the use of such conveyances is required by law, college operations, or part of a supervised instructional course, youth camp or event.

- J. The possession or storage of hoverboards is prohibited on all College-owned or leased property.

III. Use of Facilities for Other than Classroom Instruction

- A. The Senior Vice President for Administrative and Fiscal Services, or designee, is charged with the primary responsibility for coordinating and scheduling the use of facilities for use other than instruction. Academics and instruction shall take priority over non-instructional use.
- B. The use of College buildings and facilities is authorized for the presentation and discussion of public questions, public speaking, lectures, or for other civic, educational, political, social, recreational, business or church affiliated civic purposes, provided however, that such gatherings or meetings shall:
 - 1. be open to the communications media, and,
 - 2. abide by all applicable College policies and procedures.
- C. College buildings and facilities may be used for religious activities, upon following appropriate College applications and conditions, while those buildings in which such activities are usually conducted are being renovated, repaired, or constructed, provided the use of such facilities is to be temporary only, not to exceed two years, and shall cease as soon as the buildings ordinarily used are renovated, repaired, or constructed.
- D. The Vice President of Facilities and Security shall develop and publish specific guidelines governing the use of facilities by College and community organizations or groups. Copies of these guidelines shall be available on the Facilities website and from the Facilities Office on each campus.
- E. A weekly list of scheduled events will be provided to the Vice President/Provost (or designee) by the Facilities Office and made available online.
- F. College Delays or Closings

Ordinarily, when the College is closed or delayed due to emergency reasons, all non-instructional use will be subject to a separate decision by the President, or designee.

G. Use by College and Community Groups or Organizations

- 1. All College users desiring to use a facility must submit the appropriate request [form provided by the Office of Facilities](#). This form requires that a member of the group be present and assume responsibility for the conduct and activity of the group as well as the responsibility for the costs associated with the use. This request is submitted directly to the campus Facilities Office. The form will be transmitted by the Facilities

Office to the Vice President/Provost (or designee) for review, if appropriate.

2. All community user groups or organizations desiring to use a facility must submit and acknowledge the [Community Use Contract agreement provided by the Office of Facilities](#). This agreement requires that the group indemnifies and holds harmless the College, and that a member of the group be present and assumes responsibility for the conduct and activity of the group as well as for any costs associated with the use. This request is submitted directly to the campus Facilities Office. The form will be transmitted by the Facilities Office to the Vice President/Provost (or designee) for review, if appropriate.
3. Additional forms may be necessary for non-facilities support services, such as information technology, food services, etc.
4. All users with programs serving minors must register with the youth protection coordinator in accordance with and abide by [75005-Protection of Minors](#).

H. Commercial Sales Use

The use of College buildings and grounds for private commercial sales or other profit-making enterprise is authorized only under all of the following conditions:

1. The enterprise is a business licensed, when appropriate, by the government of Montgomery County or other governmental entity having jurisdiction.
2. The service provided is required for the operation of the College or the sale or service does not compete with College activities or services.
3. The sale is approved by the Director of Auxiliary Services.
4. A formal legal agreement or contract is entered into between the College and the enterprise.

I. Denial of Use to College, or Community Groups, or Organizations

A College or community group, public agency, organization, or individual may be denied permission to use the College's facilities when any of the following conditions, including but not limited to, apply:

1. The activity or event is in conflict with the College's educational mission or would interfere with regular educational programs or College activities.
2. The space(s) for which the request is made has already been committed to another use.
3. The space may not be used for the purpose requested or the actual use is different from that requested.

4. The user has a history of misuse of buildings or grounds. This determination will be made by the Vice President/Provost upon recommendation by the Campus Facilities Director.
5. The activity undesirably duplicates and/or conflicts with an activity or course offered by the College.
6. The user does not adhere to approved College Policies and Procedures and guidelines at the time of application.
7. The event is likely to provoke or add to a public riot, or breach of the peace, or create imminent lawless action that would endanger the peace and welfare of the College, county, or the State.

J. Priorities for Use

Facilities shall be scheduled on a first-come, first-served basis, except that educational purposes and College services take precedence over private groups and individuals.

K. Use of Athletic Facilities

1. Athletic Fields, Facilities, and Gymnasiums

- a. Athletic fields, facilities, and gymnasiums are available for use only by the College's instructional, intramural, intercollegiate and other College-sponsored programs and student activities. The facilities are not available for community or private use, except with the express written approval of the Senior Vice President for Administrative and Fiscal Services, in consultation with the Vice President of Facilities and Security.
- b. Agreements for use by non-College groups shall be subject to separate use agreements as designated by the President or designee.

2. Use of Pools

- a. In addition to the instructional program, the College will make the swimming pools available for wellness activities for faculty and staff and open swim times for the students, faculty and staff, at the College's discretion.
- b. The College may sell swim passes to the members of the community. These passes permit holders to use the pools during the published open swim times.
- c. After the Academic Calendar is set, the Vice President of Facilities and Security or designee shall coordinate the scheduling of the remaining time with the following groups in priority order: Montgomery County Public Schools, and with the Montgomery County Recreation Department, and the community.

- d. Agreements for use by non-College groups shall be subject to separate use agreements as designated by the President or designee.

3. Use of Running Tracks, Tennis Courts, and Walking Trails

- a. College running tracks, tennis courts, and walking trails are available for walk-on use from dawn until dusk on a first-come, first-served basis when they are not being used by the College. If coin-operated lighting is available, the tennis courts may be used until 10 p.m. Bicycles, skateboards, baby strollers, in-line skates or scooters are not permitted in these areas. Walk-on users must immediately relinquish use for College activities upon request.
- b. Agreements for use by non-College groups shall be subject to separate use agreements as designated by the President or designee.

L. Special Use Facilities

- 1. Notwithstanding any other provisions of this Procedure, the President may designate specific facilities, such as special event centers, conference centers, concert halls, theaters, or auditoria, as Special Use Facilities.
- 2. Priority in the reservation and use of Special Use Facilities shall be given to educational programs and services of the College. Designation as a Special Use Facility does not constitute the facility a public facility, or forum that is open to use by individuals, groups, associations, or corporations on a first-come, first-served basis.
- 3. The Senior Vice President for Academic Affairs, through the campus Vice Presidents/Provosts and in consultation with the Senior Vice President for Administrative and Fiscal Services, is charged with the primary responsibility for coordinating and scheduling the use of campus Special Use Facilities to accommodate the educational programs and services of the College.
- 4. The appropriate instructional dean, Special Use Facilities manager, or Vice President/Provost's designee on each campus shall develop and publish specific guidelines governing the use of Special Use Facilities by College and community organizations or groups. Copies of these guidelines shall be made publically available.
- 5. Those who wish to use one of these facilities should contact the designated scheduler for the facility.
- 6. An electronic calendar of events will be maintained by the designated scheduler for each facility and will be made available for viewing by a limited number of authorized personnel.

M. Use of Information Technology Resources Equipment

When a College or community group, organization, or individual using a College facility desires to information technology equipment belonging to the College, arrangements should be initiated through the Office of Facilities ([Request for Services Form #8.113b](#)) at the time a space reservation is requested. Final approval cannot be given to such requests until the Office of Information Technology has approved the request. Any time that this equipment is used by a community group, a member of the Office of Information Technology staff shall be present (the cost of this service is not included in the consolidated fee charged to community groups, and will be assessed separately).

N. Use of Food Service

When a College or community user desires to serve food at an activity or event, arrangements for food services must be made through the Senior Vice President for Administrative and Fiscal Service, or designee, in compliance with existing contracts.

O. Alcoholic Beverages

The Senior Vice President for Administrative and Fiscal Services, or designee, shall implement guidelines to authorize the use of alcoholic beverages at the College and is responsible, as the President's designee, for approving, or disapproving, all such requests.

P. Use of College Libraries

1. The Montgomery College Libraries serve the information needs of the College community. The services and collections provided by the Libraries are governed the educational and academic needs of the College's students, faculty, staff, and administrators, and the size of the Libraries' staff.
2. The primary purpose and focus of the College libraries is to support the information resource needs of the academic and instructional programming offered at the College as well as programs offered by Workforce Development & Continuing Education. The Libraries' staff cooperatively acquires and makes accessible collections available at the College campuses and online. The Libraries' staff provides orientation about its services and collections to students and faculty, reference and research assistance, and in-depth instructional programming in support of the College's academic and educational offerings.
3. The Montgomery County, Maryland, and Washington D.C. community are welcome to use the resources of the Libraries within its community patron program described in the Libraries' web pages. The Libraries' collections, which support the needs of the College's students, faculty, staff, and administrators, are available for circulation to those who identify themselves as residents of Maryland, or Washington, DC. Materials will be loaned and recalled following the procedures described in the Libraries' Borrowing Policy.

4. All library users are subject to the College's [66001-Acceptable Use of Information Technology](#) policy with regard to computing and online resources.

Q. Postponement or Cancellation of Meetings

The President (or designee) may postpone or cancel any meeting scheduled in College facilities or scheduled by College groups if and when such a postponement or cancellation is necessary to fulfill the responsibilities or other scheduled commitments of the College or its campuses, or, if and when such a meeting would unduly interfere with, or prevent the fulfillment of the responsibilities, or other scheduled commitments of the College or its campuses.

IV. Reimbursement for Use of Facilities

A. Consolidated Fee Schedule

1. For reimbursement purposes there are three categories of users:
 - a. Group A includes College groups or organizations and/or College-sponsored groups or organizations. College groups are those recognized as legitimate subgroups of the faculty, staff or administrative functions or by the Dean of Student Services as legitimate student groups. College-sponsored groups are those which are hosting an event in conjunction with the College or whose events have been approved by the President or designee on an event-by-event basis as beneficial to the College's mission.
 - b. Group B includes all Public Agency users and documented non-profit users.
 - c. Group C includes all other users.
2. Reimbursement by Users
 - a. Group A users shall not be charged fees. These users may, however, be required to pay any direct costs associated with the activity or event.
 - b. Group B users shall pay a reduced fee as determined by the President, or designee. In addition, this group may also be charged all direct costs associated with the activity, or event, which are over and above those included in the fee.
 - c. Group C users shall pay 100 percent of the fee. In addition, this group may also be charged all direct costs associated with the activity, or event, which are over and above those included in the fee.

B. Consolidated Fee Schedule Waiver

1. The Campus Facilities Director shall send requests to waive the fee, and requests to use facilities by private individuals or groups, to the appropriate Vice President/Provost with a recommendation for action after consulting with the Vice President of Facilities and Security. If the Vice President/Provost does not concur with the Campus Facilities Director's recommendation, and the matter cannot be resolved with the Campus Facilities Director, the Vice President/Provost may make a request to the Senior Vice President for Administrative and Fiscal Services to waive the fee (in whole or in part) or to permit use of the facilities by the requesting private individual or group.
2. In making the request to the Senior Vice President for Administrative and Fiscal Services, the Vice President/Provost shall consider the value to the College of the proposed event/use; the ability of the requestor to pay the full fee; any direct or indirect financial impact on the College; other options available to the requestor; and any impact on other scheduled use.
3. The Senior Vice President for Administrative and Fiscal Services, in consultation with the Vice President of Facilities and Security, the Senior Vice Presidents for Academic Affairs, Student Services, and Advancement and Community Engagement (as appropriate), shall make the final decision.
4. For any persons, groups or organizations that are not required to reimburse the College for facilities or services, it shall be the responsibility of the person or persons making application for the use of College facilities for that group to restore the facilities to their prior state of cleanliness and orderliness. Failure upon the part of the concerned person or persons, to whom permission has been granted to hold a meeting, to leave the facilities reasonably clean and orderly after the meeting will be cause to refuse to allow any further use of the facilities by the same parties.

Administrative Approval: February 4, 1975; February 25, 1985; October 1, 2015; March 17, 2016.

Chapter: Facilities

Modification No. 003Subject: **Restrictions on Smoking, Tobacco, and Sale of Tobacco Products**

- I. Montgomery College recognizes its leadership role in promoting and maintaining a tobacco and smoke-free environment. Therefore, in compliance with all applicable county regulations and in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Montgomery College is a tobacco and smoke-free institution. Enforcing a tobacco and smoke-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Montgomery College community shares equally in the responsibility for adhering to and respectfully enforcing the smoke and tobacco-free policy.
- II. For the purposes of this policy,

Electronic cigarettes are defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including electronic cigarettes.

Tobacco use is defined as the lighting, burning, oral use, or ingestion of any tobacco product.

Vaping is defined as the act of using an electronic cigarette.
- III. Specifically, smoking and tobacco use:
 - A. is prohibited in or on all College-owned property and within leased College office and classroom space;
 - B. is prohibited in all indoor and outdoor facilities, including athletic fields, amphitheaters, entrance steps and ramps, restrooms, pedestrian walkways, entryways, portable buildings, terraces, in privately owned vehicles and campus bus stops;
 - C. is prohibited in College-owned or leased vehicles; and
 - D. is prohibited at meetings or conferences sponsored by Montgomery College.
- IV. Smoking and tobacco products will not be sold in College facilities.
- IV. The President is authorized to develop and implement procedures to implement this policy.

Board Approval: June 16, 2003; April 28, 2008; June 16, 2015

Chapter: Facilities

Modification No. 003Subject: **Restrictions on Smoking, Tobacco, and Sale of Tobacco Products****I. Enforcement of Tobacco-Free Policy**

- A. The College smoke and tobacco-free policy relies on the thoughtfulness, consideration, and cooperation of smokers or tobacco users and non-smokers or non-tobacco users for its success. It is the responsibility of all members of the College community, as well as visitors to the College, to inform others and observe the policy.
- B. Employees that fail to comply with the smoke and tobacco-free policy will be subject to progressive disciplinary actions as follows: oral warning, written warnings or written reprimands, or disciplinary suspension. A college employee's supervisor shall select the disciplinary action which in his or her judgment is most appropriate in the light of the facts, circumstances, and other relevant factors.
- C. Students that fail to comply with the smoke and tobacco-free policy will be subject to progressive disciplinary actions as follows: first reported offense- reminder and oral warning; second offense- a written warning, and third offense- formal charges under the Student Code of Conduct that can result in various sanctions including community service, suspension, and ultimately dismissal.
- D. Visitors are expected to comply with the smoke and tobacco free policy. The college community is responsible for visitors' compliance with the College's smoke and tobacco-free policy. Visitors that fail to comply with the smoke and tobacco-free policy will be informed of the policy and requested to cease their use of tobacco products. Visitors that refuse to comply will be asked to leave the college premises.

II. Reporting Violations

- A. Initially, Healthy Campus Advocates will be assigned to each campus to support the college community enforcement of the smoke and tobacco-free policy by informing and reminding students, college employees and visitors of the policy and reporting violations as appropriate.
- B. Reports of College employee violations will be forwarded to Vice President of Human Resources and Strategic Talent Management, who will then forward the report to the employee's supervisor.
- C. Reports of student violations will be forwarded to the Dean of Student Development and/or a designated Instructional Dean of Workforce Development and Continuing Education.
- D. Safety and Security will provide support for the Healthy Campus Advocates when an individual does not comply with the policy and when the situation may warrant their added involvement.

III. Exceptions

These procedures do not apply:

- A. Where there is a legitimate educational or instructional purpose and approval has been granted by the Senior Vice President for Academic Affairs in consultation with the Campus Vice President and Provost.
- B. Where used in preparation for and performance of College sanctioned theatrical productions, parades or other public ceremonial purposes and approval has been granted by the appropriate Senior Vice President in consultation with the Campus Vice President and Provost.

Administrative Approval: June 16, 2003; April 28, 2008; June 16, 2015

Chapter: Facilities

Modification No. 003

Subject: **Freedom of Expression**

- I. Montgomery College supports the rights of the College community to exercise their First Amendment right to freedom of speech, freedom of the press, freedom of expression, and the right to peaceful assembly.
- II. These activities must not disrupt the operations of the College. Accordingly, the time, place, and manner of exercising speech on College property are subject to regulations that shall provide for non-interference with College functions, reasonably protect individuals against practices which would make them involuntary audiences, and respect each person's right to choose whether or not to participate. All expressive activities shall be treated equally and therefore regulations to time, place, and manner shall be established and enforced without regard to the content or viewpoint of the expressive activity.
- III. Persons engaged in expression shall make it clear that their actions are an expression of their own individual viewpoint and do not represent the College's position as an institution.
- IV. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

Board Approval: May 10, 2004; January 23, 2017; December 9, 2024.

Chapter: Facilities

Modification No. 005

Subject: **Freedom of Expression**

I. Scope and Applicability

- A. The College is committed to supporting freedom of expression and assembly by members of the College Community, provided such activities do not endanger the safety or security of the College community, cause damage to property, or disrupt the educational or operational functions of the College.
- B. These procedures include neutral, reasonable rules regarding time, place and manner applicable to all constitutionally protected expressive activities, that are intended to ensure the safe and orderly operation of the College. The College shall treat all viewpoints equally when seeking to regulate the time, place, or manner of expressive activities.
- C. This policy and procedures apply to all persons on College-owned or leased property, including students, employees, College groups ("Internal Users"), as well as persons present as visitors, licensees or invitees who are not students or employees ("External Users"). External Users may not use College-owned or leased property, except where explicitly permitted.
- D. All persons engaging in expressive activities pursuant to this policy and procedures shall comply with directions of College officials acting in the performance of their duty and may be required to provide student, staff, or other form of identification.
- E. All persons engaging in expressive activities are subject to and expected to comply with all applicable College policies and procedures, including but not limited to 31000: Code of Ethics and Employee Conduct and 42001: Student Code of Conduct.
- F. Nothing in this policy or procedures is intended, nor shall be construed, to authorize or protect speech or other expressive activities that are not protected by the First Amendment, constitute a violation of College policy or federal, state or local law, or involve a material and substantial disruption to College operations.
- G. The following are expressly prohibited:
 - 1. Disruption of, or interference with, instruction or other College business and/or campus events, including online/virtual instructional activities and College events;
 - 2. Categories of speech that are not protected by the First Amendment: incitement to violence, fighting words, or displays of obscenity;
 - 3. Actual or threats of physical violence, or other forms of unlawful harassment, or destruction/defacement of property;

- 4. Interference with free entry to or exit from College facilities and/or the free movement by individuals;
 - 5. Interference with the rights of other members of the College community to freedom of speech or assembly or other rights.
- H. The exercise of any right or activity pursuant to this policy and procedures by any person or group does not constitute an endorsement by the College of the views or opinions expressed therein, and the College reserves its own rights under the First Amendment to speak or act as it deems appropriate to educate members of the College community.
- I. Nothing in this policy or procedures shall limit or interfere with any employee rights under Title 16, Subtitle 7 of the Maryland Education Article or the terms of any applicable collective bargaining agreement.

II. Demonstrations and Protests

- A. This section applies to all demonstrations, protests, rallies, marches, vigils, and equivalent activities (hereafter collectively referred to as “demonstration(s)” regardless of how characterized or labeled).
- B. It is the intent of the College to ensure that all demonstrations on College property occur safely and without disruption to standard College operations through proper planning and scheduling whenever possible.
- C. Demonstrations involving 30 or fewer Internal Users that do not otherwise violate these procedures may generally occur at any publicly accessible outside location on College property on a first-come, first-served basis without advance registration. The College encourages Internal Users to provide prior notice of all demonstrations.
- D. Internal users planning a demonstration on College property for which they expect more than 30 persons to attend are strongly encouraged to submit an On Campus Space Reservation Contract indicating the date, time and duration of the proposed activity, and the number of participants reasonably expected to attend. This will help to ensure sufficient Public Safety Officers can be present to maintain safety.
- E. External users planning a demonstration on College property must submit a Community Use Space Reservation Contract indicating the date, time and duration of the proposed activity, and the number of participants reasonably expected to attend. Internal Users have priority as to the use of all College property.
- F. Space Reservation Contracts should be submitted to the Campus Dean as soon as possible and at least three business days in advance of a planned demonstration. The Campus Dean or their designee will consult with public safety and respond to the request within two business days.
- G. Space availability and College operations (not content or viewpoint of the event) will be the driving forces behind limitations on time or place. In the event that a

request is denied, an appeal may be made to the Vice President of Facilities Management, Capital Planning, and Sustainability, who shall respond promptly.

- H. Occasionally, events occur that lead to immediate public outcry, and these procedures are not designed to limit persons' rights to protest such events. Spontaneous demonstrations may occur without advance notice provided these activities do not otherwise violate these procedures. However, planned activities shall not circumvent these procedures by claiming to be spontaneous. In assessing whether a demonstration was planned or spontaneous, the College will consider the totality of circumstances.
- I. Demonstrations shall not take place inside buildings, within twenty-five feet of ingress or egress of a building, or in parking lots or garages.
- J. No persons shall be permitted to camp or set up any tent or other permanent or semi-permanent structure on College-owned or leased property.
- K. Demonstrations shall only be conducted between the hours of 7 a.m. and 9 p.m.
- L. Demonstrations shall not block stairways, walkways, entrances, or exits from buildings or roadways or otherwise interfere with the free movement of vehicular, bicycle, or pedestrian traffic on College property.
- M. Persons shall not obstruct, disrupt, interrupt, or attempt to force the cancellation of any event or activity sponsored by the College or by any users authorized to enter use College facilities.
- N. No use of amplified sound or public address systems over 65 decibels at their source is permitted.
- O. Signs, banners, flags and similar items carried during demonstrations are subject to section III of these procedures, and should be constructed entirely of soft material such as cardboard and cloth, and should not be attached to poles, sticks, or other potentially dangerous material.
- P. Torches and open flames are prohibited during demonstrations.
- Q. If a "counter" demonstration occurs at the same time or within close proximity of a demonstration, the Campus Public Safety Office may establish a buffer zone between the two groups.
- R. Demonstrations may continue so long as they are in compliance with all applicable federal, state, and local laws and College policies, rules, and regulations.
- S. In the event of any violations of these procedures, other applicable College policy or procedures, or federal, state or local laws the Campus Dean (or designee), shall make a decision as to whether the demonstration may continue. In making this decision, the Campus Dean shall consult with the Public Safety representative for that campus and for incidents involving students with the Campus Dean of Student Affairs (or designee). In making this decision, the Campus Dean shall consider all the relevant facts and circumstances including

any particular incidents that have occurred, the number of complaints, and the legitimacy of the complaints.

- T. If the Campus Dean (or designee) determines that a demonstration involves unlawful or disruptive activities or is otherwise interfering with the rights of others, they (or their designee) shall make an effort, if possible, to end such activities by speaking directly to those demonstrators and requesting that such activities cease. If unlawful or disruptive activities continue, participants shall be informed that local authorities will be notified. The Campus Dean (or designee) shall ask College Public Safety to intervene. If Public Safety deems it necessary, they are authorized to notify local authorities, for example in emergency situations when the safety of individuals appears at risk.

III. Posters, Signs, and Banners

The primary intent of this section is to help assure the safety of everyone on College grounds and to preserve and protect the appearance, cleanliness, and function of College buildings and grounds. The purpose is also to restrict College property (here, bulletin boards) to Internal Users. Use of College email or social media to disseminate information like that included on posters and signs is not covered by this Procedure, but must comply with 62003: Public Information, Communications, and Marketing and 66001: Acceptable Use of Information Technology.

- A. College departments may post materials within their units without prior notice to the Campus Facilities Office. If departments want to post materials outside of their units or want to request an exception to the general guidelines, unit heads shall notify the appropriate Campus Facilities Office in advance and work with that unit to assure that such materials are mounted, placed, and removed in a timely way.
- B. Materials, including but not limited to posters, flyers, pictures, signs, brochures, and all other materials of this nature, may be posted only on “General Use” bulletin boards and outdoor kiosks by Internal Users. Prior approval is not required to post materials at these locations. “General Use” bulletin boards are located in most College buildings and are maintained by the Office of College Facilities.
- C. Materials shall not be posted on College property, including computer monitors, electronic message boards, windows, doors, trees, refuse containers, utility poles, fountains, benches, walls, fences, or vehicles.
- D. All materials must clearly identify the group(s), organization(s), or person(s) responsible for producing and posting the materials, including the name of the contact person and direct contact information, such as email, address, and/or telephone number, except that an alternative bulletin board space will be made available for any Internal User wishing to preserve anonymity. There shall be at least one such bulletin board available in each student center that is clearly identifiable as allowing materials to be posted by Internal Users on an anonymous basis.
- E. Materials designed to promote the consumption of alcoholic beverages, tobacco products, or legally controlled substances, are not permitted.

- F. Posters/flyers must not exceed 18" x 24" in size and only one poster per group/individual per event may be placed on a single general-use bulletin board at any given time. Material must be fastened with tacks or staples (no tape or glue). When posting material, any material already displayed should not be removed or otherwise tampered with or defaced.
 - G. The painting of sidewalks, landscaping, or structures is prohibited.
 - H. The hanging (attachment) of banners is prohibited, except in consultation with the Campus Facilities Director.
 - I. Writing signs, ads, promotions or placing drawings of a non-instructional nature inside classrooms or on classroom doors is prohibited.
 - J. Staked-yard signs are only permissible for College-sponsored events but must be removed by the sponsoring unit or department within 24-hours of the event.
 - K. Political signs are prohibited except on Election Day and during the early voting period in designated electioneering areas adjacent to the polling locations and ballot drop boxes. All political signs must be removed by the person who posted them within 24 hours of the polls closing. Any political signs placed outside the designated electioneering area will be removed.
 - L. Materials that are posted improperly will be removed promptly by Public Safety, Facilities, or other College staff.
 - M. The person or organization shall remove each of its signs not later than thirty (30) days after posting or not later than 24 hours after the event to which each sign relates. The person or organization shall clean and remove any litter that results from the posting of its signs.
 - N. College Facilities staff shall clear all general use bulletin boards once per month, on the date noted on the bulletin board, and all materials will be discarded, regardless of when they were posted.
 - O. No person shall remove materials posted in accordance with these rules without the authorization of the College Facilities staff, except as provided in III.M above. The College is not responsible for material removed by unauthorized individuals.
- IV. Distribution of Printed Material

Non-commercial printed materials may be distributed on College-owned or leased property only in accordance with the following procedures:

- A. For purposes of this section, "printed materials" includes newspapers, handbills, leaflets, pamphlets, posters, magazines, and all other printed items of a like nature. "Distribution" means the unsolicited offering or handing of printed materials to passersby.
- B. This section shall not apply to distribution of material related to authorized activities of the Office of Student Life or collective bargaining laws.

- C. Internal users must submit an On Campus Space Reservation Contract to secure a date(s) and location to distribute printed materials and provide all required information. The Office of Facilities shall grant approval on a first-come, first-served basis, provided the requested location will allow for the free flow of traffic and persons. Internal Users may, but are not required to, submit printed materials to the Office of Facilities.
 - D. External users must submit a Community Use Space Reservation Contract to secure a date(s) and location to distribute printed materials.
 - E. The Campus Office of Facilities may provide tables and chairs appropriate to distribute and display the materials as needed and shall designate a location that will provide for the free flow of traffic and persons.
 - F. Individuals or groups distributing the materials are responsible for leaving the area clean, including discarded materials, and should make efforts to avoid litter.
 - G. Individuals or groups may not leave materials unattended and College Facilities staff may remove and dispose of any such materials.
 - H. Distribution of printed materials by means of accosting individuals or by hawking is prohibited. It is a violation of this policy to hand printed materials to or throw them at an individual who has communicated that they do not wish to receive such materials.
 - I. Materials may not be placed on vehicles without the owner's permission in accordance with applicable provisions of the Montgomery County Code.
 - J. No materials may be sold without the approval of the Director of Auxiliary Services, in accordance with College policies and procedures.
- V. Gathering Signatures on Petitions
- Signatures may be obtained for petitions only in accordance with the following procedures:
- A. This section shall not apply to authorized activities of the Office of Student Life or petition activity under collective bargaining law.
 - B. Internal Users wishing to gather signatures on college property are encouraged to notify the Campus Office of Facilities in advance. External users are required to obtain a visitor's pass.
 - C. Individuals or groups gathering signatures for petitions are subject to the following restrictions and requirements in order to be authorized to obtain signatures under this section:
 - 1. The activity of gathering signatures for petitions may not occur inside college buildings, nor within twenty-five feet of any building in which classes are held, nor during online classes or via the Learning Management System.

2. The activity of collecting signatures may not block stairways, walkways, entrances, and exits from buildings or roadways or otherwise restrict free movement on any College property.
 3. The activity of collecting signatures may not involve intrusive activities such as accosting individuals or use of other similar aggressive, harassing, or threatening techniques.
 4. The activity of collecting signatures may not involve disruption of or interference with college instructional activities, other college business, and/or campus events by noise or activity associated with the process used in collecting signatures.
- D. If the request for signatures on a petition includes distribution of printed material, compliance with the procedures applicable to distribution of printed material is required. An occasional giving of a copy of the petition to a person at their request shall not be considered distribution of printed materials.

VI. Student Journalism and College-Sponsored Media

- A. Subject to the provisions in VI.C below, a student journalist may exercise freedom of speech and freedom of the press in College-sponsored media.
- B. Subject to the provisions in VI.C below, a student journalist is responsible for determining the news, opinion, feature, and advertising content of College-sponsored media.
- C. Nothing in this procedure shall be construed to authorize or protect content of College-sponsored media by a student journalist that:
 1. Is libelous or slanderous;
 2. Constitutes an unwarranted invasion of privacy;
 3. Includes language that has the intent to harass, threaten, or intimidate an individual;
 4. Violates federal, state, or local law; or
 5. Incites behavior that creates a clear and present danger or the commission of an unlawful act, the violation of College policy, or the material and substantial disruption of College operations.
- D. No employee may use their position to influence a student journalist to promote an official position of the College.
- E. A student journalist may not be disciplined for acting in accordance with these procedures.
- F. Any employee serving as a student media advisor may not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against for:

1. Acting to protect a student journalist engaged in conduct pursuant to these procedures;
2. Refusing to infringe on conduct that is protected by these procedures, the First Amendment of the United States Constitution, or Article 40 of the Maryland Declaration of Rights.

VII. Enforcement

- A. Activities that violate this policy or procedures may be subject to modification or cancellation.
- B. Internal users who violate this policy or procedures may be disciplined pursuant to applicable College policies and procedures and may be reported to appropriate law enforcement authorities.
- C. External users who violate this policy or procedures are subject to trespass procedures and may be reported to appropriate law enforcement authorities.

Administrative Approval: May 10, 2004; August 13, 2010 (administrative corrections only); February 4, 2016; January 26, 2017' January 21, 2025.

Chapter: Facilities

Modification No. 001Subject: **Protection of Minors**

- I. In matters of child welfare, the College shall place the highest priority on the interests of the minor. Montgomery College is committed to providing a safe environment for minors who participate in College programs and activities. The College endeavors to prevent harm to minors and to take prompt steps to address any harm that may occur. This obligation includes the protection of minors from abuse or neglect, including sexual abuse, and requires prompt and effective response to suspicions of, or observations of abuse or neglect.
- II. It is the policy of Montgomery College that no employee, student, volunteer, or member of the community shall harm a minor; this prohibition applies to individuals and members of outside groups that may use College facilities, participate in College programs, or otherwise be present on college property. The College will hold accountable any individual within its authority who harms a minor. The College will cooperate with county, state, and federal authorities charged with the protection of minors.
- III. Montgomery College expects parents and guardians accompanying minors to supervise minors at all times. College employees are expected to contact and involve government authorities in matters of child welfare through College Security or others as appropriate, except for situations of mandatory reporting of child abuse or neglect, in which reporting to government authorities is required and not optional.
- IV. The College will endeavor to protect minors by defining responsibilities of employees, students, volunteers, and those unaffiliated with the College who use College facilities or participate in College programs. Responsibilities may include the following: (i) meeting standards established for programs and activities that serve minors, (ii) participating in awareness training on child abuse and neglect, (iii) establishing effective protocols for dealing with unsupervised minors, (iv) screening, as determined to be appropriate, for employees, students, and volunteers who may have significant interaction with minors, and (v) meeting legal obligations for reporting child abuse and neglect.
- V. The president is authorized and directed to establish procedures necessary to implement this policy.

Board Approval: April 28, 2014

Chapter: Facilities

Modification No. 007Subject: **Protection of Minors****I. Introduction**

In matters of child welfare, Montgomery College places highest priority on the interests of the minor. The president has developed the following procedures to implement Policy 75005, "Protection of Minors," adopted by the Board of Trustees. These procedures set minimum requirements. Some units of the College, including the Center for Early Education and Workforce Development and Continuing Education, may implement additional protections to satisfy regulatory guidelines or good practices specific to their situations.

II. Definitions

- A. Authorized Adult - an individual who has satisfied the following: completed background screening as specified; completed child abuse course; and listed on the Program Registration form as an individual responsible for supervision.
- B. Child Abuse¹ - Physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.
- C. Child Neglect² - Failure to give proper care and attention to a child, including leaving the child unattended, under circumstances indicating: 1) that the child's health or welfare is harmed or placed at substantial risk of harm; or 2) mental injury to the child or a substantial risk of mental injury.
- D. Child Protective Services - Maryland public agency responsible for protecting children from abuse and neglect. Also known as CPS.
- E. Child Sexual Abuse³ - Any act that involves sexual molestation or exploitation of a child.
- F. College - Montgomery College.
- G. Educator - A teacher, professor, staff, or faculty member.
- H. Human Service Worker - A counselor, social worker, caseworker, probation or parole officer.
- I. Mandated Reporter - Under Maryland law, any adult who has reason to believe a child may have been subjected to abuse or neglect.

¹ Under Maryland law, an act constitutes child abuse, child neglect, or child sexual abuse only if committed by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. An individual who harms a child may lack this type of relationship with the child. The harmful conduct may nonetheless be a crime, for example, assault or a sexual offense, and not subject to the mandatory reporting law; however such conduct should be reported to the college to evaluate the applicability of State reporting requirements.

² See footnote 1.

³ See footnote 1.

- J. Minor (Also Child or Youth) - A person under 18 years of age.
- K. Youth Protection Coordinator - College employee who has responsibility for coordinating compliance with these procedures and the companion policy.

III. Reporting Child Abuse or Neglect

The most important factor in reporting is to act promptly. Reporting procedures vary depending on whether the problem is child abuse or child neglect. If the individual making the report is a health practitioner, police officer, educator, or human service worker, some added responsibilities apply.

This section explains legally-required reporting to government authorities under Maryland law. It also explains internal reporting requirements within the College and how to obtain advice.

A. Protection for Individuals Making Reports

The College will not retaliate against any person for making a good-faith report of child abuse or neglect. In addition, Maryland law provides immunity to anyone making a good-faith report of child abuse or neglect, so the alleged wrongdoer cannot recover damages from the reporter for making the report.

B. Who Must Make a Report

Anyone who has reason to believe a child has been subjected to abuse or neglect must make a report to government authorities. This includes College employees, students, volunteers, visitors, and individuals or groups using College facilities for any purpose.

C. Reporting Child Abuse to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must give notice about the suspected child abuse immediately after forming the suspicion that abuse occurred to EITHER (a) the local social services department or (b) the local law enforcement agency. Notice may be oral, except as provided in section E below. The relevant locality is where the child lives or where the abuse occurred. In Montgomery County, the appropriate social services agency is the Child Abuse and Neglect Hotline at 240-777-4417. For the Montgomery County Department of Police, the non-emergency number is 301-279-8000.

D. Reporting Child Neglect to Government Authorities

1. In an emergency, dial 911.
2. Regardless of whether 911 is contacted, employees must immediately after forming the suspicion that neglect occurred notify the local social services department for the area in which the child lives or in which the

neglect occurred. In Montgomery County, contact the Child Abuse and Neglect Hotline at 240-777-4417.

E. Special Rules for Certain Professionals

1. Health practitioners, police officers, educators, or human service workers acting in a professional capacity must follow an oral report with a written report to the relevant agency within 48 hours after forming the belief that the child may have been subjected to abuse or neglect.
2. Report Contents. Insofar as is reasonably possible, an individual who makes a report shall include in the report the following information:
 - a. the name, age, and home address of the child;
 - b. the name and home address of the child's parent or other person who is responsible for the child's care;
 - c. the whereabouts of the child;
 - d. the nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect; and
 - e. any other information that would help to determine:
 - i. the cause of the suspected abuse or neglect; and
 - ii. the identity of any individual responsible for the abuse or neglect.

- F. A copy of the report must be provided to the College's youth protection coordinator. The record is maintained in the event verification of fulfillment of mandatory reporting obligations is needed.

For minors enrolled in the Dual Enrollment Program the College has additional reporting obligations. In such cases, the College's youth protection coordinator will fulfill the College's obligation to share information with the student's secondary school in accordance with the College's memoranda of understanding. This includes cases involving dually enrolled MCPS students and students from other secondary school systems where a written report must also be submitted to the student's secondary school district.

G. Internal Reporting of Harms to Children

After reporting to government authorities, the individual must also make a report to the College if either the abuse bears a connection to the College or the individual became aware of the abuse as part of his or her College responsibilities. Promptly notify the Department of Public Safety which, in turn, should notify the youth protection coordinator. Report to the College only after any mandated reporting to the government.

To ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Public Safety must disclose certain crimes in the daily crime log and yearly statistics that are published in the annual report, depending on geographic location where the crime occurred.

Names and personally identifying information are not disclosed, only the report of the incident and the location it occurred.

If an individual is unsure about whether or how to make a report, promptly contact the youth protection coordinator.

H. Disclosure by an Adult of Prior Abuse or Neglect as a Child

An adult may disclose that he or she was abused or neglected as a child. Even if the event(s) occurred a long time ago, employees are compelled by law to make a report. If there are concerns, about reporting, please contact the youth protection coordinator (See Opinion of the Maryland Attorney General dated December 3, 1993, at 78 Op. Att'y Gen. 189).

I. How to Respond to A Disclosure of Child Abuse or Neglect

It is not the role of any College employee, contractor or volunteer to investigate to determine the validity of a report of suspected abuse or neglect. Detailed questioning should be avoided as it can cause trauma or compromise an investigation. If a minor provides information pertaining to suspected abuse or neglect to a College employee, contractor or volunteer, that individual may ask limited follow-up questions to assist in obtaining a brief description of the incident and injuries, where they occurred, and the name or a description of the alleged offender. Individuals receiving reports of suspected abuse or neglect shall not interrogate or collect written statements from any alleged victim or witness nor shall they confront the alleged offender.

J. Internal Investigations

1. In cases of alleged abuse or neglect by a College employee, the College may conduct an internal investigation consistent with all applicable College policies and procedures and recommend appropriate discipline. The College may conduct an internal investigation even when CWS screens out or closes the case without acting because such cases may involve violations of College policies. To the extent permitted by law, the College's investigations should make use of police reports, statements, and other information obtained by external investigators to avoid repetitive questioning of alleged victims and witnesses.
2. Internal investigations may focus on whether appropriate reporting of suspected abuse occurred as required by law and this procedure or whether an employee failed to meet their reporting obligations.

IV. Criminal History Checks

Criminal history background checks can help screen employees, students, and volunteers for their suitability in working with children and other vulnerable populations. This section describes criminal history check requirements for employees and other individuals. The College evaluates criminal histories on an individualized basis rather than imposing an automatic disqualification. Criminal history checks must be completed before an individual interacts with minors on behalf of the College.

Some College employees and students may undergo criminal checks before participating under College auspices in the Montgomery County Public Schools (MCPS) or other community settings. This section does not replace MCPS or other external criminal history check requirements.

A. College Employees

1. All newly-hired College employees undergo criminal history checks. Subject to resource availability, the College intends to conduct criminal history checks on all College employees who have contact with minors. These checks are conducted pursuant to College Policy and Procedure [32101–Employment Practices](#) and as determined by Human Resources and Strategic Talent Management (HRSTM).
2. College employees working with students in credit and noncredit academic courses and programs specifically designed to be delivered to K-12 aged students will undergo Criminal Justice Information Services (CJIS) background screening. This includes the ACES and Dual Enrollment Programs. This applies equally to those courses being delivered on and off campus, including online.
3. College employees whose primary duties involve working with minors will be required to undergo periodic background checks as determined by the College or applicable requirements.

B. College Volunteers and Outside Groups

1. For College volunteers who have contact with minors, the youth protection coordinator will require the individual to have a satisfactory criminal history check based on a check of the national sex offender public website, maintained by the United States Department of Justice, using the individual's name and place of residence. See www.nsopw.org.

Subject to resource availability and based on the nature and duration of the volunteer assignment, the College will conduct criminal history checks on volunteers who have contact with minors pursuant to College Policy and Procedure 39002-Volunteers and Interns.

2. As discussed below under “Use of College Facilities by Outside Groups,” (Section VII below) external youth-serving groups using College facilities may be required to implement criminal history checks for their employees and volunteers.

V. Program Registration and Approval Requirements

Youth-serving programs exist in many parts of the College, including academic, recreational, and community outreach units. To facilitate compliance with this policy, all programs that serve youth must register in advance and satisfy other child protection requirements. The youth protection coordinator has the authority to disallow youth programs that do not meet the requirements stated in this procedure. College credit or noncredit classes where College registration is required are not subject to Program

Registration requirements detailed in this section. To register youth-service programs, program directors and event planners should follow the following guidelines:

- A. Notify the youth protection coordinator at least 30 calendar days before the program begins. Use the [online registration form](#) or send an email to the youth protection coordinator.

Registration forms submitted to the youth protection coordinator outlining proposed College-sponsored events must include documentation that an administrator with authority over the sponsoring unit has approved the proposed event.

- B. Establish staffing ratios for the program or follow staffing ratios already established. Staffing ratios should account for factors including: the type and length of the program; the numbers, ages, and experience levels of the youth; the ages and experience levels of the staff; whether the program involves transportation, swimming, changing clothes, showering, or other special circumstances; and how the program will function if a staff member is unavailable or attending to emergency needs of a single child rather than supervising the whole group.
- C. Coordinate criminal history checks for current employees with the youth protection coordinator. The youth protection coordinator will notify the program director or event planner whether or not the individual is authorized to have contact with minors. Until the program director or event planner receives this notification, the individual may not have contact with minors in the program.
- D. Formal and informal youth mentoring programs, internships and job shadowing programs that include minors or interactions with minors must be registered with the youth protection coordinator
- E. High school outreach and recruitment functions are exempt from the program registration requirement. Instead, as standard operating procedure, all Recruiters will comply with the following:
 - 1. CJIS background screening as a condition of employment;
 - 2. Completion of on-line and ongoing training on identifying and responding to child maltreatment, as defined by the youth protection coordinator;
 - 3. Adhere to behavioral expectations including the Rule of 3;
 - 4. Provide written notice to attendees that the College does not provide supervision at Recruitment events unless otherwise specifically indicated; and
 - 5. Report immediately any irregular contact with a minor that might be construed as problematic or conflicting with the Protection of Minors Policy & Procedure.

In the event that a recruitment program or event includes providing care, control and custody of minors, the event will follow the normal program registration steps as indicated in the policy.

- F. Public Events are exempt from the Program Registration Process. This applies to events open to the general public where minors are in the immediate care, control and custody of parents/guardians. Event organizers should consult with the youth protection coordinator if they are unsure about the applicability of this policy to their event.

VI. Behavioral Standards, Training, and Resources

A. Rule of Three

The College requires those working with youth not to be alone with a minor before, during, or after the program or activity. The “rule of three,” as it is known, calls for two responsible adults to be present at all times. Any exception to the “rule of three” must be made, in advance, by the supervisor or program director. The College will provide additional guidance on behavioral standards through training, educational resources, and consultation facilitated by the youth protection coordinator.

B. Electronic Communications and Social Media

Electronic communication with minors should be open and transparent. This includes email, phone, social media, texts and direct messaging. In all cases, communication should be conducted through College accounts, professional in nature and constrained to the educational program or activity. Any private electronic communication outside the scope of the activity or program between staff or volunteers and minors, including the use of personal social networking websites, is discouraged.

1. Group texting is an acceptable, convenient and quick means of communication. Best practice calls for the use of an app that enables transparent and open messaging and allows for the personal information of minors to remain private. Minors should never be required to share their personal contact information with adults or peers.
2. Social media services may be used to engage with minors as long as the communication happens through a College associated account. At least two College employees should have access to the account.

This section does not apply limitations to electronic communications between faculty and staff with minors enrolled in credit or non-credit courses. The information contained in this section should be viewed as a best practice in such instances.

VII. Use of College Facilities by Outside Groups

- A. Many outside groups use College facilities for their own youth-serving programs. Outside groups must meet the following requirements for the protection of minors:

1. Register the program at least 30 calendar days in advance under section V., subsection A. above.
 2. Structure the program to eliminate any one-on-one time between an adult and a minor in a private area not readily observable by others.
 3. Distribute educational materials provided by the College to the adults participating in the program and review the contents with adult participants.
- B. For outside groups required to have commercial general liability insurance, the insurance must have appropriate limits and types of coverage as determined by the General Counsel.
- C. For outside programs lasting more than one day (8 hours or more) or involving an overnight stay, conduct criminal history checks on all paid staff and volunteers. Outside programs must certify to the College that the outside group's staff and volunteers have satisfactory results from a completed criminal history check. No staff member or volunteer in an outside program lasting more than one day or including an overnight stay may work with youth on College premises until a satisfactory criminal history check has been completed.

Exemptions to the background screening requirement can be made at the discretion of the youth protection coordinator. One common exception will be for a single rehearsal and a single performance in one of the College's performing arts facilities, where the addition of the rehearsal triggers the background screening requirement.

- D. Comply with instructions from the youth protection coordinator concerning program operations.

The College may require an outside group to: (a) provide documentation showing satisfaction of all requirements in this section, and/or (b) permit the College to audit youth protection protocols and records upon request.

VIII. Miscellaneous Responsibilities – Children in the Workplace and Classroom, Unaccompanied Minors, and Vendors

- A. Employees may not bring children to work except for occasional short periods of time that do not interfere with the employee or his or her colleagues devoting their full attention to College business. The employee retains full responsibility for supervising the child at all times. Events such as "Bring Your Child to Work Day" or other activities especially designed to be suitable for children in the workplace may excuse personal supervision for the event.
- B. Students should make childcare arrangements for periods when they will be on campus. In an occasional emergency situation, and only with permission of the instructor, a student may bring a child to class provided that the situation does not interfere with other students' educational experience. If the instructor does not grant permission for the child to be present, the student must remove the child from College premises.

- C. Supervised children accompanied by responsible adults may be invited to participate in public activities organized and sponsored by the College. Except for specially planned public activities and supervised youth activities, no minors are permitted in a College laboratory or any other area or activity posing special risks to minors. No children, whether supervised or unsupervised, are permitted on construction sites, in maintenance facilities, or other areas where their presence constitutes a danger to themselves or others.
 - D. The College is not responsible for unaccompanied minors who are not participating in a structured program or activity. If a minor on College premises appears to be unaccompanied and in need of supervision (for example should an emergency arise), staff will contact the College Department of Public Safety and Emergency Management. Public Safety staff will temporarily supervise the minor and may, in their discretion, contact law enforcement or child protection authorities.
 - E. The College may require vendors and contractors to meet requirements of this policy including, among others, reporting obligations, criminal history checks, training, and adherence to behavioral standards.
 - F. The College is not responsible for injuries to children who are on College premises in violation of these procedural guidelines.
 - G. Students and employees who violate these procedures may be subject to disciplinary action and other appropriate sanctions by the College in accordance with normal processes.
- IX. Interpretations and Exemptions
The youth protection coordinator is authorized to interpret and grant specific exemptions to the application of these procedures. The youth protection coordinator must maintain a record of any such interpretations and exemptions, and on a regular basis (monthly unless otherwise requested by the president) furnish a copy of this record to the president and the general counsel.

Administrative Approval: July 29, 2004; June 10, 2013, April 28, 2014 (administrative correction only); February 23, 2015; November 27, 2017; October 18, 2019; February 22, 2023.

Chapter: Facilities

Modification No. 001Subject: **Drone/Unmanned Aerial Vehicle Use**

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- I. The Board of Trustees recognizes that the use of unmanned aerial vehicles ("UAVs") along with aerial vehicles known as "drones" can make significant contributions to College operations and service/outreach in a variety of disciplines. Additionally, aerial photography with UAVs can potentially assist in College land management, athletics, safety and other support functions.
 - II. UAV regulation is emerging and multi-faceted, and public concern with privacy as it relates to the use of UAVs is well documented. UAV operational safety, entailing both UAV equipment and use, is regulated by the FAA, and the College's location in the Washington D.C. metropolitan area presents additional regulatory challenges.
 - III. Therefore, it is the policy of Montgomery College that flying unmanned aerial vehicles of any type on all College property is prohibited except for approved operational or instructional use. Individual students, staff or outside entities may not operate unmanned aircraft/drones on College-owned property, interiors or exteriors.
 - IV. The College may require additional insurance provisions for operational and instructional use to ensure compliance with legal obligations and to reduce risks to safety, security and privacy.
 - V. The use of UAVs of any type is prohibited inside College-owned buildings unless used under the auspices of an academic program or individual with specific authorization from the appropriate provost in consultation with the campus facilities manager. UAVs shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, locker rooms, and private offices. UAVs shall not be used to monitor or record sensitive institutional or personal information which may be found, for example, on an individual's workspaces, on computer or other electronic displays.
 - VI. The College reserves the right to immediately shut down the operation of an UAV if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any college activity.
 - VII. Local Law Enforcement use of UAV technology in execution of a search warrant or as part of a tactical response to an immediate threat is automatically authorized, subject to applicable law and government regulations.
 - VIII. The President is authorized and directed to establish procedures to implement this policy.

Board Approval: January 23, 2017

Chapter: Facilities

Modification No. 005

Subject: **Vehicle Registration and Parking**

- I. The College may regulate parking at its facilities, including requiring the use of and payments for hang tags, decals and temporary permits, the assessment of penalties for parking violations, the establishment of methods for the collection of fines, and the institution of an appropriate appeals process for all persons parking at its facilities, including but not limited to students, full-time and part-time employees, vendors and visitors.
- II. All persons who use College facilities are subject to this policy. Any person violating this policy is subject to fines and penalties. The College will publicize and disseminate any parking fee schedules.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: February 25, 1985; January 17, 1989; November 18, 2004 (editorial); April 18, 2007; October 20, 2014.

Chapter: Facilities

Modification No. 005Subject: **Vehicle Registration and Parking**

I. Definitions

- A. Parking Fee – Parking fees at Montgomery College are assessed for those who wish to register and park a vehicle on College owned or leased property or in any designated College parking spaces. There is a flat rate fee for full-time and part-time employees and students which is assessed on a semester or annual basis depending on how the employee or student initially registers. This fee is refundable on a pro-rated basis should the employee or student return the parking permit to the Office of Public Safety prior to the end of the pre-paid period. The parking fee is separate from the transportation fee.
- B. Transportation Fee – Transportation fees at Montgomery College are assessed to establish an enterprise fund designated for transportation operations. Transportation fees are required to comply with the College's public bond obligations and the money is used to service debt on parking infrastructure funded by public bonds and for student use of the county's Ride-On bus service. Refunds may be issued pursuant to 45001-Tuition and Fees, Refunds.

II. Applicability and Responsibilities

- A. These procedures apply to all who drive or park a motor vehicle on any part of any campus or property owned, maintained, or operated by the College. Their purpose is as follows:
 - 1. To facilitate the operation of the College by providing appropriate parking spaces for those who attend or are employed at the College.
 - 2. To provide parking spaces for College visitors and guests, including vendors, deliveries, and others conducting business with the College.
 - 3. To provide adequate spaces for disability parking.
 - 4. To protect pedestrian traffic and preserve the grounds of the College.
 - 5. To assure access at all times for emergency vehicles.
 - 6. To notify all concerned of penalties involved for noncompliance and the appeals process associated with the enforcement of these penalties.
- B. The Vice President of Facilities and Public Safety shall develop specific motor vehicle regulations and fee schedules to implement these procedures. These regulations and fee schedules shall be available in the Campus Public Safety Offices and on the College website.

II. Vehicle Registration and Parking

A. General

1. Each person who parks a vehicle in any marked or designated spaces on any campus or property owned or leased by the College must display a valid Montgomery College parking permit. Parking maps and information about all College locations can be found on the [Montgomery College Parking and Transportation](#) website.
2. Vehicles must be parked in the designated area for which their parking permit is valid.
3. Motor-operated vehicles that do not require a MVA license plate must park in the designated parking areas for these types of vehicles. Individuals with state issued license plates attached to motor-operated bicycles, scooters, or motorcycles must obtain a permit before parking at the College.
4. Disability parking spaces are located on each campus for use by persons with disabilities who display an authorized disability license plate or hangtag. A properly displayed Montgomery College parking permit is also required. Public Safety does reserve the right to check the state identification card issued along with the permit. The person who is issued the plate or hangtag must be the driver or an occupant in the vehicle when it is parked to legally use a handicapped parking space.
5. A parking permit is only valid for parking on campus or property owned or leased by the College while the motor vehicle operator conducts College-related business.
6. Overnight parking is not permitted unless prior arrangements are made with Public Safety. Check with Public Safety if an emergency occurs or weather conditions make it necessary to leave a vehicle on campus.
7. It is not feasible to place signs on all areas of College property where parking is prohibited. Parking is valid only when vehicle is parked between the marked control lines in a single space.
8. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of parking spaces is not a valid reason for violation of these regulations.
9. Visitor parking areas are only available for persons who are not students, faculty, or staff of Montgomery College.
10. Vehicles parked outside of areas designated by the parking permit are subject to citation by Public Safety. Vehicles parked outside of any marked or designated College spaces or areas marked "No Parking" are subject to citation by local parking enforcement.

11. Any motor vehicle parked in violation of these regulations, or abandoned on campus, is subject to removal and impounding at the risk and expense of the owner.
12. Any operators of a motor vehicle who does not heed a Public Safety officer or parking attendant's warning is subject to having their vehicle cited and towed at their expense.
13. Faculty, staff and students are responsible for any citations that are issued under their vehicle or parking pass.

B. Employee Registration

1. Faculty and staff assessed a parking fee must display a valid parking permit. Part-time faculty and part-time staff will be assessed a pro-rated fee based on hours worked. A permit can be obtained by logging into the [MyMC](#) portal and clicking on the on-line parking link. Employees may pay for a permit annually or enroll on an ongoing renewal basis. Only one hangtag will be issued. The hangtag must be displayed with the number clearly visible from the outside of the front windshield.
2. A hangtag may be moved between registered vehicles but is only valid for one registered vehicle parked on campus at any given time.
3. Registration of motor vehicles belonging to new faculty and staff can be accomplished after receipt of their [MyMC](#) log in. The permit will be mailed and the receipt can be displayed during the three-to-five day mailing period.
4. Emeritus faculty and staff may receive a free hangtag by emailing a request to Parking and Transportation Services (parking@montgomerycollege.edu) or by going to the Office of Public Safety.
5. Student employees are only eligible for a student hangtag. Student employees working in a Central Services building may be provided a temporary parking permit that allows them to park in employee spaces for that location only.
6. If a hangtag is lost or stolen, contact the Parking and Transportation Services Office at parking@montgomerycollege.edu to obtain a replacement permit. A fee may be charged for the replacement of a hangtag.

C. Student Registration

1. Montgomery College students are assessed a transportation fee which currently includes the cost of a parking permit. All student vehicles must display a valid parking permit. A permit can be obtained by logging into the [MyMC](#) portal and clicking on the on-line parking link. Only one hangtag will be issued. The hangtag must be displayed with the number clearly visible from the outside of the front windshield.

2. A hangtag may be moved between registered vehicles but is only valid for one registered vehicle parked on campus at any given time.
3. If a hangtag is lost or stolen, contact the Parking Office at parking@montgomerycollege.edu or call 240-567-4213 to obtain a replacement permit. A fee may be charged for the replacement of a hangtag.
4. Parking permits are valid starting the beginning of each fall semester and expire at the end of the following summer sessions. All parking permits have an expiration date printed on the permit.
5. Workforce Development & Continuing Education (WD&CE) students parking a motor vehicle on any campus of the College while attending a program or class obtain a printable permit online. Permits must be displayed on the dashboard, driver's side and the entire permit should be visible. This parking permit will enable students to park in student parking areas on any campus.
6. Employees who have an employee hangtag and register for classes may be assessed a transportation fee but will be ineligible to receive a student permit.

D. Visitor Registration

1. A visitor to the campus must obtain a temporary parking permit from the Office of Public Safety, appropriate building security desk, or Welcome Center. Temporary permits must be displayed on the driver's side dashboard and are only valid in visitor or student parking areas.
2. Individuals who purchase pool passes or racquetball passes are eligible for temporary parking permits. Temporary parking permits may be obtained at the Office of Public Safety with the presentation of a valid pool or racquetball pass, and some form of photo identification.
3. At the request of the office being visited, temporary parking permits may be secured from the Office of Public Safety on any campus or security desk if visiting Central Services.
4. No parking permit is required for visitors attending College sponsored events; however the College reserves the right to designate parking areas.

E. Volunteers

Individuals working in College offices on a volunteer basis should obtain temporary parking permits from the Office of Public Safety.

F. Consultants and Contract Workers

Consultants, food service contractors, IT and other contractors working at the College and who are assigned an office space/work area in a College facility may be issued a regular parking permit (hangtag) with the approval of that unit's administrator after the fee

is paid. Unexpired hangtags should be returned to the Office of Public Safety upon completion of the contractor's work assignment

G. Event Patrons

1. Parking is included in the ticket price for performances. No parking permit is required for performances, conferences, or other events on campuses. The College reserves the right to specify where patrons must park for designated events when classes are in session.
2. Event organizers (or student activity sponsor) are responsible for contacting the appropriate campus Office of Public Safety to arrange for designated event parking.

III. Enforcement

A. Penalties

1. The College has established fees for noncompliance with these Regulations. Fees may be assessed for each violation observed at the time the citation is issued.
2. In addition to the citation fee imposed by the College on fire lane violations and parking in a space reserved for the disabled, the County/City Fire and Police Departments may issue an additional citation.
3. Unless appealed, citation fees are payable at the Cashier's Office or online at [Montgomery College Parking and Transportation](#) website, within ten (10) calendar days from the date of issue. A late fee will be added to citations that remain unpaid after thirty days.
4. Failure to pay parking citations within the time limits prescribed or determined as a result of the first step appeals will, in the case of a student, result in withholding final grades and transcripts and rendering the student ineligible for future registration. Failure to pay parking citations on the part of faculty or staff will result in denial of opportunity to register vehicles for the succeeding academic semester or year and are subject to being sent to a collection agency.
5. Registered vehicles with three or more unsatisfied parking citations may be subject to towing at the owner's risk and expense. For a towed vehicle, the driver must contact Public Safety for information regarding the name and location of the firm which has towed the vehicle.
6. Vehicles without Montgomery College parking permits having three unsatisfied parking citations are subject to booting or towing at the owner's risk and expense. In addition, the citations will be forwarded to the Department of Business Management for collection from the vehicle owner of record. Vehicles that are not registered with the College and not identifiable in the MVA system are subject to being towed when the third citation is issued.

7. Vehicles parked in fire lanes, cross walks, handicap access aisles and blocking another vehicle are subject to immediate towing at the owner's expense.

B. Appeals

1. Montgomery College students, faculty and staff can appeal a parking citation online through the [MyMC](#) portal within ten (10) days of the date of issue. Anyone without a MyMC log-in can email the citation number and appeal reason to parking@montgomerycollege.edu. E-mailed appeals must be made within ten (10) calendar days from the date the parking citation was issued.
2. The Parking and Transportation Manager or designee will review the appeal to determine the validity of the citation and accept or deny the appeal. Denied appeals will be payable in ten (10) calendar days or may be appealed to the Traffic Appeals Board by scheduling to appear at a hearing. Contact the Parking Office at parking@montgomerycollege.edu for a scheduled hearing time and date within five days of the denial e-mail notice. Witnesses or evidence may be presented at the time and place designated for the hearing. Continuance or delays may be granted in cases scheduled for hearing before an appeals board.
3. The Public Safety Supervisor, Parking Manager, or their designee, shall establish a Traffic Appeals Board for their respective campus. The Traffic Appeals Board will have one representative each from the student body, the faculty, and the staff. The Central Services Appeal Board will consist of three staff members from different offices. A representative from Public Safety or Parking also attends meetings as a nonvoting member. The Board shall meet as needed throughout the fall and spring semesters. Appeals for parking citations received during the summer semesters (June, July, and August) will be heard by an ad hoc committee as needed.
4. Appellants will be notified of the results of the hearing via e-mail and not during the hearing itself.
5. Decisions of the Traffic Appeals Board constitute a final administrative decision of the College.

C. Exemptions

Enforcement of penalties may be waived by the Parking and Transportation Services Manager or the Vice President of Facilities and Public Safety based on the recommendation of campus provosts or under appropriate circumstances and must be reported to the President.

Administrative Approval: April 12, 1989; November 18, 2004; May 11, 2007; August 13, 2010 (administrative corrections only); February 23, 2015; April 19, 2019.

Chapter: Facilities

Modification No. 003

Subject: **Public Safety**

- I. A safe and secure environment which will support and enhance the educational programs and services of the College should be provided at all times.
- II. It is the policy of the College to be responsive to the health and safety of the College community. Any problem concerning the health and safety of College students, employees, or members of the public on campus should be reported promptly to the appropriate College official.
- III. The Montgomery College Office of Public Safety is responsible for enforcing applicable College policies and applicable law on property owned or leased by the College. The office will maintain a 24-hour presence on all major campuses every day.
- IV. The College's Public Safety Officers will be well trained and respond as reasonably and respectfully as possible to circumstances that require their involvement. The College strives to balance the need for public safety and order on campus while respecting the rights of students, employees, and visitors.
- V. The Office of Public Safety will forward reports of alleged violations of College policy to the appropriate College official for required reporting under the Clery Act and reports of alleged violations of the Student Code of Conduct to the appropriate dean of student affairs.
- VI. When circumstances necessitate the involvement of external law enforcement agencies, the Office of Public Safety will fully cooperate by sharing documents and information about alleged crimes that occur on College property.
- VII. The President is authorized to establish procedures and programs to implement this policy.

Board Approval: February 25, 1985; June 25, 2018; April 8, 2019

Chapter: Facilities

Modification No. 007Subject: **Public Safety****I. Public Safety****A. Responsibilities**

1. The Office of Public Safety, through the Vice President for Facilities and Public Safety and the Senior Vice President for Administrative and Fiscal Services and the President, is responsible for providing for the safety and security of the College community and all College-owned facilities.
2. Campus security offices will be staffed twenty-four hours per day, seven days per week. Those offices are responsible for handling emergency situations in all areas of safety and security on each campus.
3. The public safety staff maintains the capability and readiness to respond to the College's safety and first aid needs, , and aid in the criminal investigation needs of the College.
4. The Vice President for Facilities and Public Safety is responsible for the development of operations manuals to guide public safety personnel.

B. Office of Public Safety

1. The Director of the Montgomery College Office of Public Safety shall have the responsibility to ensure the provision of safety and parking enforcement services to the college community. The final authority for determining certain public safety conditions of Montgomery College, identifying existing public safety hazards, and establishing the appropriate corrective actions shall rest with the director/chief in cooperation with appropriate units of the College. All matters affecting the public safety condition of the College shall be directed to the director/chief.
2. The Office of Public Safety shall maintain a close working relationship with local, state, and federal law enforcement agencies. This includes Mutual Aid Agreements and Memoranda of Understanding with local law enforcement agencies authorizing those agencies police officers to enforce laws at all times within the defined mutual aid area and elsewhere within Montgomery College when their assistance is requested. The Office of Public Safety will cooperate and assist with investigations involving college community members that are brought to its attention by other agencies, including offenses that occur outside the college boundaries.
3. The Office of Public Safety will prepare guidelines to address the various situations that may arise in the college environment. The guidelines will include, but are not limited to:
 - a. Overview of Public Safety at Montgomery College
 - b. External reporting requirements, including the Jeanne Clery Act
 - c. Emergency Guidelines

- d. General Public Safety Guidelines
- e. Parking Enforcement Guidelines
- f. Training Guidelines

In the event of an inconsistency or conflict, applicable law and College policies and procedures supersede any guidelines.

II. Reporting and Notification Procedures

Any employee of or visitor to the College who is informed of a potential health or safety problem will act in accordance with the following guidelines:

- A. In an emergency situation, College personnel, students, or visitors should immediately dial 911 then contact the campus Public Safety Office.
 - 1. Campus Public Safety will respond immediately by providing assistance and/or contacting the appropriate rescue squad or police department.
 - 2. The Director of the Office of Public Safety, or campus designee, will notify the campus vice president and provost, as well as other appropriate administrators at the earliest possible opportunity about the nature of the emergency and the type of assistance rendered.
 - 3. Public Safety will maintain written reports of all incidents which will be distributed to the appropriate administrators at the earliest reasonable opportunity.
 - 4. Communication to the general College community will take place in accordance with 62003CP-Public Information, Communications, and Marketing.
- B. In a nonemergency situation, College personnel and/or students should contact their supervisor, instructor, or appropriate campus administrator.
- C. When made aware of nonemergency reports, the Director of Public Safety, or designee, will immediately notify the campus vice president and provost, as well as other appropriate administrators, about the nature of the situation and any actions taken.

III. Special Police Officers

- A. Special Police Officers (SPOs) are Office of Public Safety employees commissioned by the governor with designated police powers to arrest individuals who trespass or commit offenses on College property and authorized to conduct special investigations on behalf of the College.
- B. A special investigation includes allegations of a criminal nature that require a confidential internal inquiry into the facts of the allegation. A special investigation should not be used to address - and thereby excludes - violations that could otherwise be addressed through the College's existing policies and procedures.
- C. Requests for special investigations are approved by the appropriate senior administrator in consultation with the Office of General Counsel.
- D. Approved special investigations are submitted to the Director of Public Safety who will assign the case to a designated Office of Public Safety Special Police Officer.

- E. SPOs will conduct a thorough, fair, and impartial investigation, which may include speaking with witnesses, reviewing appropriate documents, and collecting evidence in accordance with appropriate College policy and procedure.
- F. At the conclusion of the investigation, the SPOs will report their findings to the Director of Public Safety, who will share the findings with the appropriate senior administrator and Office of General Counsel.
- G. Evidence of criminal activity will be turned over to the appropriate external law enforcement agency for review and further action as the information becomes known.
- H. Any subsequent disciplinary action taken against an employee or student as a result of the findings will follow established College policies and procedures.

IV. Access to and/or Trespassing on College Property

- A. The College has the authority under Maryland Annotated Code, Education Article, Sections 26-102 to deny access to its buildings or grounds to a person who:
 - 1) Is not a bona fide, currently registered student, or staff or faculty member at the College, and who does not have lawful business to pursue at the College;
 - 2) Is a bona fide, currently registered student at the College, but has been suspended or expelled from the College for the duration of the suspension or expulsion; or
 - 3) Acts in a manner that disrupts or disturbs the normal educational functions of the College.
- B. Public Safety Officers have the authority under College policy and State law to demand identification and evidence of qualification from any person who desires to use or enter College premises.
- C. Public Safety Officers, in cooperation and coordination with local law enforcement agencies, are authorized to issue, or cause to be issued, "no trespass orders" as notice to individuals denied access to College premises when such denial is ongoing. Orders will specify the scope and duration of the denial of access. Orders may apply to all College property and property used by the College, or they may be tailored to apply to a specific campus, location, building, or time frame.
- D. A person who has received a trespass notice may submit a written appeal within five business days of receipt of the notice to the Director of Public Safety. The written appeal should include the person's reason for being on campus at the time, the person's future need to be on campus, and any other information the person wishes to be considered. The "no trespass order" remains in effect during the appeal period.
- E. The appellant may also request a hearing, the date and time of which shall be set by the College. The hearing shall be held in private, except that the appellant may be accompanied by another individual to serve in an advisory capacity but who may not participate directly in the hearing. If the appellant intends to have an advisor who is an attorney, the College must be notified at least five business days in advance of the hearing.

- F. Following a review of the appeal and all related facts and circumstances, persons with knowledge of the incident(s) leading to the issuance of the trespass notice may be asked to be present at the hearing.
- G. A decision regarding the appeal shall be rendered within five business days and such decision shall be sent to the appellant via certified mail, return receipt requested. The decision shall be final.
- H. The Director of Public Safety or any Deputy Director of Public Safety may authorize entry of individuals denied access for good cause, and at the request of any Dean of Student Affairs, Campus Provost, or the Chief Human Resources Officer, shall authorize access to facilitate due process.

V. Video Surveillance

A. Purpose

- 1. The purpose of this section is to regulate the use of video cameras to monitor and record College premises for purposes of safety and security.
- 2. The primary purpose of video surveillance technology in campus safety and security is to deter crime and to assist in protecting the College community and College property.
- 3. Exclusions
This section does not apply to:
 - a. legitimate academic uses of video cameras for instructional or research purposes;
 - b. cameras used for journalism or media purposes;
 - c. approved video recording of athletic or performing arts events;
 - d. cameras used for video conferencing purposes;
 - e. cameras owned and operated by members of the college community.

There are also exceptions where cameras may be installed in testing locations, lab environments or other academic environments. All exceptions must be approved by the Senior Vice President for Academic Affairs and the Senior Vice President for Student Affairs in consultation with the General Counsel and the Senior Vice President for Administrative and Fiscal Services. Signage will be posted indicating video recording in these areas. These exceptions will be documented and available for review upon request.

B. Responsibilities

- 1. The Vice President for Facilities and Public Safety has the responsibility to authorize the use of video equipment for public safety and security purposes at the College. All new installations will follow established procedures.
- 2. The campus offices of Public Safety are authorized to oversee and coordinate the use of video equipment for public safety and security purposes at the College.

3. The campus offices of Public Safety will monitor new developments in relevant law and in security industry practices to ensure that video monitoring at the College is consistent with the highest standards and protections.

C. Camera Location, Operation and Control

1. Requests for installation of video surveillance devices must be sent in writing to the Vice President for Facilities and Public Safety. The request will be reviewed and forwarded with a recommendation to the Senior Vice President for Administrative and Fiscal Services who will consult as needed with the College General Counsel and Senior Vice President for Academic Affairs and the Senior Vice President for Student Affairs (in cases involving assessment centers or academic purposes) and inform the appropriate Vice President/Provost.
2. An inventory of camera/video surveillance locations will be conducted annually by the Office of Central Facilities and reported to the Senior Vice President for Administrative and Fiscal Services, and Senior Vice President for Academic Affairs and the Senior Vice President for Student Affairs.
3. All recording or monitoring of video records for security will be conducted in a manner consistent with state and federal laws, and all existing College policies and procedures including, Affirmative Action, Sexual Misconduct, IT Acceptable Use and other relevant policies and will never be based on personal characteristics including race, gender, sexual orientation, national origin, disability, or other protected classifications.
4. Personnel involved in video monitoring will be appropriately trained and supervised in the responsible use of the equipment.
5. Video monitoring of areas for security purposes at the College is limited to locations that do not violate the reasonable expectation of privacy as defined by law.
6. Except as provided herein, all video camera installations will be visible. Use of hidden cameras may be requested as part of an investigation into a serious criminal offense or a pattern of criminal activity. The Vice President for Facilities and Public Safety and Senior Vice President for Administrative and Fiscal Services, in consultation with the General Counsel, may approve the use of hidden cameras where it is demonstrated that the hidden camera is necessary to promote the safety and security of the College community and protect College property and that the need for such camera outweighs the privacy interest of any person likely to be observed. If the camera has been installed and activated as a result of a specific investigation, it shall be the responsibility of the Campus Facilities Director to ensure that the device is removed promptly at the end of the investigation.
7. No audio shall be recorded by cameras at any time.
8. No cameras should be used as a means of surreptitiously evaluating employee performance.
9. Campus Facilities will post signage at appropriate campus entrances. Signage will be installed at all of the entrances to buildings where cameras are installed and on campus grounds where cameras are in use. Signage will state:

“PREMISES SUBJECT TO SURVEILLANCE”

D. Retention and Disposal

1. The images from video cameras used for safety and security purposes will generally not be monitored, but will be stored and kept for the purpose of review in the event that a problem is brought to the attention of Public Safety.
2. Recorded images will be stored temporarily on appropriate storage media and will be kept in a secure location accessible to authorized personnel on an as needed basis.
3. Recorded images will be stored for a minimum of 30 days after which they are subject to being overwritten or destroyed unless retained as part of a criminal investigation or court proceeding, or other bona fide use as approved by the Vice President for Facilities and Public Safety.

VI. Education

Education is a key element of this policy and procedure. The President is authorized to provide institutional leadership and guidance for developing education programs to increase knowledge and share information and resources to promote college safety and enhance preparedness. Periodic drills related to emergency preparedness and active shooter scenarios will be conducted by the Office of Public Safety, in collaboration with other public safety agencies, as determined by the President. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Public Safety Policy and Procedures. Any mandatory education requirements will be announced and posted on the College's website.

Administrative Approval: February 25, 1985; April 26, 1985; July 24, 2001; April 30, 2008; February 15, 2010; August 13, 2010 (administrative correction only); April 19, 2019.

Chapter: Facilities

Modification No. 002

Subject: **Prohibition of Weapons on Campus**

- I. In order to achieve the mission, vision and values of Montgomery College, the Board of Trustees considers it is essential to ensure a safe and secure environment for the College community. The Board believes the presence of firearms, explosives and other weapons on College property poses a serious threat to the safety of students and employees. Accordingly, the use, possession, or storage of any firearm, firearm replica, other weapon, or weapon replicas is prohibited on College property and at College sponsored events, except for law enforcement personnel acting in the course of their official duties and others specifically authorized by the President.
- II. The College President is authorized to establish procedures to implement this policy.

Board Approval: February 25, 2013; May 13, 2019

Chapter: Facilities

Modification No. 002Subject: **Prohibition of Weapons on Campus**

I. Definitions

- A. Firearm – Any weapon or instrument from which a shot, projectile or other object may be discharged by force, whether operable or inoperable, loaded or unloaded. This also includes the frame or receiver of any such weapon and any firearm muffler or silencer.
- B. Replica – Any device or object made of metal, wood, rubber, plastic or any other material made to look like or resemble a real firearm or other weapon.
- C. Weapon – The term weapon includes any potentially dangerous object or substance including, but not limited to, any firearm, BB gun, pellet gun, air rifle, paint gun, stun gun, flare gun, dart gun, any ammunition, any sword (including decorative), dagger or knife (except for a pen knife with a blade of three inches or less while carried in the closed position), any razor or razor blades (except when used for personal shaving) or ice pick, any blackjack, metallic knuckles, nunchaku or other martial arts weapons, any slingshot, and any illegal or potentially dangerous chemicals, any bomb, grenade, mine, dynamite, firecrackers, or other explosive device, or any other instrument which by its nature, in consideration of existing conditions, may be reasonably construed as a weapon. Exceptions regarding legitimate educational or instructional use, theatrical productions, and necessary business operations are outlined in Section III below.

II. Scope

- A. Montgomery College prohibits the use, possession, or storage of any firearm or other weapon on College property and at College sponsored events, except as specifically authorized by the President pursuant to this procedure.
- B. This procedure applies to all persons on College-owned, leased or rented property, and to all persons attending any College sponsored event or activity at any other location, subject to the exceptions below. The College will not store any firearm, other weapon, or replica for students, employees or other individuals.

III. Exceptions

This procedure does not apply:

- A. to law enforcement officers who are members of a law enforcement agency that has jurisdiction on property where a Montgomery College facility is located;
- B. to individuals specifically authorized by the president;

- C. to armored car services or others hired by the College who are authorized by their employer and legally permitted to possess weapons while acting in the course of their official duties;
 - D. where there is a legitimate educational or instructional purpose and approval has been granted by the Senior Vice President for Academic Services in consultation with the Campus Vice President and Provost and the Director of Public Safety and Emergency Management;
 - E. to lab chemicals and instruments used in the normal course of instruction;
 - F. where there exists a legitimate operational need for knives, box cutters, razors, and other bladed instruments;
 - G. where used in preparation for and performance of College sanctioned theatrical productions, parades or other public ceremonial purposes and approval has been granted by the appropriate Senior Vice President in consultation with the Campus Vice President and Provost and the Director of Public Safety and Emergency Management; and
 - H. where the President has expressly waived the prohibition on weapons in consultation with the Vice President of Facilities and Public Safety.
- IV. Enforcement
- A. Students or employees who violate these procedures may be disciplined pursuant to applicable College policies. Violations by employees shall be reported to the Director of Employee and Labor Relations in support of disciplinary proceedings commenced pursuant to applicable contracts and/or policies. Violations by students shall be reported to the appropriate Dean of Student Affairs in support of disciplinary proceedings commenced pursuant to the Student Code of Conduct. The Deputy Director of Public Safety for the affected location is responsible for making the reports addressed in this section.
 - B. Non-students and/or non-employees who violate this policy may be removed from the facility and restricted or barred from College facilities pursuant to applicable trespass procedures.
 - C. Violations that may constitute unlawful activity will also be reported to local law enforcement by the Deputy Director of Public Safety for the affected location.

Administrative Approval: June 10, 2013; May 14, 2019

Chapter: Facilities

Modification No. 001

Subject: **Acquisition, Sale, and Disposal of College Real Property**

- I. The Education Article of the Annotated Code of Maryland sets forth the powers and duties afforded by State law to each local board of community college trustees. Section 16-103(e) and (f) of the Code states that a community college board of trustees may sell, lease or otherwise dispose of community college assets or real property and the president of the college and the chairman of the board of trustees may execute a conveyance or other legal document under an appropriate resolution of the board.
- II. The Board of Trustees is responsible for approving all resolution(s) regarding the acquisition, sale, and disposal of any college asset or real property and shall be notified when all conditions are met.
- III. The President is directed and authorized to establish procedures necessary for implement this policy.

Board Approval: October 17, 2016

Chapter: Facilities

Modification No. 004

Subject: **Acquisition, Sale, and Disposal of College Real Property**

The following outlines procedures for processing easement requests at Montgomery College.

- I. The Office of Facilities is responsible for reviewing easement requests, preparing appropriate materials for the President and the College Board of Trustees, and implementing approved actions on behalf of the College. All easement requests should be forwarded to the Facilities Office for processing.
- II. The Office of Facilities shall prepare a brief, confidential, explanatory cover memorandum and transmit copies of the easement request to the President, the General Counsel, the Senior Vice President for Administrative and Fiscal Services, and the Vice President/Provost of the affected campus for review and information.
- III. If the requester is represented by legal counsel, the College's General Counsel must be notified, and the requester's attorney must deal directly with the General Counsel. The General Counsel will make a recommendation to the President on whether the services of outside legal counsel are required.
- IV. The Office of Facilities contacts the requesting party for detailed information on the easement including, but not limited to, copies of plans, and the requester's construction schedule and/or time frame.
- V. If appropriate, Facilities will request an engineering study from an outside engineering consultant and may also request an independent appraisal of the easement area from a certified appraiser.
- VI. A detailed, confidential summary memorandum for internal College distribution will be prepared by Facilities and include descriptive information on the easement, its estimated value, and a recommended course of action. If an engineering study and an appraisal report are available, copies shall be distributed as above with a brief, confidential memorandum summarizing the reports.
- VII. Unless otherwise directed by the President, Facilities holds meetings with the requester to finalize conditions that must be placed on the granting of the easement by the College in order to restore property, etc. Meeting summaries are prepared and distributed as above throughout this process.
- VIII. Facilities, in coordination with the General Counsel, drafts an agreement and appropriate resolutions recommending action on the easement request. The General Counsel retains outside counsel if necessary.
- IX. The Facilities Office and the General Counsel finalize the easement agreement and obtain the required signatures.
- X. Facilities monitors the implementation of the project and provides status reports as necessary during the process.
- XI. The Board shall be notified when all of the terms and conditions of the easement agreement are met and the work is completed.

Administrative Approval: September 18, 1989; April 27, 2004; August 13, 2010 (administrative correction only); October 18, 2016.

Chapter: Facilities

Modification No. 002

Subject: Use of College-Owned Vehicles

- I. College-owned trucks, cargo vans, passenger vans, and other motorized vehicles are to be used only for official College business.
- II. The only units authorized to budget for and purchase College vehicles are the Office of the President, Facilities, Workforce Development & Continuing Education, and Procurement.
- III. All College-owned vehicles will have appropriate administrative controls for routine maintenance and security.
- IV. The President is authorized to develop, publish, and disseminate procedures for the use of College-owned vehicles.

Board Approval: September 15, 1997; December 13, 2010

Chapter: Facilities

Modification No. 004

Subject: **Use of College-Owned Vehicles**

I. Appropriate Use of Vehicles

- A. College vehicles are procured in accordance with Board of Trustees Policy and will be used for official College purposes only.
- B. With the exception of vehicles assigned to the President's Office, the Procurement Office, and Workforce Development & Continuing Education (WDCE), the Facilities Office will budget for all vehicles and control their use. When appropriate, the Facilities Office may sub-assign vehicles to other College units on a priority basis, but those units must account for and maintain records on those vehicles as directed by Facilities. The Vice President of Facilities and Security, or designee, will establish maintenance and operations forms and programs that will be used uniformly throughout the College.
- C. College vehicles may only be used within Maryland unless otherwise authorized by the Vice President of Facilities and Security.

II. Driver Qualifications and Responsibilities

- A. College vehicles may be operated only by College employees who have a valid driver's license. College vehicles used by WDCE for driver education may be operated only by College employees who have a valid driver's license or by validly licensed driver trainees, under the direct supervision of a certified driving instructor having a valid driver's license. Upon request by the appropriate unit administrator, the Office of Human Resources and Strategic Talent Management (HRSTM) will check that individual employees assigned to operate College vehicles are qualified and properly licensed. HRSTM will maintain a current listing of those employees approved to operate College vehicles.
- B. All local, state and federal laws must be observed by operators of College vehicles. All applicable College procedures must be followed. Seat belts must be worn by all occupants. Drivers may not use cell phones, send text messages or use tobacco products while driving College owned or leased vehicles.
- C. The right to operate College vehicles may be revoked by the Chief Human Resources Officer, or designee, when circumstances show that action to be in the best interest of the College. Multiple tickets and misuse of vehicles are examples of those circumstances. Individual drivers are responsible for any traffic tickets, including parking and moving violations.

III. Administrative Controls

- A. Passenger van trip records will be required for all off-campus trips and gasoline utilization will be reviewed periodically. All units will be charged either the current per mile fee for passenger vans or the monthly fuel usage charge for general utility vehicles unless otherwise agreed with the Vice President of Facilities and Security. All units will be charged directly for toll fees acquired on vehicles

equipped with EZPass transponders.

- B. Passenger vans and keys will be checked out and turned in to campus security at the end of each trip. There will be no out-of-state overnight trips using College passenger vans. Other College work and instructional vehicles are not available for loan to College departments.
- C. Users are responsible for the interior cleanliness of assigned vehicles. Users who return vehicles in an unsatisfactory condition will not be permitted to use College vehicles in the future. No exceptions.
- D. Accidents in College vehicles must be reported as soon as possible to the campus security office from which the vehicle keys were issued. The operator's unit administrator must also be notified as soon as possible, but no later than 24 hours after the accident. Security will take a written report and forward it to the Vice President of Facilities and Security, or designee, and the Chief Human Resources Officer, or designee, within 24 hours of taking the report.
- E. If the College is closed due to inclement weather, no College vehicles will be permitted to be taken off campus with the exception of security vehicles and vehicles used for snow removal.

IV. Surplus Vehicles

Vehicles that are replaced by new purchase must be sold or traded-in, in accordance with College procedures for surplus property, unless the Vice President for Facilities and Security certifies and the Director of Procurement concurs that the vehicles are still serviceable, that there is a valid use for them and that it is in the best interest of the College to retain them. In such cases, the Senior Vice President for Administrative and Fiscal Service's approval must be obtained.

V. Use of Non-College Owned Vehicles

- A. Units may lease vehicles when such use will be directly related to the academic or administrative activities of the College. Units must rent vehicles (buses, vans, and cars) through the Procurement Office for trips outside of Maryland and Washington, D.C. or for large groups. College-funded vehicle rentals must be driven by College employees with a valid driver's license.
- B. The College's insurance does not cover non-College owned vehicles, and the College is not responsible for the protection and safe operation of such vehicles or their occupants. Units must purchase insurance from the rental company to cover these vehicles and third parties.
- C. In accordance with rental company procedures and College procedures, accidents in leased vehicles must be reported immediately to the rental company, the Office of Procurement, Human Resources and Strategic Talent Management, and the vehicle operator's unit administrator. The operator must also file an incident report at a campus security office.

Administrative Approval: September 15, 1997; November 20, 2002; December 13, 2010; December 13, 2016