The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community.

The Title IX Coordinator publishes this report to inform the Pittsburgh Institute of Aeronautics – Hagerstown Branch Campus community about campus policies and initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information maintained by local law enforcement, as well as information provided by other PIA offices such as Student Services. Each of these entities provides updated policy information and/or crime data. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, and on property owned, leased or controlled by PIA. This report also includes institutional policies concerning campus security, such as policies regarding sexual violence, alcohol, and other drugs. Additionally, PIA includes a copy of the Student Emergency Action Plan as part of the Annual Security Report to ensure all students and employees are aware of all safety efforts and policies. By October 1 of each year, PIA distributes a notice of the availability of this Annual Security Report to every member of the campus community.

You are reminded that the Pittsburgh Institute of Aeronautics – Hagerstown Branch Campus is under the law enforcement jurisdiction of the Washington County Sheriff's Office, reached by dialing 9-1-1 (or 9-1-1 from any PIA telephone).

You are encouraged as a member of our campus community to report any criminal activity or emergency situation immediately to a PIA administrator and/or Washington County Sheriff's Office.

Please review the following definitions of terms that will be used within this document.

Definitions & Terms:

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Campus Security Authority (CSA): Individuals at PIA who, because of their function, have an obligation under the Clery Act to notify PIA of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. These individuals, by virtue of their position due to official job duties, ad hoc responsibilities, or volunteer engagements, are

required by federal law to "report" crime when it has been observed by or reported to them by another individual. They individuals typically fall under one of the following categories:

1. Individuals having responsibility for campus security in some capacity but are not members of a campus police/security department (e.g., an individual who is responsible for monitoring the entrance to PIA property).
2. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.
3. Officials having significant responsibility for student and campus activities, including but not limited to student discipline and campus judicial proceedings.

Clery Act Crimes ("Clery Crimes"): Crimes required by the Clery Act to be reported annually to the PIA community, including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

Consent: Words of overt actions by a person who is legally or functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Emergency Notification: An announcement to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands upon the definition of "timely warning" (see below), as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).

Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual Harassment: For purposes of this document, sexual harassment is defined broadly to include any of three types of misconduct on the basis of sex:

1. any instance of quid pro quo harassment by an employee, i.e., where the employee conditions the provision of an aid, benefit, or service of PIA on an individual's participation in unwelcome sexual conduct;
2. any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal access to PIA's educational programs or activities; or
3. any instance of sexual assault (as defined in the Clery Act) or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act).

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Timely Warning: An announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

Crime definitions from the Uniform Crime Reporting Handbook

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury

result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

O**n-Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1),

that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Campus Criminal Statistics Hagerstown Branch Campus

OFFENSES	ON-CAMPUS			NON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: Total	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Offenses: Total	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0

DISCIPLINARY CASES	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

ARRESTS	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

*PIA Does not currently have any on or off-campus residence housing.

HATE CRIME OFFENSES	ON-CAMPUS			NON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: Total	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sexual Offenses: Total	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0

*PIA Does not currently have any on or off-campus residence housing.

Timely Warning Procedures

Any campus incident is brought to the attention of the Campus Director, Lead Instructor, and Vice President of Education. Should any crime (or a pattern of crimes) occur and pose a serious risk to PIA staff and students, President/CEO and/or Vice President of Education will be briefed and release a timely warning concerning the situation. This warning will include incident information, excluding identities of victims or alleged actors, a review of crime reporting procedures, and tips to prevent another such occurrence. This timely warning may be distributed via PIA staff and student email, test messaging, signage in noticeable areas, intercom and/or verbal messages given in each classroom.

Who Do I Contact?

Criminal activity should be reported to a Campus Security Authority (CSA) listed below, however, activity can be reported to any PIA employee on campus.

Campus Director	Michele Morrison mmorrison@pia.edu	240-347-4805
Vice President of Education	Dr. Philip Klein pklein@pia.edu	412-346-2175
Campus Coordinator	Janet Heim jheim@pia.edu	240-347-4805

What Is My Responsibility?

PIA encourages accurate and prompt reporting of any criminal or emergency situations that occur on campus. PIA does not employ security or police officers. The Washington County Sheriff's Office holds jurisdiction over the PIA Hagerstown Campus. PIA and WCP work together and have a good working relationship concerning the general safety and orderliness of the airport and school.

The institute is concerned that all situations involving criminal action, emergencies, or policy violations be reported promptly to a Campus Security Authority (CSA). The school actively participates in the United States Department of Education Student Right-to-Know and Campus Security Act. It is the obligation and responsibility of every employee and student to report any situation that falls into the categories specified as criminal action, emergencies, or policy violations. Students will be notified during orientation about specific security policies and concerns they should be aware of while attending PIA. Statistics concerning criminal offenses reported under this Act are available upon request at the time of registration or request for school information.

All PIA Faculty, Staff, and Students on PIA Facilities or Property:

- PIA encourages accurate and prompt reporting of any criminal or emergency situations that occur on campus. PIA does not employ security or police officers. The Washington County Sheriff's Department holds jurisdiction over the Hagerstown Regional Airport. PIA and the Washington County Sheriff's Department work together and have a good working relationship concerning the general safety and orderliness of the airport and school. PIA does not hold a Memorandum of Understanding (MOU) with ACP. In addition, PIA does not offer a program of voluntary reporting between itself and pastoral or professional counselors.
- All situations involving criminal action, emergencies, or policy violations should be reported promptly to a Campus Security Authority (CSA). It is the obligation and

responsibility of every employee and student to report any situation that falls into the categories specified as criminal action, emergencies, or policy violations.

- PIA seeks to protect those that report a crime to an appropriate authority, participate in any investigation, hearing, or inquiry, participate in a court proceeding relating to an allegation of suspected wrongful conduct at the PIA from retaliation. No reporter making a report "in good faith" will be retaliated against, and all reports will be taken seriously.

All PIA Visitors on PIA Facilities or Property:

- Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a Campus Security Authority (CSA).

PIA Title IX Coordinator:

- Compile and disclose statistics of reports on the types of Clery Crimes reported for the PIA's campuses, the immediately adjacent public areas and public areas running through the campuses.
- Collect reports of Clery Crimes made to local law enforcement, PIA officials and others associated with the PIA who have significant responsibility for student and campus activities.
- Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as PIA policies and procedures addressing campus security and safety.
- Annually disclose/report, to the campus community and the public:
    - Crime data (by type);
    - Security policies and procedures in place to protect the community; and
    - Information on the handling of threats, emergencies and dangerous situations.
- Provide regular, mandatory training for all CSAs.
- Work with PIA departments to establish Clery Act-related educational programs and promotion of safety awareness programs.

Campus Security Authorities (CSAs):

- Hear/receive information of alleged crimes that are reported to them in good faith by others, or report alleged crimes that they may personally witness. Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with PIA.
- Issue "timely warnings" alerts to the campus and surrounding community about Clery Crimes.
- Issue "emergency notifications" to the campus and surrounding community when deemed necessary and appropriate.
- Work with the Title IX Coordinator to establish Clery Act-related educational programs and promotion of safety awareness programs.

All facilities of the school are under the supervision of staff members any time they are open to students or the public. Immediate reporting of situations involving security concerns is critical. The following procedures specify the reporting policy in facilities of the institute.

1. Report all situations to the instructor or staff member.
2. A situation may be immediately reported to any instructor or staff member available to the person reporting.
3. All situations will be forwarded along with investigative information to the Director or their delegated representative.
4. The School will promptly investigate any situation reported. Where policies or procedures of the Institute are violated, corrective action will be applied to resolve the situation. If the situation involves a violation of law or an emergency requiring the assistance of government agencies, the Director or their designated representative will request such assistance.

Campus Facilities

Student entrance access pads begin operating 30 minutes before class start and cease operating one hour after end of class. An administrator is appointed to supervise campus operations and maintains security and safety needs of the campus.

Hagerstown Main Building	Michele Morrison Campus Director	240-347-4805

Building staff constantly monitor safety conditions (to include lighting) of the building and grounds.

Emergency Evacuation and Notification

The following evacuation procedures are in effect for all PIA buildings. To assure student's safety and the safety of others, everyone is expected to abide by these procedures whenever it becomes necessary to evacuate any PIA building. Please review the attached Emergency Action Plan for additional evacuation information.

Posted in each classroom, shop, and laboratory are Emergency Evacuation Charts. Familiarize yourself with the evacuation route indicated on the chart. Learn it before you need it.

Emergency Notifications could be provided via text message, PA system, alarm, or other digital communication. The alarm to evacuate an area is a pulsing tone with strobe lights emanating from fire alarm horn. Upon hearing the signal, the student will:

1. Turn off any equipment being operated.

2. Proceed in a calm and orderly manner to the Evacuation route selected by the instructor in charge.
3. WALK QUICKLY along the Evacuation Route.
4. Remain with the class. Roll call will be taken by the instructor, who MUST be able to account for every student.
5. No smoking permitted during evacuation.

Student safety and the safety of others depend on cooperation. Each individual will be held accountable for misconduct during an emergency evacuation or a routine evacuation drill.

Awareness

All students are alerted to Washington County Sheriff's Office jurisdiction during the orientation process. Newly hired employees receive a copy of the annual security report on the first day of work. All staff and students receive photo ID that must be visible inside the building. Security is everyone's concern, and should an event or pattern of events unbalance the peace of our campus, PIA will activate the timely warning procedure to alert the campus community to the current event and offer tips to avoid future incidents.

Students are informed of campus security procedures and practices, encouragement to be responsible for their own security and the security of others, preventing dating violence, domestic violence, sexual assault, and stalking, during student orientation or first week of classes. This presentation is made by the Vice President of Education and/or Campus Director and provides information concerning reporting crimes and local law enforcement. New employees are given an explanation of campus security procedures and practices and also encouraged to be responsible for their own security and the security of others by the Campus Director and/or Vice President of Education. Additionally, all incoming students complete two online training sessions using the Vector Solutions learning platform. This includes: "Sexual Assault Prevention for Community College" and "Diversity, Equity and Inclusion for Students".

Ongoing prevention and awareness are conducted through PIA's participation in Sexual Violence Awareness Month (April), various poster campaigns, and annual email notifications/reminders of PIA's policies and procedures.

Student and new employees are provided information regarding counseling services provided by Lytle EAP during orientation or new hire training.

PIA does not currently have any off-campus organizations.

Alcohol Policy

Alcoholic beverages are not to be brought onto PIA owned or leased premises, nor consumed there at any time. Employees/Students reporting or returning to work whose behavior reflects the consumption of alcoholic beverages may be referred for a medical evaluation (see No.1, Medical Evaluations) to determine fitness for work/ classes and/ or can be sent home by commercial transportation by PIA officers, pending determination of appropriate action.

The drinking of alcoholic beverages during work hours is prohibited, whether on or off company property. Where such use of drugs adversely affects the employee's job performance or

the student's learning activities, it is in the best general interest of the employee, student, and PIA that the employee be relieved of his/her job duties and that the student be suspended from school. In the event of an accident, the Company reserves the right to require drug and alcohol testing.

Drinking during meal breaks is not appropriate. Even minimal consumption of alcohol may have a negative effect on individual functioning after returning to class/ school (alcohol is a depressant) and therefore is of concern to PIA.

Policy and Procedure

1. Medical Evaluations:

When there is probable cause, an employee/student may be asked to report to a PIA designated physician or medical clinic for a fitness-for duty class examination. This will involve appropriate testing, including

Possible urine or blood screens as determined by the physician. Employees/ students are advised that such tests may be administered, and that they will be asked to authorize the release of such test results to PIA. Employees/students are advised the decision to go for a medical evaluation is voluntary, but if the examination is refused the employee/student will be sent home. Refusal may result in termination.

2. Actual Observation of Drug Transaction:

It is very important that supervisors fulfill their role as supervisors representing PIA, and not assume the role of law enforcement officers. In the case of illegal possession, transfer or sale of narcotics or other drugs, there are specific legal requirements which must be met to obtain a conviction. A supervisor having questions about suspected drug trafficking is required to immediately contact school officials.

Supervisors can and should ask questions about any curious or unusual behavior. It is very important that supervisors not make accusations, but they should ask questions. Treat information in such situations as confidential to protect employees/students in and away from Pittsburgh Institute of Aeronautics.

3. Evidence Collection:

Supervisors or other employees are not to initiate or conduct searches of any persons or their property. Searches can only be authorized by school officers.

Questions may and should be asked. A supervisor can ask to see, for example, what is in a tool box, locker, package, lunch box, brief case or desk, but cannot force disclosure. A person cannot be detained or searched against his/her will.

Should an employee or student come into possession of suspected drugs, school officers should be notified immediately to arrange for testing by an appropriate official for disposition. This policy is not intended to restrict the immediate notification of police or other appropriate authorities when the situation demands their immediate intervention. In circumstances where behavior requires that a person be restrained or removed from PIA premises, the supervisor should contact local law enforcement authorities.

4. Documentation:

Records pertaining to performance, attendance, and behavior will be maintained in the employee's student's file. NO reference to alcohol or other drug problems as a medical diagnosis will appear in personnel files; this does not preclude documenting behavior associated with alcohol or other drugs, such as slurred or incoherent speech, stumbling, smelling of alcohol, found

possessing alcohol or other drugs, etc. All formal records concerning the dependency will be kept in the EAP only.

Legal Sanctions Concerning Unlawful Alcohol Use

Washington County

The Attorney General of Washington County uses the Maryland Code as applicable legal sanctions.

State of Maryland

A minor in Maryland may not possess, consume, or provide false documentation of age to purchase alcoholic liquor, with few exceptions. (Md. Crim. Law Section 10-114(a)(1)&(2).) It is also illegal for minors to make false statements about the minor's or someone else's age in order to obtain alcohol. (Md. Crim. Law Section 10-113.) Minors possessing false proof of age (such as a fake identification card) in circumstances that would reasonably indicate that minor's intention to illegal obtain alcohol, are also liable for violating these provisions. (Md. Crim. Law Section 10-115.)

Legal Drinking Age	21
Blood Alcohol Content (BAC) 21 and Over:	.08 BAC .07 BAC for DWI
Automatic License Revocation:	License can be taken for refusing to take the test or for having a .08 BAC or higher. DUI convictions w/refusal results in additional up to $500 fine & 2 month jail sentence.
1st Offense DUI:	**Fine:** Up to $1,000 **Jail:** Up to a year **Revoke License:** Six months - 12 points on your license
1st Offense DWI:	**Fine:** Up to $500 **Jail:**Up to 60 days **Suspend License:** 60 days - 8 points on your license
2nd Offense DUI:	**Fine:** Up to $2,000 **Jail:** Up to two years with a mandatory minimum of 5 days **Revoke License:** 12 months **Suspend License:** 1 year, 3-12 months Ignition Interlock period - 12 points on your license - Alcohol abuse assessment and program
2nd Offense DWI:	**Fine:** $500 **Jail:** Up to a year **Suspend License:** Up to 120 days - 8 points on your license
3rd Offense DUI:	**Fine:** Up to $3,000 **Jail:** Up to three years **Revoke License:** 18 months
3rd Offense DWI:	**Fine:** Up to $500 **Jail:** Up to a year **Suspend License:** Up to 12 months
Adults/Parents Who Aid Minors in Obtaining Alcohol:	**Fine:** Fine up to $500 **Repeated offenses:** Fine up to $1,000

Drug Policy

Drugs are not to be brought onto PIA owned or leased premises, nor consumed there at any time, except as medically necessary. Employees/Students reporting or returning to work whose behavior reflects the consumption of drugs may be referred for a medical evaluation (see No.1, Medical Evaluations) to determine fitness for work/ classes and/ or can be sent home by commercial transportation by PIA officers, pending determination of appropriate action.

The sale, purchase, transfer, use, or possession of illegal drugs will result in disciplinary action up to and including termination. An appropriate law enforcement authority will be notified when applicable, as determined by PIA officers.

Using drugs, other than for medical reasons, during work hours is prohibited, whether on or off company property. When prescribed or over-the-counter drugs may affect behavior and/ or performance, employees/students are encouraged to advise their supervisor that they are taking such drugs for medical reasons, and medical evaluation may be required. Where such use of drugs adversely affects the employee's job performance or the student's learning activities, it is in the best general interest of the employee, student, and PIA that the employee be relieved of his/her job duties and that the student be suspended from school. In the event of an accident, the Company reserves the right to require drug and alcohol testing.

Using drugs during meal breaks is not appropriate. Even minimal consumption of alcohol may have a negative effect on individual functioning after returning to class/ school (alcohol is a depressant) and therefore is of concern to PIA.

Policy and Procedure

1. Medical Evaluations:

When there is probable cause, an employee/student may be asked to report to a PIA designated physician or medical clinic for a fitness-for duty class examination. This will involve appropriate testing, including possible urine or blood screens as determined by the physician. Employees/ students are advised that such tests may be administered, and that they will be asked to authorize the release of such test results to PIA. Employees/students are advised the decision to go for a medical evaluation is voluntary, but if the examination is refused the employee/student will be sent home. Refusal may result in termination.

2. Actual Observation of Drug Transaction:

It is very important that supervisors fulfill their role as supervisors representing PIA, and not assume the role of law enforcement officers. In the case of illegal possession, transfer or sale of narcotics or other drugs, there are specific legal requirements which must be met to obtain a conviction. A supervisor having questions about suspected drug trafficking is required to immediately contact school officials.

Supervisors can and should ask questions about any curious or unusual behavior. It is very important that supervisors not make accusations, but they should ask questions. Treat information

in such situations as confidential to protect employees/ students in and away from Pittsburgh Institute of Aeronautics.

3. Evidence Collection:

Supervisors or other employees are not to initiate or conduct searches of any persons or their property. Searches can only be authorized by school officers.

Questions may and should be asked. A supervisor can ask to see, for example, what is in a toolbox, locker, package, lunch box, brief case or desk, but cannot force disclosure. A person cannot be detained or searched against his/her will.

Should an employee or student come into possession of suspected drugs, school officers should be notified immediately to arrange for testing by an appropriate official for disposition. This policy is not intended to restrict the immediate notification of police or other appropriate authorities when the situation demands their immediate intervention. In circumstances where behavior requires that a person be restrained or removed from PIA premises, the supervisor should contact local law enforcement authorities.

4. Documentation:

Records pertaining to performance, attendance, and behavior will be maintained in the employee's student's file. NO reference to alcohol or other drug problems as a medical diagnosis will appear in personnel files; this does not preclude documenting behavior associated with alcohol or other drugs, such as slurred or incoherent speech, stumbling, smelling of alcohol, found possessing alcohol or other drugs, etc. All formal records concerning the dependency will be kept in the EAP only.

Legal Sanctions Concerning Unlawful Drug Use

Washington County

The Attorney General of Washington County uses the Maryland Code as applicable legal sanctions.

State of Maryland

Simple possession (possession without the intent to distribute) of 10 grams or less in Maryland is a misdemeanor with a punishment of 90 days in jail and a maximum fine of $500.

Possession of between 10 grams and 50 lbs. of marijuana is a misdemeanor with a punishment of up to one year imprisonment and a fine not exceeding $1,000.

MD. CODE ANN. §5-601(c)(2)

Possession with intent to distribute of less than 50 lbs. of marijuana in Maryland is a felony with a punishment of up to 5 years imprisonment and a fine not exceeding $15,000.

MD. CODE ANN. §5-607(a) If a person is found to be in possession of more than 50 lbs. of marijuana (acts in proceeding 90 days can be aggregated), then the punishment for this felony is imprisonment of NOT LESS than 5 years.

MD. CODE ANN. §§5-612 (a)-(c).

Possessing marijuana with the intent to distribute in a school vehicle, or in, on, or within 1,000 feet of real property owned by or leased to an elementary school or secondary school, is a felony and is punishable by, for a first violation, imprisonment not exceeding 20 years and a fine not exceeding $20,000, and for each subsequent violation, imprisonment not less than 5 years and not exceeding 40 years and a fine not exceeding $40,000. These penalties are in addition to any other conviction.

MD. CODE ANN. § 5-627

If an offender has previously been convicted of possession with intent to distribute, then there is a mandatory minimum sentence of 2 years.

MD. CODE ANN. §5-607(b)(1)

If an individual is found to be a "drug kingpin" (an organizer, supervisor, financier, or manager who acts as a co-conspirator in a conspiracy to manufacture, distribute, dispense, transport in, or bring into the State a controlled dangerous substance), and dealt with more than 50 lbs. of marijuana, then they are guilty of a felony and subject to imprisonment for not less than 20 years and not exceeding 40 years without the possibility of parole and a fine not exceeding $1,000,000.

MD. CODE ANN. §5-613. (Does not merge. §5-613(d).)

If an adult uses or solicits a minor in a conspiracy to distribute, deliver or manufacture marijuana, then the adult is guilty of a felony and is subject to imprisonment not exceeding 20 years or a fine not exceeding $20,000.

MD. CODE ANN. §5-628

Cultivation in Maryland is punished as either simple possession or as possession with intent to deliver, depending on the amount of marijuana being produced and other factors that may lead to the conclusion that the marijuana was being grown for reasons other than strict personal use. See the Possession for Personal Use" and "Possession with Intent to Distribute" sections for further penalty details.

If a person brings more than 45 kgs. of marijuana into the state of MD, then they are guilty of a felony and are subject to imprisonment not exceeding 25 years and a fine not exceeding $50,000.

MD. CODE ANN. §5-614(a)

If a person brings less than 45 kgs. of marijuana into the state, but more than 5 kgs., then said person is guilty of a felony and subject to imprisonment not exceeding 10 years and a fine not exceeding $10,000.

MD. CODE ANN. §5-614(b)

If a person is in possession of a firearm at the time they are arrested for trafficking marijuana into MD, then said person is guilty of a felony and may be punished with, for a first

violation, imprisonment for not less than 5 years and not exceeding 20 years, and for each subsequent violation, imprisonment for not less than 10 years and not exceeding 20 years.

MD. CODE ANN. §5-621(c)(1)

In Maryland, hashish and marijuana concentrates are punished at the same level as plant-form marijuana, and are Schedule I controlled hallucinogenic substances. See the Maryland marijuana penalty section for further details.

MD. CODE ANN. §5-101(q); MD. CODE ANN. §5-402(d)(vii); MD. CODE ANN. §5-402(d)(xii)

Under MD law, paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana. This includes all agricultural materials used in the growing process, including electronic equipment and typical gardening supplies, such as lights, fertilizer, and top soil. §5-101 also includes under its definition items such as scales, plastic bags, and others used in the distribution process. Hash bubble sacks are paraphernalia. These items are joined by the typical forms of paraphernalia involved in the ingestion of marijuana, including pipes, bongs, and roach clips. Rolling papers and blunt wraps are not included under the statutory definition.

MD. CODE ANN. §5-101

If a person is convicted of selling paraphernalia, then they are guilty of a misdemeanor and can be sentenced, for a first violation, a fine not exceeding $500, and for each subsequent violation, imprisonment not exceeding 2 years and a fine not exceeding $2,000.

§5-619 (d)(2)

If a person is caught in possession of paraphernalia and marijuana, then they are guilty of a misdemeanor and subject to imprisonment not exceeding 1 year and a fine not exceeding $1,000.

MD. CODE ANN. § 5-620(d)(2)

If an adult delivers drug paraphernalia to a minor who is at least 3 years younger than the person, the person is guilty of a separate misdemeanor and on conviction is subject to imprisonment not exceeding 8 years and a fine not exceeding $15,000.

MD. CODE ANN. § 5-619(d)(4).

Advertising the distribution of paraphernalia is a misdemeanor and can be punished, for a first violation, with a fine not exceeding $500, and for each subsequent violation, with imprisonment for not exceeding 2 years and a fine not exceeding $2,000.

MD. CODE ANN. §5-619(e)(1)

Maryland has mandatory minimum sentences for:

Repeat offenders who have been convicted of possession to distribute on 2 or more occasions (2 years).

Repeat offenders who have previously been convicted of possession with intent to distribute within 1,000 ft. of a school on 2 or more occasions (5 years).

Any offender convicted of possessing 50 lbs. or more of marijuana, including any acts of possession within the last 90 days (5 years).

Any offender convicted of being a "drug kingpin" who dealt in more than 50 lbs. of marijuana (20 years).

Any offender who is in possession of a firearm at the time they are arrested for trafficking marijuana into MD (10 years)

MD. CODE ANN. §§5-601(c)(3)(i)-(ii)

MD. CODE ANN. §5-613. (Does not merge. §5-613(d).)

If an adult uses or solicits a minor in a conspiracy to distribute, deliver or manufacture marijuana, then the adult is guilty of a felony and is subject to imprisonment not exceeding 20 years or a fine not exceeding $20,000.

MD. CODE ANN. §5-628

MANDATORY MINIMUM SENTENCE

When someone is convicted of an offense punishable by a mandatory minimum sentence, the judge must sentence the defendant to the mandatory minimum sentence or to a higher sentence. The judge has no power to sentence the defendant to less time than the mandatory minimum. A prisoner serving an MMS for a federal offense and for most state offenses will not be eligible for parole. Even peaceful marijuana smokers sentenced to "life MMS" must serve a life sentence with no chance of parole.

US Federal Regulations

Federal penalties and sanctions for illegal possession of a controlled substance can be quite severe. Examples: According to 21 U.S.C.844 (a),

1st conviction: Up to 1 year imprisonment and fined at least $1,000 but

Not more than $100,000 or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

According to 21 U.S.C. 881(a) (4): Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

According to 21 U.S.A. 853a: Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to

1 year for first offense, up to 5 years for second and subsequent offenses.

Applicable Federal Trafficking and State Penalties are shown on preceding pages. The District Attorney of Washington County uses the Crime Code of Maryland as applicable legal sanctions.

Alcohol and Drug Prevention

PIA offers programming during orientation that covers the dangers and repercussions of alcohol and drug abuse. Information concerning Lytle EAP Services and the EAP's role is presented on the first day of class for PIA students. This relationship continues until the student graduates. Students also receive training concerning drugs in the workplace in later terms of their program as they approach graduation and employment. Additionally, PIA provides training to all incoming students using the Vector Solutions learning platform. This training is entitled: "AlcoholEdu for College".

Parental Notification Policy

PIA, under the guidelines of the Family Educational Rights and Privacy Act (FERPA), notifies parents and families in specific instances where a student accepts responsibility, or is found responsible, for a violation of an alcohol or drug policy or receives a sanction that may impact their status as a student. Parental notification is intended to involve families in the total educational experience of the student and to provide an opportunity for conversation between students and their parents/legal guardians about the experience or incident that was a violation of the Code of Conduct.

Student Education

Each new class receives training in the awareness, severity, and consequences of sexual offenses including sexual assault, dating violence, domestic violence, stalking and other required topics as set forth in the Clery Act and Violence Against Women Act. If a student missed orientation, a letter about the topic and follow-up information is sent to the student. Additionally, all incoming students complete two online training sessions using the Vector Solutions learning platform. This includes: "Sexual Assault Prevention for Community College" and "Diversity, Equity and Inclusion for Students".

Sex Offense Policy

1. PIA prohibits all forms of sexual harassment as required by Title IX of Education Amendments of 1972. This includes but is not limited to Dating Violence, Domestic Violence, Sexual Assault, and Stalking.

2. The following definitions apply under this Policy:

    a. A "complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

    b. A "respondent" is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

    c. A "report of sexual harassment" is a complaint reported to the Title IX Coordinator, or to Campus Director/Dean of Academic Affairs who then gives notice as required to the Title IX Coordinator. A report may be oral and informal. The complainant may file a formal complaint at the same time as making a report or may later proceed to file a formal complaint.

    d. A "formal complaint" is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that PIA investigate the allegation of sexual harassment. The filing of a formal complaint triggers PIA's complaint resolution process.

3. Reporting:
    a. If a student is a victim of sexual harassment, the student should immediately contact local police. If the student feels more comfortable contacting a school official, the following two administrators have been selected to receive and proceed in such events.

Campus Director	240-347-4805	mmorrison@pia.edu
Vice President of Education /Title IX Coordinator	412-346-2138	pklein@pia.edu

    b. Victims are encouraged to preserve evidence of the offense. The victim is asked to maintain clothing, surroundings, and even to avoid showering prior to an official medical examination, if possible.

    c. Upon receiving a report of sexual harassment, PIA will offer supportive measures to the complainant and the respondent, as appropriate, as reasonably available, and without fee or charge. The Title IX Coordinator will promptly contact the parties confidentially to discuss the availability of supportive measures, consider the parties' wishes with respect to supportive measures, inform the parties of the

availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

d. Supportive measures will include non-punitive and non-disciplinary individualized services that are designed to ensure equal educational access, protect safety, or deter sexual harassment without being unduly burdensome to the other party. Supportive measures are coordinated by the Title IX Coordinator and, among other things, may include:
    i. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses without penalty;
    ii. assistance in connecting to community-based counseling services;
    iii. assistance in connecting to community-based medical services;
    iv. assistance with obtaining personal protective orders;
    v. mutual restrictions on communication or contact between the parties; or
    vi. a combination of any of these measures.

e. Notwithstanding any other provisions of this Title IX Policy, PIA may remove a respondent from an educational program or activity on an emergency basis if PIA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of a student or other individual justifies removal, and provides respondent with notice and an opportunity to challenge the decision immediately following the removal. PIA also may place a non-student employee respondent on administrative leave during the pendency of the complaint resolution process.

f. All victims are encouraged to contact local law enforcement to report crimes such as these. In addition, all students are also encouraged to seek out the services of Lytle EAP by visiting http://www.lytleeap.com/ for confidential counseling.

g. Any alleged victim should contact school administration to ask for accommodation or protective measures concerning changes to the victim's academic plan, if necessary. Accommodation or protective measures provided to victim will remain confidential to the extent that maintaining such confidentially would not impair the ability of PIA to provide the accommodation or protective measures.

h. A complainant may, but is not required to, file a formal complaint that will initiate PIA's complaint resolution process, including an investigation. The complainant's wishes will be respected regarding whether PIA investigates, except that the Title IX Coordinator may sign a formal complaint to initiate an investigation over the wishes of the complainant if the Title IX Coordinator determines that such action is not clearly unreasonable in light of the known circumstances.

i. Unless the formal complaint resolution process results in a determination that a respondent was responsible, PIA will not impose disciplinary actions or take any other actions under this Policy that are not supportive measures. PIA will not restrict the rights of any person, including the subject of a report filed with the Title IX Coordinator, that are protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

j. If the allegations in a formal complaint are not within the scope of this Policy because they do not meet the Title IX definition of sexual harassment, or because the alleged activities did not occur in PIA's education program or activity against a person in the United States, then PIA must dismiss the formal complaint for purposes of Title IX. In such case, PIA will promptly send written notice of the decision to dismiss the complaint and the reasons for such decision to both parties. Even if the formal complaint is dismissed, however, PIA still may address the allegations as potential violations of the PIA's Code of Conduct or other policies.

k. In the event of a sexual offense on-campus, PIA will notify local law enforcement in a timely manner.

4. The Title IX Coordinator will designate one or more individuals to investigate the formal complaint (i.e., the Investigator). The Investigator will begin an investigation as soon as practicable and generally not later than 10 business days after the written notice of the formal complaint was delivered to all parties. The Investigator, however, will ensure that the respondent receives sufficient time to prepare prior to any initial interview.
    a. The respondent will be informed in writing of the allegation being made against them and will be informed in writing of their rights and options.

    b. Both the respondent and the complainant will have the same opportunities to present their case including the presentation of any evidence or witnesses.

    c. Both the respondent and the complainant will have the same opportunities to have others present during the proceedings.

    d. Both the respondent and the complainant will have the same access to information used in the investigation or hearings and will be afforded sufficient time to prepare for any interview or hearing.

    e. Both the respondent and the complainant will be informed of the final decision with respect to the alleged sex offense and any sanctions imposed against the respondent.

5. At any time after a formal complaint has been filed, if the Title IX Coordinator believes that the complaint may be amenable to informal resolution, the Title IX Coordinator will give notice to the parties of their ability to choose an informal resolution option. However,

an informal resolution process may not be used to resolve allegations that an employee sexually harassed a student. Further, an informal resolution process may not be offered unless a formal complaint has been filed.

6. When a complaint is not resolved informally, the Title IX Coordinator will notify the parties and help to make any needed accommodations for the formal hearing. At any time prior to a final determination at the end of the formal hearing, the complainant and respondent can choose to accept an informal resolution decision previously offered. Each party must give written, voluntary agreement to the previously offered informal resolution decision, after which the decision is finalized, and the hearing is terminated.

    a. The Decision-maker(s) will strive to issue the written determination regarding responsibility within 14 days after the hearing. Either party may appeal the determination by filing a written appeal, as described below, within 10 business days after receipt of the determination regarding responsibility. If no appeal is filed, the determination regarding responsibility becomes final 10 business days from the date of delivery to the parties.

7. The Title IX Coordinator is responsible for effective implementation of any sanctions or remedies required by the determination of responsibility. The list of potential sanctions or remedies includes one or more of the following:

    a. For Students:
        i. Written warning
        ii. No-contact orders
        iii. Removal from specific courses or activities
        iv. Disciplinary probation
        v. Suspension
        vi. Expulsion
        vii. Transcript notation

    b. For Employees:
        i. Written warning
        ii. Performance improvement plan
        iii. Required training or education
        iv. Loss of annual pay increase
        v. Suspension with or without pay
        vi. Termination

8. A student found guilty of any of the crimes stated on the above criminal statistics may face numerous PIA sanctions up to and including termination from the school.

9. Additional information regarding PIA's Title IX policy can be located at www.pia.edu.

Megan's Law Website Information

PIA makes notice that Maryland Department of Public Safety and Correctional Services website can be found at www.socem.info. This database holds information concerning sexual offenders and their residences and employers.

Other Resources concerning sexual violence can be located at:

- National Sexual Violence Resource Center
  - http://nsvrc.org/
- RAINN (Rape, Abuse & Incest National Network) - National Sexual Assault Hotline: Confidential 24/7 Support –
  - https://www.rainn.org/resources
  - 1-800-656-4673
- Lytle EAP Services
  - http://www.lytleeap.com/
- 211.org
  - Dial 211

Hazing Policy

The Pittsburgh Institute of Aeronautics prohibits hazing. Hazing is a crime in Maryland, violating Maryland Anti-Hazing Law MD State Code: § 3-607 and is prohibited under federal law (Stop Campus Hazing Act). Every Student should be able to participate in clubs, activities, and student organizations without compromising their health, safety, or welfare. Therefore, hazing is unacceptable and a violation of the Student Code of Conduct. This document outlines PIA's policy against hazing, reporting mechanisms, investigation of reports, enforcement of violations, and prevention/awareness programs.

Under the federal Stop Campus Hazing Act (2024), institutions like PIA that participate in Title IV federal funding programs, are required to prohibit hazing, and to collect and report data on hazing incidents annually. This law defines hazing as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of the other person or persons to participate, that:

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including by:
  - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

  - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - causing, coercing, or otherwise inducing another person to perform sexual acts;
  - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law."
- A student organization is defined as "an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution".

Any student or group that commits hazing will be subject to disciplinary action under the Student Code of Conduct. A staff or faculty member who commits hazing will be subject to discipline using the applicable disciplinary processes. In addition, because hazing is a crime, any person responsible for hazing will be reported to the applicable law enforcement agency.
To create a community free of hazing, it's imperative to report hazing when we experience it, see it or suspect it. PIA students, employees, and registered student organizations are all required to report hazing.

Any person with knowledge of hazing is expected to communicate the matter promptly with the Vice President of Education, the Campus Director, the Human Resources Manager, or any member of PIA's Executive and Administrative Staff.

Hazing Awareness & Prevention Training
All PIA faculty members, staff, and students are required to participate in anti-hazing education, facilitated through Vector Solutions LMS. For more information about hazing prevention and resources, please visit https://hazingpreventionnetwork.org/.