

# Colby College

*Department of Security*



2015  
*Annual Safety, Security  
and Fire Safety Report*

## IMPORTANT NUMBERS

### EMERGENCY NUMBERS:

COLBY	5911
POLICE	911
FIRE DEPARTMENT	911

FREQUENTLY USED NUMBERS: SECURITY	5530
DEAN OF STUDENTS	4250
CAMPUS LIFE	4280
HEALTH CENTER/NURSES STATION	4460
ATHLETIC CENTER	4999
PHYSICAL PLANT DEPARTMENT	5000
SPA	5496
PULVER INFORMATION DESK	4289

### FREQUENTLY USED OFF CAMPUS NUMBERS:

FOOD	
PIZZA HUT	873-5000
WATERVILLE HOUSE OF PIZZA	873-4300
CAPPZA'S PIZZA	873-7770
BIG G'S	873-7808
CANCUN MEXICAN RESTAURANT	872-7600
JORGENSEN'S	872-8711
PAD THAI	861-8895
SILVER STREET TAVERN	680-2163

TRAVEL	
CONCORD TRAILWAYS	1-800-639-3317
GREYHOUND BUS STATION	680-2540
EXCALIBUR LIMOUSINE SERVICE	1-800-317-8256
NORTHEAST CHARTER & TOUR	1-888-593-6328
ENTERPRISE CAR RENTAL	877-6601
PORTLAND JETPORT	774-7301

ENTERTAINMENT	
FLAGSHIP	873-0033
REGAL CINEMA CENTER (AUGUSTA)	623-8183
RAILROAD SQUARE CINEMA	873-6526

TAXI SERVICE	
ELITE	872-2221
PINE TREE	465-2304

HEALTH AND BEAUTY	
RITE AID	877-8975
CVS	873-7163
HANNAFORD KMD/MAIN STREET	873-0788/877-0788
APOLLO DAY SPA	872-2242
PEOPLE'S SALON AND SPA	873-5939

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*Department of  
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EMERGENCY: (207) 859-5911  
Non-Emergency: (207) 859-5530  
<http://www.colby.edu/college/security>

## Message from the Director

I would like to take this opportunity to welcome you to Colby College and to wish you success with your individual endeavors.

Colby College and its surrounding community offer a quality of life that is widely appreciated and valued by nearly all who live here. Much of what we value so greatly contrasts sharply with life in the nation's urban centers. Because our community is safer than many others, it is all too easy for members of the Colby community to be complacent or careless about their safety and to assume that crime does not occur here.

Crime does exist at Colby. Members of the College community are rudely awakened to this reality when they find themselves victims. The comments of these victims are often the same: "I didn't think things like this happened here!"

The responsibility for crime prevention does not rest solely with the Department of Security, it is shared by you and all the members of the College community. Your awareness is the most important factor in crime prevention. The success of prevention depends largely on you following sound safety practices and to recognize and immediately reporting suspicious or criminal activity. Remember, the potential for crime does exist, but by following the suggestions outlined in this booklet you can substantially reduce the possibility of becoming a victim.

We in the Department of Security have prepared this booklet to assist you in ensuring that your experience at Colby will be happy and safe.

Peter S. Chenevert  
Director of Security

## Department of Security: Educators and Protectors

The mission of the Colby College Security Department is to provide a safe and secure environment for the Colby community. The Department of Security offers a wide variety of services to assist students, faculty, and staff members in their day-to-day living. The services are widely publicized. We ask that you familiarize yourself with this booklet and all the services offered by the Department of Security. The first step in a successful safety and security program is public awareness.

The Department of Security is dedicated to providing the highest quality of safety and security services to the college community in support of the College's academic mission.

Every encounter between a Colby community member and a Colby Security Officer is an educational opportunity. We strive to make all encounters positive, but confrontations are possible. By explaining the nature of campus policies and referring infractions to the Dean of Students Office for follow-up discussions, Campus Security Officers attempt to limit confrontations.

Campus Security Officers derive their authority from the Colby Administration. Our personnel are officials of the College with specific responsibilities for safety, security and traffic control enforcement. Colby College Security Officers have the authority to ask persons for identification to determine whether individuals have lawful business at Colby College. Security officers have the authority to issue parking tickets which are billed to financial accounts of students, faculty and staff. Colby Security officers do not have arrest powers. Criminal incidents are referred to the Waterville Police who have jurisdiction on campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to Colby Security and the Waterville Police. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. To report a crime call Colby Security at 207-859-5530, if an emergency call 207-859-5911 or 911. Officers complete Enhanced Security Officer Training Courses on campus as well as the New England College and University Security Officers Training Academy and certified training through the state of Maine and the Maine Campus Security Online Training and Justice Planning and Management Associates (JPMA).

The Department takes pride in its strong working relationship with the City of Waterville Police Department, as well as state and federal law enforcement agencies. We communicate directly with each other and cooperate in many investigations.

CONTACTING COLBY SECURITY EMERGENCY: (207) 859-5911  
Non-Emergency: (207) 859-5530

The Department of Security is located in Roberts Union on the north end of Campus and is open 24 hours a day, 7 days a week, 365 days a year.

This handbook is produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery"). It outlines the Department's services and resources that are available to everyone on Campus. Colby College's crime statistics are made available electronically on the Campus Security webpage and in written form upon request.

## SECURITY OFFICER TRAINING

Each year the Department of Security conducts on the average 100 hours of training for all officers and dispatchers. The training is extensive and does not include all of the training some of the officers and dispatchers do on their own.

On Campus Training Requirements:

- Diversity
- First Aid, CPR and AED Certification
- State Laws
- State Liquor Laws
- College Policies and Regulations
- Patrolling Techniques
- Civil Rights and Civil Rights Officer Certification
- Alcohol and Drug Awareness and Effects
- Clery and Title IX
- Hazardous Materials and Blood Borne Pathogens

All of the officers in the Department of Security have had considerable training in the security, law enforcement, and medical fields.

Highlights of the training are as follows:

- History and Role of Campus Security/Police
- Legal Issues
- Management of Aggressive Behavior (classroom and practical training)
- Sexual Assault
- Ethics and Professionalism
- Community Relations and Student Leaders
- Fire Safety
- Alcohol Awareness
- Crime Prevention
- Officer Safety and Patrol Procedures
- Sexual Harassment
- Hate Crimes
- Interviews and Report Writing
- Preliminary Investigations
- Drug Identification and Effects
- Gang and Occult Recognition

The New England Campus Security Officers Training Academy is six days long and includes more than 60 hours of classroom instruction related to college and university issues.

## Campus Security Authorities

Campus officials that have a significant responsibility for student and campus activities are considered to be *Campus Security Authorities* as defined by the Clery Act. A report of a Clery-reportable crime to any *Campus Security Authority* will be included in the College's campus crime statistics. The following list denotes the *Campus Security Authorities* for Colby College:

Dean of Students Office  
Campus Life Office  
Community Advisors  
Advisors to Students and Student Organizations  
Athletic Director and Team Coaches  
Department of Security

For Colby College purposes the term "Responsible Employee" is used in place of Campus Security Authorities.

## Clery Policy Statement Addressing Counselors

Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary (not confidential) basis for inclusion into the annual crime statistics. Counselors are defined as:

Pastoral Counselor is an employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as pastoral counselor.

Professional Counselor is an employee of an institution whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

## Security Awareness Programs Education and Outreach

The Department of Security promotes personal safety and responsibility and proactively deters crime on campus through the following campus outreach programs.

### Rape Aggression Defense

This nationally-recognized basic self-defense class for women is offered through the Department of Security in collaboration with the Waterville Police Department. Participants learn physical techniques for defending themselves against aggressors and participate in the culminating simulation experience where they can apply and hone their skills. This twelve-hour course is typically offered once or twice per year. While enrollment preference is given to students, all Colby women are able to participate in this program free of charge.



## Basic Self-Defense

This class is offered to both men and women, and participants learn some of the same physical techniques as RAD for defending themselves against aggressors. Various skills are practiced and the course varies in length from a one hour introductory session to a twelve hour Jan-Plan course.

## Security Talks and Residence Hall Visits

During the academic year Colby Security offers several security awareness programs to the campus community. The common theme throughout these programs is to encourage students and employees to be responsible for their own safety and security as well as the safety and security of others.

## Crime Prevention and Fire Safety

These programs are typically offered at the beginning of the fall semester but are available for presentation to any community member throughout the school year.

Colby Security officers are available to assist CAs with residence hall programming about personal safety issues and fire hazards. These programs are also offered in non-residential settings and are available to any member of the Colby Community. In addition to offering programs, the Department of Security takes an active role in assisting with the fire safety and inspection programs mandated by the State of Maine and local fire officials. These mandates include performing fire drills, performing fire inspections of all college owned facilities, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The State of Maine requires that two fire drills be performed, in every college owned building that is used as a residence hall, during the course of the school year. This is divided so that one drill is performed in the fall semester and one drill is performed in the spring semester. The drills are designed to give the building's occupants a sense of familiarity with procedures in the event of a real fire or emergency.

Academic and Administrative buildings have one fire drill per year performed to assist the occupants with gaining familiarity with emergency procedures.

## Reporting Emergencies, Crimes and Policy Violations x5530 or x5911 (Emergency)

Despite Colby Security's best efforts, crimes and College policy violations do occur on Campus. Colby is required by the Clery Act to report campus crime statistics. The Clery crime statistics report does not disclose the names or other identifying information of the victim or the accused. Colby takes its obligations under the Clery Act seriously, and encourages all community members to promptly report all crimes, emergencies, policy violations, and any suspicious behavior that they witness. In addition to compiling Clery Act crime statistics Campus Security will investigate all reports and activate the appropriate College Judicial procedures. A dispatcher is always on duty to answer calls from concerned members of the Colby Community. Security is ready to respond to all situations on campus and will coordinate with local agencies to ensure that the proper resources are available. Security incident reports are forwarded to the Dean of Students Office for review and potential disciplinary action. Additional information obtained through investigation is also forwarded to the Dean of Students for possible disciplinary action. If assistance is required from the local police department or the local fire department Security will contact the appropriate authority. In the event sexual misconduct is reported, staff on the scene, including Security will offer the victim a wide variety of services as provided in the Colby Sexual Misconduct Policy. All emergencies should be reported to the Department of Security. Persons who dial 5911 on a campus phone will be connected to the Department of Security.

All members of the campus community are strongly encouraged to promptly and accurately report any suspicious behavior or activity, crime, acts of violence against themselves or another or any circumstances that require attention. To report a crime call Colby Security at 207-859-5530, if an emergency call 207-859- 5911 or 911. You may also report crimes to:

Dean of Students Office (859-4250)  
Campus Life Office (859-4280)

In addition to compiling crime statistics, Colby will issue a timely warning notice, as required by the Clery Act, if there is a serious or continuing threat to the health or safety of Colby students and/or employees. Members of the Colby Community should report crimes to any member of the Security Department, any Dean within the Dean of Students Office, or any Campus Security Authority (CSA). Security cannot guarantee the confidentiality of any reporting party and therefore does not have any procedures for voluntary, confidential reporting of crimes for inclusion in the annual disclosure of crime statistics.

## Blue Light Emergency Phones

Several call box telephones are installed across campus and are indicated with signage and/or blue lights. These phones are directly connected to the Colby Security Dispatcher and are intended for emergency use only. Community members are strongly encouraged to utilize these emergency phones anytime they feel uncomfortable or in a situation that requires immediate assistance from the Department of Security. There are several blue light emergency phones located throughout the campus.

## SERVICES OFFERED

The Department of Security offers a wide variety of services to members of the College Community to ensure one's safety and well-being.

### COLBYCARD

The ColbyCard is a one-card system designed to provide a convenient way for students to gain access to residence halls and dining halls and to use services such as the library and laundry, copy, and snack machines. The card incorporates proximity technology for access control, a magnetic stripe for dining services, laundry, vending, copying, and bar code technology for library services. The ColbyCard office is located in the Student Financial Services Office in the Garrison Foster Health Center Building and is staffed Monday through Friday from 8:30 a.m. to 4:30 p.m.

### ESCORTS

Campus Security will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Colby Security vehicle or on foot, by security officers or student employees. Security will provide vehicular escorts between campus locations to physically disabled students who need assistance in moving about the campus.. Medical escorts are given at all times of day and night.

### JITNEY SERVICE

The Jitney Service provides safe and convenient transportation for students within the Waterville area. The Jitney Service runs on a schedule during the daytime, making stops throughout the community at local shopping areas, and returns to campus twice an hour to pick up and drop off students. In the evenings the Jitney runs by request and a driver on duty will escort students to and from campus at their

request.

#### COURTESY RIDES

Security officers provide rides on campus when an individual cannot drive himself or herself. Reasons might include sickness, injury, or intoxication.

#### LOCKOUTS

Students are strongly encouraged to lock their rooms at all times. If a student is accidentally locked out of their room during business hours a spare can be picked up at Campus Life in Cotter Union. Campus Security personnel will grant them admittance after checking their official room assignment and photo identification. Students who lose their room keys should report the loss to the Office of Campus Life (x4280) so that their locks can be changed.

#### COLBY CHECK

Colby Check is a property identification and marking program that was developed by the Department of Security to help members of the Colby Community protect their valuables. This program allows members of the Colby Community to check out engravers from the Security Office to use to mark their valuables.

An identification list is also filled out detailing the person's valuables, including value and serial number, and is filed with the Security Office. Should a theft take place, these preventive measures will assist the Department of Security and the local police department in tracking and recovering those marked items.

#### LOST AND FOUND

The Department of Security helps to centralize and record all items found or reported missing on campus.

**Lost:** Property that is lost should be reported to Security and the Pulver Information Desk in Cotter Union. The report will be cross-checked with property being held at the Help Desk. If it is not being held, a general description of the property will be placed in the Lost and Found logbook. If the property shows up at a later date you will be notified by Security or the Help Desk. It is important that Security be notified if the property is found by someone outside of the department.

**Found:** Property that is found should be turned in to the Pulver Information Desk in Cotter Union, where a report will be filed and cross-checked with other reports to determine the proper owner. Property turned in as found will be held a minimum of 90 days. After that time the item becomes the property of Colby College and will be disposed of as necessary.

#### DELIVERIES

Off-campus delivery services are not permitted to enter any College buildings. All deliveries must be received at the Student Mailroom in Cotter Union, the Eustis Mailroom, or Colby Security.

## Available Resources

Many Colby offices and local agencies are available to assist members of the community in emergency and crisis situations.

Dean on Call (dispatched through Security ( X5530 EMERGENCY 5911)

A designated staff member from the Dean of Students Office will be informed of all serious situations that occur on campus and will respond, when necessary, to emergency situations.

Colby Emergency Response (CER dispatched through Security ( X5530 EMERGENCY 5911)

A squad of certified student Emergency Medical Technicians responds to all on-campus medical emergencies. This service is overseen by the Department of Health Services and maintains a strong working relationship with area EMS agencies such as Waterville Fire and Rescue and Delta Ambulance.

Counselor on Call (dispatched through Security ( X5530 EMERGENCY 5911)

A professional counselor from Colby's Department of Counseling Services is always available for emergency consultations. Non-emergency counseling is available to all students by contacting the Counseling Center (x4460) during business hours. Conversations with Colby's counselors are free of charge and confidential. During non-business hours a counselor can be contacted confidentially by first contacting the Department of Security Dispatcher. The dispatcher will arrange for the counselor on call to contact the individual directly. All information will remain strictly confidential.

Waterville Police Department (680-4700 non-emergency)

Informational questions about local laws or reports of crimes can be directed to the City of Waterville Police Department (WPD) by telephone. WPD will not respond to a campus call without informing the Department of Campus Security. Security officers may request additional support from WPD. As the local police authority, WPD is the contact agency for questions relating to Maine's local sex offender registry. Community members may also access the State of Maine Sex Offender Registry at the following web address: <http://sor.informe.org/cgi-bin/sor/index.pl> The Colby College Department of Security maintains a close working relationship with the Waterville Police Department, the Maine State Police, and the Kennebec County Sheriff's Office. Meetings are held between the leaders of these agencies on both a formal and informal basis. The Officers of Colby Security and WPD communicate regularly on the scene of incidents that occur in and around the campus. Colby College Security works closely with these agencies when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. There is a written memorandum of understanding between Colby College and the Waterville Police and Fire Departments.

EMERGENCY COMMUNICATIONS On-Campus Emergency Contact Information	
Campus Security (all emergency types)	X5911
Campus Security (non-emergencies)	X5530
General Information	X5530
Colby College Emergency Medical Services	X5911
Student Health Center	X4460
Physical Plant/Maintenance Emergencies	X5000
*Note—dialing 911 from on-campus phones directs you to the 5911 ext.	

## Daily Crime Log

Colby Security maintains a daily crime log which is available to the public. The crime log is maintained at the Security Office and is available during normal business hours. The Crime Log lists crimes on campus, dates and times, locations, dispositions, and notes.

## Planning & Preparedness

Colby College routinely operates in a manner which avoids emergencies. However, the College is not immune to critical incidents, and strives to plan and prepare for them through written plans and protocols, training, effective communication strategies, and regular meetings of the Colby Emergency Response Team (CERT). The CERT members are:

Administrative Vice President and Chief Financial Officer  
Vice President of Student Affairs and Dean of Students  
Director of Security  
Vice President of Communications  
Director Physical Plant  
Director of Information Technology  
Director of Human Resources  
Senior Associate Dean of Students  
Associate Dean of Students  
Director of the Health Center  
Director of Safety  
Associate Director of Security  
Assistant Director of Security

## Emergency Notification Systems and Procedures

In the event of a serious incident which poses an immediate threat to members of the Colby College community, the College has various systems in place for communicating information quickly to those individuals. The campus emergency alert system is composed of a siren based warning system in conjunction with a reverse 911-type system, Blackboard Connect. The sirens issue a warning to provide notice to the community of a pending emergency. Upon confirmation by the Department of Security or a member of CERT, of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus an immediate notification will be sent using some or all of these methods of communication. These methods of communications may include activating Blackboard Connect, an emergency notification system utilizing email, text messaging and telephone voice messaging. Phone numbers and email addresses of parents or other persons identified by students or employees in official College registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well. Members of the larger community, such as campus neighbors, may tune into local media or check the Colby College web- site for updates and information about emergencies on campus.

Serious threats of this nature may involve weather, health, or personal safety situations. Based on the nature of the emergency, the responsibility for assessing the severity of the threat begins with CERT. Upon a determination by the Colby Emergency Response Team, that a significant threat exists, a member(s) of CERT will promptly make a decision regarding emergency notification and determine the appropriate segment(s) to receive the message if the emergency is isolated to a particular section of campus. Staff from the Office of Communications will generally have the responsibility for preparing and disseminating emergency messages and updates.

In the event of confirmation of a threat involving imminent risk to personal safety any member of CERT may develop a message and activate Blackboard Connect immediately, prior to notifying the entire Colby Emergency Response Team.

Many factors are considered when assessing a situation to determine whether to activate one or more of the emergency communications systems and if so, the content of the message and whether to send the emergency message to all or some of the campus community. Among the factors to be considered is the nature and anticipated duration of the emergency situation and whether the emergency applies to a particular building or segment of the population or to the entire campus. The Colby Emergency Response Team will make a decision without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. CERT will provide regular updates to the Colby community as they become available through the Blackboard Connect system. The Colby Emergency Response Team plans, publicizes and conducts a test of the emergency response and notification system at least annually and maintains a record documenting each test, including a description of the exercise, the date, time and whether it was announced or unannounced.

## Timely Warnings

In the event of an incident which poses a serious or ongoing threat to members of the Colby College Community, the College has various systems in place for communicating information quickly to those individuals. Timely warnings may be issued for any of the Clery Act crime classifications, including in particular: criminal homicide, arson, aggravated assault, robbery, sex offenses and hate crimes. Blackboard Connect is an emergency notification system utilizing email, text messaging and telephone voice messaging for immediate notification. Any individual member of the Colby Emergency Response Team may develop the content and issue a timely warning to the Colby College Community. Phone numbers and email addresses of parents or other persons identified by students or employees in official College registrar or employee records as emergency contact persons will be included in the Blackboard Connect system and they may receive emergency messages as well. Safety Advisories may be posted in all buildings on campus in addition to the electronic notifications.

## Evacuation Procedures

Evacuate the building via designated emergency egress routes. Do not use elevators!

### Initial Assembly Areas

All routinely occupied College facilities have an initial assembly area, which is a location selected by the Department of Security where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact the Security Office or your CA if you have not been advised of your building's initial assembly area.

### Assembly Areas

If it becomes necessary College Officials will designate a secure location for assembly and head counting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur individuals should proceed from their initial assembly area to the designated assembly area until either the emergency is terminated or further direction is provided. See the last section of this document for your building's primary initial assembly areas.

## Lockdown/Shelter-In-Place Procedures

In some emergency situations, evacuating the building/facility is not desired, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter, hostile intruder, or fugitive from justice. Shelter-in-place procedures would typically be called when some environmental element is threatening the campus, such as an airborne chemical plume or weather related event (like a tornado or ice storm). Despite these technical differences, the actions that personnel should take essentially remain the same. Once a lockdown or shelter-in-place command has been ordered, take the following actions.

Stay inside the building you are in, even if you do not normally work or reside in that building. If you are at an outdoor location, proceed to the nearest building or other source of shelter. Close and lock exterior and interior doors to the greatest extent possible to maximize security. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles.

Terminate any on-going teaching activities (instruction, lab experiments, studio work, etc.), and turn off all local ventilation, fans, fume hoods, window air conditioners, etc. Be prepared to go to more secure locations, as directed by College Officials, and do not leave the building or secured area until and unless told to do so.

## Security of and Access to Campus Facilities

Access to campus administrative and academic buildings and grounds is available during normal business hours to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are normally open when classes are in session, or by special request coordinated with the Department of Security. When class is not in session and when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on Campus, however access is limited to the facility in which the event is being held. Officers' conduct routine security patrols of residence halls, academic and administrative buildings to monitor activity.

Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Scheduling Office and/or the Office of Campus Life or the Office of Summer Programs/Conference Services.

Residence Halls are locked at all times and access is restricted to building residents and their authorized guests. Community Advisors routinely monitor safety and security concerns inside residence halls and if necessary, report security concerns to Campus Security.

## Colby Security's Routine Responsibilities

### Monitoring and Recording Off-Campus Crimes

Local law enforcement agencies regularly notify Colby Security of off-campus crimes that involve members of the Colby community, particularly those involving students engaged at off-campus locations to include off-campus housing. The Department's role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place.

Colby College prohibits violations of local, state, and federal laws; the College may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the

College are adversely affected. In instances where crime reporting is necessary in Colby off campus locations those statistics will also be reported in compliance with the Clery Act.



## Building Check and Maintenance of Campus Facilities

Colby College is maintained in a manner that minimizes hazardous conditions. Prior to securing a building at night, Campus Security Officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and in working order, and that there are no apparent safety, fire, or health hazards. This walk through includes mechanical rooms and a basic check of the building's heating and electrical systems.

All hazards and physical problems are referred to the Department of Physical Plant for action during the next business day. Physical Plant personnel may be called in after hours to address serious situations.

## Parking and Traffic Enforcement

The Department of Security is responsible for regulating all vehicular traffic and parking on campus. Detailed information about the Department's current policies is available from the Security office or electronically on the website. All vehicles, including those belonging to temporary visitors, must be registered with the Department of Security.

## MISSING PERSON POLICY

Persons reporting missing students may make their first contact with the Department of Security, the Office of Campus Life, or the Office of the Dean of Students. Reports may come from parents, fellow students, Professors, Community Advisors, or others. Regardless of the source or the office contacted first, the Department of Security will be immediately notified of all missing-student reports.

Upon receiving such notification, the dispatcher, with direction from the Director or Associate Director, will report via phone to the Waterville Police Department that a student has been reported missing. Initially, however, the Department of Security will be fully responsible for the investigation.

If the student resides in an on-campus student housing facility and is determined missing, the following steps will be taken immediately:

If the student has designated a missing person contact, notifying that contact person within 24 hours.

If the student is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours.

Regardless of whether the student has identified a contact person, is above the age of 18, or is emancipated minor, informing the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Department of Security personnel will interview any members of the Colby Community who might have information about the missing student's whereabouts.

Interviews may include, but will not be limited to, Community Advisors, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. The Department of Security has the right to enter student rooms in search of missing persons.

Security personnel will contact the Student Financial Services Office to determine the last Campus Card transaction completed by the student in question and request to be alerted if any further transactions are attempted. All access information will be gathered on the missing person to see what areas of the campus were accessed last.

All missing student reports must be relayed promptly to both the Director of Security and the Dean-On-Call. Periodic updates should be given to both the Director and the Dean. The Director will determine which other College officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and will become involved at their discretion. If it is determined by the local police or the Director of Security that the entire College Community is at risk, the Department of Security will be responsible for communicating that danger to the campus via any medium that the Director shall deem appropriate.

After the situation is resolved, the Director will prepare a detailed briefing and report to be provided to both the municipal authorities and the Dean of Students.

## Drug and Alcohol Policies

Colby College has several regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs. These policies are fully outlined in the Student and Employee Handbooks. All students and employees should carefully review these policies as the disciplinary penalties for violating them can be severe.

### Introduction

The Colby College alcohol policy and related educational programs are designed to promote responsible decision-making concerning the use of alcohol in this community. The College expects all members of the community to be respectful of the rights of others in order to contribute to an environment conducive to education and personal growth. Intoxication is never justification for behavior that violates the standards of conduct and expectations of the College.

This policy reflects local and state laws governing the possession, sale, use and distribution of alcohol, recognizing the rights of individuals who are 21 years of age or older to consume alcohol in a legal manner. Colby Security enforces all State of Maine underage drinking laws. The College expects community members to abide by the laws of the State of Maine and the policies of the College. Any member of the community, including Community Advisors and Colby Security personnel, may confront students or employees whose behavior is in violation of these policies. Sanctions ranging from a warning to separation from the College may be imposed upon students and employees who violate this policy or other policies of the College.

### Summary of Maine State Laws Governing Alcohol

*The following is a partial list of pertinent Maine laws and how College regulations apply.*

Persons must be at least 21 years old to purchase, possess, or consume alcoholic beverages legally in the State of Maine.

Persons must not present false identification, either written or oral, in order to obtain alcoholic beverages.

Persons of legal drinking age must not provide alcoholic beverages to underage individuals.

Unlicensed sale of alcohol in any form is illegal and expressly forbidden.

The consumption of alcoholic beverages is permitted out of doors only with special permission arranged through the Campus Life Office and the Department of Security.

Persons or organizations that serve alcoholic beverages may be responsible for the damages, both to person and property of those served.

Maine law makes it a crime for any person to knowingly give liquor to a minor or a visibly intoxicated Person, or to allow any minor under that person's control or in any place under that person's control to consume liquor.

No minor shall transport alcohol in a motor vehicle.

Maine law prohibits drinking while operating a motor vehicle.

It is unlawful to operate a motor vehicle under the influence of alcohol, meaning a blood alcohol content of .08 or higher. It is unlawful for a minor (under 21) to operate a motor vehicle with alcohol in one's system. Maine has a zero tolerance law for persons under the age of 21.

The Maine Liquor Liability Act serves to prevent alcohol related injuries, deaths, and other damages among Maine's population. This law makes one liable civilly for the negligent or reckless service of alcohol to a minor or to a person who is visibly intoxicated.

### State Drug Offenses

Maine and federal law prohibit the unauthorized possession, furnishing (distributing or giving away) and trafficking (selling) of scheduled drugs. Scheduled drugs include, but not limited to cocaine, marijuana, lysergic acid diethylamide (LSD), heroin, and steroids. Possession is merely exercising or maintaining control over an item. Possession of drugs can include merely allowing drugs to be kept in your room, car, or locker even though the drugs are owned by someone else. Students who are convicted of drug possession or sale may lose eligibility for federal financial aid.

### *NESCAC Presidents' Statement on Abusive Drinking and Hazing*

*In addition to being partners in athletic competition, the 11 colleges and universities comprising the New England Small College Athletic Conference (NESCAC) are united in efforts to provide safe environments in which students mature intellectually and socially. Recognizing that social life plays a role in the college experience, each campus has increased its efforts to encourage students to make responsible choices. Each school takes a strong stand against substance abuse, including alcohol. While the vast majority of students at NESCAC institutions who choose to drink alcohol do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances. All of the conference schools expressly prohibit hazing.*

*NESCAC member institutions: Amherst College, Bates College, Bowdoin College, Colby College, Connecticut College, Hamilton College, Middlebury College, Trinity College, Tufts University, Wesleyan University, Williams College.*

### College Rules Regarding Alcohol and Drugs

#### Alcohol

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances and Colby's Alcohol Policy. Violations of the laws and policies will result in disciplinary action up to and including suspension or expulsion and referral for prosecution.

## Illegal Drugs

The possession, use, manufacture, cultivation, sale, or distribution of controlled substances including, but not limited to, marijuana, synthetic cannabis (e.g. Spice, K2, etc.), narcotics, GHB, LSD, psychedelic mushrooms, drug paraphernalia, or prescription drugs such as anabolic steroids, Rohypnol, amphetamines, "study drugs" or psycho stimulants (such as, but not limited to Adderall, Ritalin, Concerta, Modafinil, Nootropil), tranquilizers for which a student does not have a legitimate prescription is strictly prohibited by both College policy and state and federal law. Students found in violation of this policy may be subject to suspension or expulsion and also prosecution by local, state, or federal authorities.

## Alcohol Service on Campus

There may be no service of alcohol on campus, at the Blue Light Pub, or elsewhere, during new student orientation without the permission of the Dean of Students. Alcohol is prohibited at any social event designated primarily for first year students and/or sophomores. Guidelines for the service of alcohol at each facility are the responsibility of the facility supervisor or his or her designee. Policies established by the facility supervisors are to treat all constituent groups of the Colby Community equally. Alcoholic beverages are not permitted in academic buildings without prior consent of the Dean of Faculty.

## Drinking and Driving

Maine has very strict operating under the influence laws. Maine law prohibits the consumption of alcohol while behind the wheel of a motor vehicle. Additionally, Maine law prohibits the consumption of alcohol by the driver and any passengers under age in a motor vehicle. In the state of Maine, a blood alcohol level of .08 percent constitutes being "under the influence." Although .08 is the number for "operating under the influence," convictions and fines for operating under the influence have been levied for blood alcohol levels at .05. A slower reaction time, slurred speech, impaired vision, and other signs of intoxication will appear in most individuals significantly before the blood alcohol level reaches .08. In Maine, being found guilty of driving while under the influence for a first time offender (21 years of age or older) is a class D crime which carries a fine of at least \$400, loss of license for 90 days, a licensing reinstatement fee, and an alcohol evaluation and/or treatment as minimum penalties. A minor found to be operating a motor vehicle with any amount of alcohol in his or her system (or who refuses to submit to the blood or breath test) will lose his or her driver's license for one year, and, if convicted of OUI, will receive a fine and possible time in jail. Students or guests found operating under the influence at Colby will be reported to local authorities and are subject to Colby sanctions as well. Any person who is intoxicated can be prevented from driving a motor vehicle by Colby Security Officers.

*Security Officers will do everything possible short of physical constraint to prevent an intoxicated person from driving. If all fails and the person is determined to drive, local authorities will be notified so an arrest can be made. Any student found guilty of operating a vehicle under the influence will normally be suspended and required by the Dean of Students to complete an alcohol education program or receive other appropriate counseling.*

## Drinking Games

Students who choose to drink alcohol are expected to do so in a safe, responsible, and legal manner. In Maine as in all states, the drinking age is 21. Underage drinking or providing alcohol to an underage person is illegal in Maine. The irresponsible use of alcohol that leads to disruptive, abusive, or destructive behavior while intoxicated is prohibited. Those who engage in such behavior will face severe sanctions including possible suspension. Intoxication will not be accepted as a defense or an excuse for disorderly conduct. In 1996 the Trustee Commission on Alcohol stated that because drinking games tend to encourage excessive drinking and/or drunkenness, tend to foreclose all other social interaction and pressure players to drink over their limits. These activities are considered forms of irresponsible drinking. All participants in a drinking game will be held accountable for the actions of any individual player who engages in misconduct and/or injures himself or herself or others during or after such an event. Participants who have contributed to the intoxication of another will be held accountable and could face severe sanctions. Drinking games are banned in public areas and at registered events. Active encouragement of underage drinking and active encouragement of intoxicated individuals to consume substantial amounts of alcohol, a common element in many drinking games, is against Colby policy and could be considered evidence of "Reckless Service of Liquor" under the Maine Liquor Liability Act. This could make the sponsor of a drinking game and the host of the party liable under Maine law for up to \$250,000 in damages, plus medical expenses, and jail time should one of the participants in the game cause damage or injury to a third party even after leaving the game, or sustains injuries to himself/herself.

## Hard Alcohol

Private possession and consumption of hard alcohol on campus is prohibited. Hard alcohol can be consumed in the Blue Light Pub by those of legal drinking age.

## Kegs

Kegs are permitted only with appropriately completed event forms in designated lounge spaces or other approved locations. Kegs are not permitted in any other residence hall space such as individual rooms, quads, suites, hallways, laundry rooms, or roofs. Kegs are not allowed outdoors without permission of the Office of Campus Life, the Director of Security, and the Director of PPD. At the official end of social functions with alcohol, any keg(s) remaining either full or partially full must be moved and stored in the Security Office in Roberts Union. To register a party with or without alcohol, please inquire at the Office of Campus Life. *Kegs and taps that have been confiscated by Security will not be returned to the person(s) who obtained the keg for the social event.*

## Open Container Rule

Outdoors: Any student carrying an alcoholic beverage out of doors on Colby property is subject to a disciplinary sanction. Indoors: Students may be sanctioned for taking alcohol into or out of a registered function or social gathering or for possessing alcohol not provided by the hosts. Alcohol consumption is not allowed in entryways, hallways, bathrooms, elevators, laundry rooms, bike rooms, trunk rooms, custodial closets, clubrooms, or other space outside of assigned rooms.

## Party Host Training

Students must have completed a Colby Party Host Training Session before hosting an event. For more information contact the Office of Campus Life. Faculty and staff are not able to serve as party hosts for student functions on campus where alcohol is available. For more information on scheduling events, see Event Regulations and Procedures.

### III Party Policies

#### General Information

Parties with alcohol may only take place in designated first floor lounges.

Each hall has a substance free lounge.

Parties with alcohol can only be held one night of the weekend per hall.

Parties are not allowed in individual rooms or suites but small, social gatherings are allowed.

Kegs are not allowed in individual rooms or suites. A completed scheduling form is considered a contract. Any breach is regarded a violation of alcohol policy.

Public advertising of the event must not include the mention of alcohol.

The number of guests must be restricted to the legal fire capacity.

Appropriate signs outlining alcohol policy must be placed at the event.

Alternate beverages and food must be provided in sufficient quantity.

Drinking games are banned in public areas.

Parties that feature different drinks in various locales and revolve around the concept of a progressive party or "Around the World" are not permitted.

Mobile parties are not permitted.

Alcohol cannot be given as a prize for contests, games, scavenger hunts, or other such activities.

Student hosts are responsible for the immediate cleanup of the party area following the event and any damages. Sponsors will be billed for any extra cleanup and may pay a fine equal to 25 percent of the cost of that cleanup.

#### Individual Rooms

Because individual rooms and suites are not spacious enough to accommodate large social events with alcohol, kegs are not permitted in rooms or suites.

Small private gatherings not to exceed 12 guests in a single, double, or triple or 18 guests in a quad, five person, or six person, may occur in individual residence hall rooms.

Care should be taken to ensure that the fire capacity of the space is not exceeded and that noise does not bother other residents. Additionally, the gathering cannot extend beyond the individual room, suite, or apartment.

#### Locations

Upper floors are party free areas so that study and sleep will not be impeded.

Parties can be held in designated first floor or basement lounges.

The consumption of alcohol is forbidden at campus athletic events.

Substance free halls are designated each year by the Office of Campus Life.

#### Timing

Parties may only occur on Friday nights after 5 p.m. and Saturdays after noon.

No residence hall can have more than one social event where alcohol is served on any single weekend.

Social events in hall lounges involving alcohol must be scheduled in advance with Campus

#### Life. Protocol for Alcohol Related Incidents

If Security or CER determines that medical care is needed and if the student should refuse treatment, then the Dean on Call will be notified.

For those cases that involve vandalism and alcohol, the Dean's Office will be notified.

For students transported to the emergency room the Dean on Call will be notified.

Intoxication will not be accepted as a defense or an excuse for disorderly conduct.

The College reserves the right to alert parents or guardians of alcohol intoxication cases. In an effort to create an atmosphere that ensures that students will receive needed medical assistance for alcohol related matters, the following protocol has been adopted.

Colby Emergency Response (CER) and Security will assess the situation and determine the level of care needed. For serious matters the student will be transported to the emergency room at Maine General Medical Center by Security, Waterville Rescue, or Delta Ambulance.

#### IV. Alcohol and Drug Abuse Education Programs

Colby has developed programs to prevent the abuse of drugs and the abuse of alcohol by students and employees. The program provides services related to drug and alcohol use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. Colby's sources for drug and alcohol abuse education programs are as follows:

Katie Sawyer (859-4460; [katie.sawyer@colby.edu](mailto:katie.sawyer@colby.edu)) is Colby's Coordinator of Alcohol and Drug Programs. Students with questions or concerns about alcohol or drug use are encouraged to contact her. However, many services are the responsibility of other areas of the institution.

College Health and Counseling Services (859-4460)

Employee Assistance Program (1-800-554-6931)

College Disciplinary Actions Dean of Students Office (859-4250)

### Alcohol Policy/Sanctions

The use, possession, and sale of alcohol on campus and at College functions must comply with state and local laws and ordinances, and Colby's Alcohol Policy. Students who violate laws and policies regarding alcohol are subject to disciplinary action up to and including suspension and expulsion and referral for prosecution. Students who are 21 years of age or older are permitted to possess and consume beer and wine on campus in residence halls and as part of approved events (see "Party Registration" for details). The provision and use of hard alcohol on campus is limited to the Pub and licensed catered events. Individual students and student groups are prohibited from privately possessing, serving, and using hard alcohol on campus. Reckless provision of alcohol (i.e. provision of alcohol that leads to hospitalization for intoxication or alcohol related injury) on or off campus by Colby students is prohibited. In an effort to help students understand College policy and to discourage alcohol related violations the College Affairs Committee, Student Government Association, and Office of the Dean of Students developed the following Alcohol Policy Enforcement Charts (APECs) that list the most common violations of alcohol rules and the sanctions that accompany them:

#### BEER AND WINE UNDER 21/ 21 +POSSESSION/ CONSUMPTION

- 1st Offense: Warning
- 2nd Offense: Warning or Term Probation\*
- 3rd Offense: Permanent Disciplinary Probation
- 4th Offense: Suspension

#### PROVIDING

##### Providing to Minors

- 1st Offense: Warning or Term Probation\*
- 2nd Offense: Term or Permanent Disciplinary Probation
- 3rd Offense: Suspension

#### Providing a Location for Minor to Consume

- 1st Offense: Warning
- 2nd Offense: Warning or Term Probation\*
- 3rd Offense: Permanent Disciplinary Probation
- 4th Offense: Suspension

#### HARD ALCOHOL UNDER 21/ 21 + POSSESSION/CONSUMPTION

- 1st Offense: Permanent Hard Alcohol (HA) Disciplinary Probation\*\*
- 2nd Offense: Suspension
- 3rd Offense: Indefinite Suspension

\*\*\*see disciplinary consequences in the Student Handbook

- 1st Offense: Term or Permanent Hard Alcohol (HA) Disciplinary Probation\*\*
- 2nd Offense: Permanent HA Disciplinary Probation or Suspension
- 3rd Offense: Indefinite Suspension.

#### Furnishing

- 1st Offense: under 21 Permanent HA Disciplinary Probation or Suspension
- 2nd Offense: Under 21 Suspension or Expulsion
- 1st Offense: 21+ Permanent HA Disciplinary Probation or Suspension
- 2nd Offense: 21+ Suspension or Expulsion

Note: The sanctions detailed in the APECs apply only to alcohol policy violations. Students who are found responsible for other violations of College policy concurrent to alcohol policy violations may be subject to additional sanctions. All disciplinary infractions are considered on a case by case basis and relevant mitigating or aggravating factors shall be considered in the determination of sanctions. \*In addition to the disciplinary sanction of Warning or Disciplinary Probation, all students who are found responsible for a 2nd Offense "Beer and Wine" violation shall be required to meet with the College's substance abuse educator.

\*\*"Hard Alcohol Probation" applies only to offenses involving hard alcohol. "Beer and Wine" violations by students on Hard Alcohol Probation shall be treated as 2nd, 3rd, or 4th Offense "Beer and Wine" violations as determined by the total number of alcohol violations by that individual student. In addition to the disciplinary sanction of Hard Alcohol Probation, all students who are found responsible for a 1st Offense Possession/Consumption Hard Alcohol violation shall be required to meet with the College's substance abuse educator. \*\*\*Documented medical circumstances may be taken into consideration in determining disciplinary consequences for hard alcohol consumption.

Additional intervention and support programs are offered through the Office of Counseling Services, the Health Center and the Dean of Students Office, as well as the Employee Assistance Program and in the city of Waterville and surrounding communities. For further information please refer to the Colby Drugs and Alcohol Policy or contact the Office of Counseling Services or employees Human Resources.

### Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Colby will upon written request disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Colby will provide the results of the disciplinary hearing to the victim's next of kin if so requested.



## Responding to Sexual Misconduct and Harassment

### Important Resource Phone Numbers

EMERGENCY: 207-859-5911

Campus Security Non-Emergency: 207-859-5530 Counseling Center: 207-859-4460

Rape Crisis Assistance and Prevention Helpline: 1-800-871-7741 Dean/Counselor on Call after hours: 207-859-5530

### Harassment Policies and Procedures

Harassment, which can run the gamut from verbal abuse to physical assault directly conflicts with a commitment to human dignity and will not be tolerated at Colby. A student who feels he or she is the victim of harassment should talk with someone on his or her residence hall staff, in the Office of the Dean of Students, in the Health Center, or with one of the Chaplains. They will help the student take the steps necessary to correct the situation. Students found guilty of harassment are subject to immediate suspension or expulsion.

*It is important to note: The College is not a court of law and therefore uses a preponderance of the evidence standard for all judicial and disciplinary hearings.*

Official College policy on racial and sexual harassment and complaint procedures appears below. Cora Clukey (Eustis Building first floor, 207-859-4733 [cclukey@colby.edu](mailto:cclukey@colby.edu)) is Colby's equal employment officer. Ms. Clukey and Associate Dean of Students Tashia Bradley serve as Colby's Title IX coordinators. Dean Bradley can be reached at 207-859-4256 [tbradley@colby.edu](mailto:tbradley@colby.edu) or Eustis 210E.

Colby College Harassment and Sexual Harassment Policy and Complaint Procedures  
(Updated January 26, 2015)

The right of free speech and the open exchange of ideas and views are essential, especially in a learning environment and Colby College upholds these freedoms vigorously. The College is committed to assuring dignity for all and desires to be welcoming to every member of the campus community. In furtherance of that aim, Colby has developed this policy which prohibits harassment.

Harassment is defined as unwelcome hostile or intimidating remarks, spoken or written including, e-mails, text messages, postings on electronic message boards, voicemail messages, or physical gestures directed at a specific person based on that person's race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, disability, veteran status, or genetic information. Sexual harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies or limits a student's ability to participate in or benefit from the Colby educational experience, or student employment at Colby, then the sexual harassment creates a hostile environment. A single instance of sexual harassment can constitute a hostile environment. Because harassment results in loss of self-esteem for the victim and in the deterioration of the quality of the classroom, campus life, athletic, social, or workplace environment, the College prohibits harassment including sexual harassment.

Harassment by any student or by any employee of the College will not be tolerated. It also is a violation of this policy for any person accused of harassment to retaliate against any person who reports an incident of harassment. Students and employees should feel free to report such incidents without fear of reprisal.

Instances of harassment including sexual harassment should be reported to Associate Dean of Students Tashia Bradley (207-859-4250/4256 tbradley@colby.edu Eustis Suite 203C (no appt. necessary)) or Director of Equal Employment Opportunity Cora Clukey (207-859-4733 cclukey@colby.edu Eustis 101). Dr. Bradley and Ms. Clukey serve as Colby's Title IX Coordinators. The purpose of making a complaint is to enable the College to investigate incidents of harassment and to permit the College to act promptly to remedy any violation of this policy. Unless prohibited by statute from making a report, all members of the College faculty, and all staff members who interact regularly with students, will report any instances of sexual assault or harassment of which they become aware of to a Title IX Coordinator.

Please note that it is a violation of College policy for any faculty or staff member to engage in an amorous, dating, or sexual relationship with a student, whether that relationship is welcome or unwelcome. Refer to Colby's policy on Consensual Relationships with Students at [http://www.colby.edu/administration\\_cs/eoo/consensual-relationships-with-students-policy.cfm](http://www.colby.edu/administration_cs/eoo/consensual-relationships-with-students-policy.cfm).

### Harassment in the Classroom

Colby believes that academic freedom is the cornerstone of a college education and faculty members have wide latitude to conduct classroom sessions in creative and intellectually stimulating ways. A true and valued learning experience may cause discomfort as students are challenged and exposed to new and perhaps disquieting ways of thinking or living. Nonetheless, students have the right to participate in the classroom without being subjected to harassment in violation of this policy. It is incumbent on faculty members to balance the demand of rigorous and thought-provoking teaching with the expectation that students will not be personally harassed or singled out in the learning process on the basis of group membership. Instructors have the special responsibility to explain to their students when necessary, the educational purpose of any classroom technique or practice.

### Procedures for Harassment Complaints Against a Student

Harassment by a student of another student, a faculty member, a staff member, or a third party (in circumstances directly affecting the College community) is a violation of Colby's Code of Student Conduct. A report of harassment by a student should be made to a Title IX Coordinator or the Office of the Dean of Students. The Student Disciplinary Procedures set forth in the Colby Student Handbook will apply to the report. The Student Handbook can be found online on the Dean of Students webpage [http://www.colby.edu/administration\\_cs/student-affairs/deanofstudents](http://www.colby.edu/administration_cs/student-affairs/deanofstudents). Possible sanctions for a student found responsible for harassment include but are not limited to, disciplinary probation, community service, suspension, or expulsion. In addition, the Office of the Dean of Students will consider, and if appropriate impose interim measures to protect a student who claims he or she has been a victim of harassment, including sexual harassment.

### Procedures for Harassment Complaints Against a Faculty or Staff Member

A complaint of harassment against a member of the faculty or staff by a student, faculty member, staff member or third party (in circumstances directly related to the faculty or staff member's position with the College) should be made to the College's Director of Equal Employment Opportunity, Cora Clukey (ext. 4733 cclukey@colby.edu). The Director of Equal Employment Opportunity will investigate the complaint promptly either directly or through a designee. The investigator will issue a report of the investigation. If the investigator concludes that harassment has occurred, he or she will include in the report the remedial action to be taken including sanctions against the accused faculty or staff member where appropriate.

Except in cases involving sanctions of suspension or dismissal of the accused faculty or staff member, the decision of the investigator is final.

For complaints against a faculty member if the remedial action includes a sanction of suspension or dismissal of the accused faculty member, the faculty member has the right to a hearing before a Faculty Hearing Committee under Section XII of the Faculty Personnel Procedures set forth in the Faculty Handbook.

For complaints against a staff member if the remedial action includes suspension or dismissal of the accused staff member, the staff member has the right to appeal the decision to the Staff Appeals Board. The appeal will proceed as provided in the Staff Handbook.

## Definition of Harassment

The following are provided as examples of the kinds of actions that may constitute harassment under College policy:

Hostile intimidating remarks spoken or written (including jokes) or physical gestures directed at a person because of race, color, sex, sexual orientation, gender identity, religion, age, parental or marital status, national or ethnic origin, or disability.

Sexual contact or pressure that is not freely and explicitly agreed to by both parties. A stranger does not always perpetrate rape. Date or acquaintance rape and pressured sex are more common than many realize. No circumstance including excessive drinking, is an acceptable excuse for such behavior.

Any unwelcome attention of a sexual nature (e.g. physical contact, written or verbal comments, lewd or suggestive looks and/or gestures).

Implied or expressed threat of reprisal for failure to comply with a request for sexual contact.

Any conduct of a sexual nature that has the effect of unreasonably or substantially interfering with an individual's working or educational environment, or of creating an intimidating, hostile, or offensive working or educational environment. Defining harassment in the classroom poses some difficult problems. The tradition of academic freedom is a long and honored one. Instructors have wide latitude to conduct classroom sessions in creative and intellectually stimulating ways. In the classroom, texts, ideas, values, and objects should be presented so as to elicit the fullest possible critical and emotional response. It seems unlikely that any student could pass through the educational process without confronting uncomfortable moments and ideas that are disquieting. While students must expect to be challenged, they also have the right to participate in the classroom without being harassed or intimidated.

Students should not be singled out in any way by race, gender, sexual orientation, or religion. It is incumbent upon faculty members not to abuse, or seem to abuse, the power with which they are entrusted. Instructors have the special responsibility to explain to their students when necessary, the educational purpose of any classroom technique or practice.

## Sexual Misconduct Policy

### Statement of Intent

Members of the Colby community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Colby maintains a zero tolerance policy for sexual misconduct, including sexual violence, domestic violence, dating violence, non-consensual sexual intercourse or contact, sexual harassment, sexual assault, sexual exploitation and stalking. This policy is intended to define community expectations, provide recourse for individuals whose rights may have been violated, and establish a process for adjudicating allegations of sexual misconduct violations.

### Scope of Policy

This policy is intended to help prevent sexual misconduct and guide individuals who have been affected by sexual misconduct. Colby College is obligated to respond to allegations of sexual misconduct and provide prompt, fair, and impartial procedures for investigation and resolution of reports.

The policy applies to all Colby community members including students (upon receipt of attendance deposit until graduation or formal notification of withdrawal from the College), faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the College or on College property. This policy applies to conduct occurring on Colby College property or at College sanctioned events or programs that take place off campus including study abroad and internship programs.

In situations in which both the victim/survivor and the accused student are members of the Colby College community, this policy will apply regardless of the location of the incident. In particular, off campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Colby College community or Colby College is covered under this policy.

All victims/survivors are encouraged to report sexual misconduct regardless of where the incident occurred, or who committed it. Even if the College does not have jurisdiction over the accused the College will take prompt action to provide for the safety and well-being of the victim/survivor and the broader campus community. There is no time limit for making a report as long as the victim/survivor or the accused have a formal, recognized relationship with the College.

#### Definition of Sexual Misconduct and Related Terms

Sexual Misconduct is an umbrella term used to encompass the full range of unacceptable behaviors of a sexual nature. It denotes a category of behaviors that can be adjudicated at Colby College. It includes sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual coercion, sexual exploitation, stalking, domestic, dating violence, and other acts of misconduct of a sexual nature.

Sexual Harassment is unwelcome conduct of a sexual nature. It can include sexual advances, requests for sexual favors, sexual violence and other verbal or physical conduct of a sexual nature when this conduct is unwelcome. When sexual harassment is sufficiently severe or pervasive that it denies or limits a student's ability to participate in or benefit from the Colby educational experience or student employment at Colby, then the sexual harassment creates a hostile environment. A single instance of sexual harassment can constitute a hostile environment. (For more information, see Colby's Harassment Policy).

Non-Consensual Sexual Contact is any non-accidental sexual touching, however slight, by any person upon another, that is without consent and/or by force. Sexual contact includes non-accidental contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse is any sexual intercourse however slight by any person upon any person, that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth-to-genital contact or genital-to-mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to: Going beyond the boundaries of consent (e.g. surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved). Inducing incapacitation for the purpose of making another person vulnerable to nonconsensual sexual activity.

Stalking and/or bullying.

Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved. Exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances.

Knowingly exposing another individual to a sexually transmitted disease or virus without his or her knowledge.

Prostituting another person.

Dating Violence/Domestic Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and includes, but is not limited to: sexual abuse, physical abuse, emotional violence or the threat of such abuse or violence. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Cyber-Stalking is a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Examples of cyber-stalking include but are not limited to: unwelcomed/unsolicited e-mails, instant messages, and messages on online bulletin boards. It also includes but is not limited to: unsolicited communications about a person, their family, friends, or coworkers, or sending/posting unwelcomed and unsolicited messages with another username.

Consent refers to the affirmative conscious decision by each participant to engage in mutually agreed-upon sexual activity. In order for individuals to engage in sexual activity of any type with each other there must be clear, knowing, and voluntary consent prior to and during sexual activity. Consent is sexual permission. Silence—without actions demonstrating permission—cannot be assumed to show consent.

The following are essential elements of consent:

Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing at the same time, in the same way.

Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.

Mutually understandable: Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity.

Not indefinite: Consent may be withdrawn by any party at any time.

Not unlimited: Consent to one form of sexual contact does not constitute consent to all forms of sexual contact nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Note: Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The mere fact that there has been prior intimacy or sexual activity does not by itself, imply consent to future acts.

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against their will. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity or gender expression, and threatening to harm oneself if the other party does not engage in the sexual activity.

Incapacitation refers to the inability of an individual to make an informed and rational decision to engage in sexual activity. Incapacitation exists when a person is unconscious or asleep, or is so impaired as a result of a medical condition or drug and/or alcohol use as to be unable to consent to sexual activity.

Note: Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity. Being intoxicated or impaired by drugs or alcohol is never an excuse for any form of sexual misconduct and does not diminish one's responsibility to obtain consent.

#### Faculty and Staff Relationships with Students

The Colby College Faculty Handbook prohibits sexual relationships between faculty and students. "It is a violation of College policy for a faculty member, academic administrator (e.g., library director, athletics director) or academic staff member (e.g., teaching assistants and associates, librarians, assistant coaches, secretaries, language assistants, applied music associates) to engage in an amorous, dating, or sexual relationship with a student.] Possible violations of this policy should be brought to the attention of the Dean of Faculty, the Dean of Students, the department chair or program director, and/or a Title IX Coordinator.

#### Reporting Sexual Misconduct at Colby College

Individuals who have experienced or have knowledge of incidents of sexual misconduct are urged to report them to the College.

Colby provides a range of resources and support services for students who have experienced sexual misconduct or who want to help another individual who has experienced sexual misconduct. Resources and services include emergency response, medical services, counseling and emotional support, victims' advocacy, religious/spiritual support, and personal advising and administrative support.

Campus Security (x.5911) is open 24 hours a day, 7 days a week and is available to provide immediate support and emergency response services to members of the Colby community on campus. Campus Security can request emergency assistance from the Waterville Police Department at all times.

#### Confidentiality and Confidential Support

Confidentiality means that information shared by an individual (e.g. victim/survivor) with designated professionals (e.g. health care providers, counselors, clergy, and victims' advocates) cannot be revealed to any other person or agency without the express permission of the individual providing the information. Confidential resources on campus include:

Health Center (207-859-4460)  
Counseling Center (207-859-4460)  
The Office of Religious and Spiritual Life (207-859-4272)  
The Gender and Sexual Diversity Program (207-859-4093)

Additional confidential resources are available in the community beyond campus. Information about confidential community resources can be found on the Sexual Violence Response and Prevention website at: <http://web.colby.edu/sexualviolence/gethelp/campus-contacts/>

## Non-Confidential Support

In addition to these professionals who can provide confidential support, there are many other employees who can offer assistance. All employees except those designated as confidential however, are considered "Responsible Employees." "Responsible Employees" have a duty to report to appropriate College officials (Title IX Coordinators) sexual harassment or any other sexual misconduct by students or employees.

After a Responsible Employee reports to the Title IX Coordinator, the Title IX Coordinator will contact the student named as victim/survivor and/or the student who made the disclosure (if they are different) to provide information about support services, review the report process and options for proceeding, and review the necessity for any interim remedies or accommodations to protect the safety of the victim/survivor and/or the community.

The following are support resources and must report as responsible employees:

Campus Security 207-859-5530 or 207-859-5911  
Dean of Students Advising Deans Program 207-859-4250  
Dean on Call 207-859-5530 (Please ask to be connected to the dean on call.)

Note: All Responsible Employees are expected to maintain privacy. Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality these individuals will be discreet and respect the privacy of all individuals involved in the process. The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All College employees who are involved in the College's Title IX response, including the Title IX Coordinator, investigators, and Sexual Misconduct panel members, receive specific instruction about respecting and safeguarding privacy. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

### Reporting Resources (non-confidential)

#### Title IX Coordinators

Cora Clukey (Eustis Building first floor, 207-859-4733 [cclukey@colby.edu](mailto:cclukey@colby.edu)) is Colby's equal employment officer. Ms. Clukey is available on weekdays during regular office hours.

Tashia Bradley (Eustis 203C, 207-859-4250/4256 [tbradley@colby.edu](mailto:tbradley@colby.edu)) is the Associate Dean of Students. Dean Bradley is available on weekdays during regular office hours and after hours and on weekends by calling Security at 207-859-5530.

Note: The role of the Title IX Coordinator is to:

Track and monitor reports, including sex discrimination and sexual misconduct; and

Ensure that the College responds effectively to each complaint; and

Where appropriate, conduct investigations of particular situations.

All reports of sexual misconduct – whether student initiated or via a responsible employee – should be made to a Title IX Coordinator.

A student may report to the Title IX Coordinator incident(s) of sexual misconduct.

A responsible employee (persons who are not designated by the College as confidential supports) is required by the College to report to the Title IX Coordinator incidents of sexual misconduct within 24-hours.

To make a report or to request immediate assistance after business hours, Security (207-859-5911) can facilitate communication with the Title IX Coordinator. If you need assistance or support you can also access confidential supports such as Counselor on call or the Sexual Violence Prevention Coordinator by contacting Security.

In cases of emergency after business hours or while you are deciding if you would like to report, the Dean-on-Call can assist in providing reasonable accommodations for housing, academic flexibility, and no-contact directives.

To access the Dean-on-Call 24 hours a day contact Security at 207-859-5530 or the Dean of Students Office at 207-859-4250 or 4252 (during regular business hours).

In addition to making a report and/or pursuing disciplinary action on campus, students can also file a report with the local police and seek legal action through the courts.

### On-Campus Options and Actions to Stop and Remedy Sexual Misconduct Incidents

When the Title IX Coordinator receives a report about an incident of sexual misconduct the Title IX Coordinator will then provide information to the student who made the disclosure about resources and support. The Title IX Coordinator will also discuss available disciplinary actions on campus. The College is obligated to take prompt action to eliminate sexual misconduct, prevent its recurrence, and address its effects even if the victim/survivor prefers that the College take no action.

Option A) A student may request the College to pursue disciplinary action with the accused student. The report is turned over to an outside investigator who will collect evidence, conduct interviews, and present findings to the Sexual Misconduct Panel. This process is described in detail in The Colby College Sexual Misconduct Investigation and Corrective Action section of this Handbook.

Option B) A student may choose not to pursue disciplinary action but may still request the opportunity to communicate with the accused student (through a third party- Title IX Coordinator) about the effects of the incident in question.

Then the Title IX Coordinator will contact the accused student involved, inform him/her of the effects of the incident in question and assess risk to the greater community. Additionally, the Title IX Coordinator may also implement other measures including, but not limited to, no contact directives, counseling, and suspension from college activities, to stop and remedy sexual misconduct.

Option C) A student may ask that the College take no action at all. In this case, the Title IX Coordinator will evaluate the request for non-action within the broader context of the College's obligation to maintain a safe campus community. If there is a determination that there must be action taken to maintain the safety of the community (due to sign of pattern, predation, violence, or threat) then the student reporting will be notified.

### Safety and Interim Measures

At any point in the reporting process, regardless of whether or not disciplinary action is pursued, the College may impose upon the accused student interim measures to protect the victim/survivor and the broader campus community. These measures may include but are not limited to, adjusting rooming assignments, adjusting class schedules, and issuing a no-contact order.

### Campus-wide timely warning

If a report of misconduct discloses a serious or continuing threat to the Colby community, the College may issue a campus-wide timely warning (which can take the form of an email to campus) to protect the health or safety of the community.



## Adjudication Protocol

### COLBY COLLEGE SEXUAL MISCONDUCT INTAKE, INVESTIGATION AND CORRECTIVE ACTION POLICY

The Colby College Sexual Misconduct Investigation Policy is designed to provide a fair, prompt, and effective means of responding to allegations of sexual misconduct (see Sex and Gender- Based Sexual Misconduct Policy for definition of sexual misconduct) involving Colby students. Because sexual misconduct, including sexual violence and sexual harassment are complex issues, Colby provides a range of educational programs and support services for students concerning sexual misconduct, harassment and other related issues ([SexualViolenceResponseandPrevention](#)). This Sexual Misconduct Investigation Policy is the mechanism through which reports of sexual misconduct are investigated and adjudicated when a victim/survivor chooses to pursue disciplinary action.

In some cases, sexual misconduct constitutes a crime. Accordingly, Colby strongly encourages campus community members to report suspected incidents of sexual violence to local law enforcement. The Waterville Police Department can be reached at 911, or by dialing 207-680- 4700. Additionally, Colby Campus Security is available to assist community members in accessing local law enforcement at all times.

At Colby the following principles govern the College's response to sexual misconduct:

Sexual misconduct is not tolerated at Colby.

Incidents of sexual misconduct committed by a Colby student, faculty member, or staff member against a Colby student, faculty member, or staff member fall within the College's jurisdiction even if they occur off campus grounds.

The use of alcohol and/or other drugs will never function as a defense to a violation of Colby's Sexual Misconduct Policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under Colby's Sexual Misconduct Policy.

A campus-wide, timely warning may be issued if an incident of sexual misconduct is perceived to pose a threat to the wider Colby community.

The complainant's sexual history with anyone other than the accused is not relevant. Past consent between two parties does not imply that there was consent at the time of the conduct that led to the report.

### REPORTING SEXUAL MISCONDUCT

Colby students, community members, and guests who are aware of incidents (or possible incidents) of sexual misconduct involving members of the Colby community are strongly encouraged to report the incident to the College. Individuals who report incidents (or possible incidents) of sexual misconduct will be advised about the personal and health support services available at Colby and in the local community as well as the range of options available through the disciplinary process. A report of any incident of sexual misconduct may be made by contacting Campus Security (207-859-5530/5911), Colby's Title IX Coordinator(s) (Tashia Bradley [Eustis 203C, 207-859-4250, tbradley@colby.edu] Cora Clukey [Eustis, 101, 207-859-4733 cclukey@colby.edu]) the Dean of Students Office (207-859-4250/4252 [dosoffice@colby.edu](mailto:dosooffice@colby.edu)), or the Dean on Call [207-859-5530]. Reports made at night or on weekends should be made to Campus Security or the Dean on Call.

### INTAKE, INVESTIGATION AND CORRECTIVE ACTION

The disciplinary process for responding to allegations of sexual misconduct at Colby involves up to three phases: intake, investigation, and corrective action. The process will be conducted and completed in as prompt a manner as is reasonable under the circumstances with a target of 60 days, but recognizing that periods when students are not on campus may have an impact in the investigation.

## Intake

Intake will be conducted by a member of the Dean of Students Office (the Intake Dean). Intake involves a meeting with the person making the report and a meeting with the respondent (it will also involve a meeting with the victim, if they are different from the person making the report). The complainant (victim) and respondent (accused) may be accompanied by an advisor of their choice throughout the intake, investigation and corrective action process except that the advisor may not be a witness involved in the investigation.

The complainant plays an active role in determining the objectives of the process. However, even if the victim/survivor does not want to participate in or cooperate with the process, the College is obligated by Title IX to conduct an investigation to the fullest extent possible to prevent recurrence of sexual misconduct, and correct its discriminatory effects on the complainant and others.

The Intake Dean will meet with the respondent to provide notice of the sexual misconduct report. If the respondent accepts responsibility for sexual misconduct, the Intake Dean will refer the case to the Colby Sexual Misconduct Panel for determination of an appropriate sanction and other corrective action. In imposing any sanction or other corrective action, the Panel will take into account the complainant's view of what the process should accomplish.

The College may impose interim measures to protect the complainant and the College community pending completion of the intake, investigation and corrective action process, such as, but not limited to, a no contact order, interim suspension, interim removal from or reassignment to a different College residence hall, interim removal from a course, and/or course section reassignment.

## Investigation

Upon completion of the intake process, and unless the respondent accepts responsibility or the report is otherwise resolved, the Intake Dean will refer the report to a trained, external sexual misconduct Investigator. The investigation may lead to disciplinary charges of sexual misconduct and any other violations of Colby policies.

The investigation may include but is not limited to:

Interview with the complainant.

Interview with the respondent.

Interviews with any witnesses including witnesses named by the complainant and respondent.

Relevant information from Campus Security, the Dean of Students Office, and/or any other College official.

Any relevant physical evidence.

A site visit.

Relevant correspondence (e.g. voice messages, text messages, emails, social media posts, letters, etc.).

The Investigator may choose to interview the complainant, respondent or any witness on more than one occasion based upon information obtained during the investigation. Interviewees may be accompanied by an advisor at all times. The investigation will be complete when the Investigator determines that all available relevant information has been collected and questions explored. Upon conclusion of the investigation, the Investigator will prepare an Investigation Report. The Investigator will submit the Investigation Report to the Dean of Students. In the Investigation Report the Investigator will make factual findings by a preponderance of the evidence standard (or more likely than not) whether the respondent committed one or more acts of sexual misconduct and/or other violations of Colby's Code of Student Conduct.

## Sexual Misconduct Panel and Corrective Action

The complainant and respondent will have the opportunity to review the Investigation Report and within 10 days, to submit a personal impact statement for review by the Sexual Misconduct Panel.

The Colby Sexual Misconduct Panel consists of the three voting members: the Dean of Students (or his/her designee), a trained member of the faculty appointed by the Dean of Faculty, and one of the Title IX Coordinators. Upon receipt and review of the Investigation Report, the panel will meet to discuss the report and determine the outcome of the case and does one of the following:

Accept the Investigator's finding that the respondent is not responsible, but also determine whether remedial measures are appropriate.

Accept the Investigator's finding that the respondent is responsible and determine appropriate sanctions and/or other corrective action designed to prevent recurrence of sexual misconduct, and correct its discriminatory effects on the complainant and others. In determining an appropriate sanction or other corrective action the panel will take into account the complainant's view of what the process should accomplish (i.e. an impact statement), the respondent's impact statement, and will consider any prior disciplinary violations involving the respondent.

Ask the Investigator to pursue additional information. If the ensuing supplemental investigation results in changes to the final report, the complainant and respondent will be provided access to the revised Investigation Report and offered an opportunity to revise their impact statements.

The decision of the Sexual Misconduct Panel is final except that the panel may reopen the investigation process in the case of newly discovered evidence. A copy of the decision will be provided to the complainant and respondent by the Dean of Students.

#### Sanctions

When a respondent is found to be responsible for a violation of this policy the Sexual Misconduct Panel will recommend appropriate sanctions and/or other corrective actions that may include but are not limited to, those set forth below. Sanctions may be issued individually, or a combination of sanctions may be imposed.

#### In General:

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations by the respondent.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary warning to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations by the respondent.

The panel may deviate from the range of recommended sanctions based upon a full consideration of the following factors: (1) the respondent's prior discipline history, (2) how the College has sanctioned similar incidents in the past, (3) the nature and violence of the conduct at issue, (4) the impact of the conduct on the complainant, (5) the impact of the conduct on the community, its members, or its property, (6) whether the respondent has accepted responsibility for his/her actions, (7) whether the respondent is reasonably likely to engage in the conduct in the future, (8) the need to deter similar conduct by others, and (9) any other mitigating or aggravating circumstances, including the College's values.

In appropriate cases, a panel may determine that the conduct was motivated by bias, insofar as a complainant was selected on the basis of his or her race, color, ethnicity, national origin, religion, age, disability or other protected class. Where the panel determines that student misconduct was motivated by bias, the panel may elect to increase the sanction imposed as a result of this motivation.

Sanctions that may be imposed under this policy include.

**Disciplinary Warning:** Notice in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

**Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time (privileged activities may include, but are not limited to, student research, athletics, some student employment, and study abroad). Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other College policy violations may result in further disciplinary action. Notice of this action will remain in the student's conduct file.

**Suspension:** Exclusion from College premises, attending classes, and other privileges or activities, as set forth in the suspension notice. Notice of this action will remain in the student's conduct file. Conditions for readmission may be specified in the suspension notice.

**Expulsion:** Permanent termination of student status and exclusion from College premises, privileges, and activities. Notice of this action will remain in the student's conduct file.

**Withholding Degree:** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.

**Revocation of Admission and/or Degree:** Admission to, or a degree awarded by the College may be revoked for fraud, misrepresentation in obtaining the degree or violation of College policies, the Student Code of Conduct or for other serious violations committed by a student prior to enrollment or graduation. Other sanctions may be imposed instead of or in addition to those specified here. Counseling, service, education or research projects may also be assigned. More than one of the sanctions listed above may be imposed for any single violation.

#### Disposition Letter

The outcome of the panel will be final and communicated to the complainant and respondent in writing, usually within two (2) business days from the date the panel decision is concluded. The notification of each party should occur at or near the same time.

Both parties have the right to be informed of the outcome. In addition, the respondent will be fully informed of any sanctions. For reports involving sexual violence the complainant will be fully informed of any sanctions. For all other reports under this policy the complainant will be informed of only those sanctions that directly relate to the complainant, consistent with FERPA and other applicable law.

The imposition of sanctions will take effect immediately and will not be stayed should the panel reopen the investigation process in the case of newly discovered evidence.

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct reports pursuant to FERPA requirements.

#### Integrity of Proceedings

These procedures are entirely administrative in nature and are not considered legal proceedings. Neither party may audio or video record the proceedings.

## Records

The Title IX Coordinator will retain records of all reports, regardless of whether the matter is resolved by means of Title IX assessment, informal resolution or formal resolution.

Reports resolved by means of Title IX assessment or informal resolution are not part of a student's conduct file or academic record or of an employee's personnel record. The records retained by the Title IX Coordinator will exclude personally identifiable information on the victim.

Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel record.

*This section describes Colby's adjudicatory disciplinary process involving allegations of sexual misconduct. The person who alleges he/she has been the victim of sexual misconduct is referred to as the "Complainant." The person accused of having engaged in sexual misconduct is referred to as the "Respondent."*

### Coordination with Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual misconduct, sexual harassment, sexual violence, sexual exploitation, stalking, and domestic violence and dating violence that may also be crimes under Maine law. The College will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

Complainant may seek recourse at Colby, may pursue criminal action, or both. Neither law enforcement's determination whether or not to prosecute the accused, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following criminal proceedings off campus.

### Amnesty for Alcohol or Other Drug Use

Colby encourages all community members to report incidents and allegations of sexual misconduct. So as not to discourage reporting, individuals who report sexual misconduct will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident provided that any such violations did not and do not place the health or safety of any other person at risk. The College may however, initiate an educational and/or medical discussion or pursue other non-disciplinary remedies regarding alcohol or other drugs.

### Reporting Considerations: Timeliness and Location of Incident

Complainants and third-party witnesses are encouraged to report sexual misconduct, sexual harassment, sexual violence, sexual exploitation, stalking, and intimate partner violence as soon as possible in order to maximize the College's ability to respond promptly and effectively. The College does not however, limit the time frame for reporting. If the accused is not a member of the Colby community, the College will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the accused may be limited. An incident does not have to occur on campus to be reported to the College. Off-campus conduct may also be addressed under this policy.

### Sexual Orientation/Gender Identity

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under Colby's Sexual Misconduct Policy.

### Sexual History

The Complainant's sexual history with anyone other than the accused is not relevant.

Past consent between two parties does not imply that there was consent at the time of the conduct that led to the report.

### False Reports

The College will not tolerate intentional false reporting of sexual misconduct. The College takes the accuracy of information very seriously as a charge of sexual misconduct may have severe consequences. A good-faith report that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, individuals who are found to have fabricated allegations or given false information with malicious intent or in bad faith may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### Statement against Retaliation

It is a violation of College policy to retaliate in any way against an individual because they raised allegations of sexual misconduct. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Complainant, Respondent or third party may commit or be the subject of retaliation.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith even if the report is later not proven.

### Resources

#### Emergency and Report Services

- Colby Security – 207-859-5530; 207-859-5911
- Waterville Police Department – 911
- Campus Report Services
- Campus Security – 207-859-5530
- Dean-on-Call- 207-859-5530
- Equal Employment Officer – 207-859-4733

#### Confidential Support Services

Health Services – 207-859-4460

Paul Berkner

Lydia Bolduc-Marden

Jennifer Riddle

Holly Weidner

Counseling Services – 207-859-4460

Eric Johnson

Todd MacFarlane

Dicle Turkoglu

Jing Ye

Office of Religious and Spiritual Life – 207-859-4272

Kurt Nelson

Sexual Assault Crisis & Support Center: 207-377-1010  
Maine State Wide Sexual Assault Crisis and Support line: 800-871-7741, 888-458-5599

For more information related to Sexual Violence Prevention, please access:  
<http://web.colby.edu/sexualviolence/>

## Prevention

There are things you can do to reduce your chances of being sexually assaulted.

When you go out, do so with people that you trust to look out for your safety. Be a good friend—keep an eye on your friends to make sure they are safe.

When you are at a party, make sure that someone knows where you are at all times. Check on your friends to make sure they are safe too.

Get your own drinks. Only accept beverages from people you trust and never drink out of a cup that has been left unattended.

Never walk home alone from bars or parties. Have a friend walk with you, call Security for an escort, or let the Events Staff know that you need an escort. Walking home alone may make it easier for someone to isolate and assault you.

Always lock your residence hall room door.

Know your sexual desires and limits. You have a right to say 'no' to any unwanted sexual contact. Communicate your limits as clearly as possible. If someone starts to offend you, tell him or her early and firmly. Being polite is fine, as long as you are firm and assertive. Say "no" when you mean "no" and be prepared to repeat it.

Since alcohol and drugs interfere with clear thinking and effective communication, avoid excessive use of these substances. It may not be safe to be intimate with someone if you or they have been drinking or using other substances.

If you do not feel well and need to lie down make sure that a friend stays with you to check on you. If you want to be intimate with someone remember, that you can change your mind.

If you find yourself alone or in an unfamiliar place.

Be aware of your surroundings.

Walk with confidence. The more confident you look, the stronger you appear.

Be assertive — don't let anyone violate your space.

Trust your instincts. If you feel uncomfortable in your surroundings, leave.

Don't prop open self-locking doors.

Lock your door and your windows, even if you leave for just a few minutes.

Watch your keys. Don't lend them. Don't leave them. Don't lose them. And don't put your name and address on the key ring.

Watch out for unwanted visitors. Know who's on the other side of the door before you open it.

Be wary of isolated spots like underground garages, offices after business hours, and apartment laundry rooms.

Avoid walking or jogging alone especially at night. Vary your route. Stay in well-traveled, well-lit areas.

Have your key ready to use before you reach the door — home, car, or work.

Park in well-lit areas and lock the car even if you'll only be gone a few minutes.

Never hitchhike or pick up a hitchhiker. Sexual

## Assault

Colby College is committed to the personal safety of members and guests of the Colby Community. Colby College informs incoming students about sexual assault prevention measures through campus programs that include workshops, discussion groups, and on-going orientation seminars. The purpose of these programs is to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of sexual assault, and facilitate prevention of such incidents.

## Bias Crimes Compliance Statement

Colby College seeks to prepare all students to thrive as fully engaged citizens of a diverse and increasingly complex world. In keeping with this goal, Colby is duly committed to distinguishing itself as a living and learning community that values and exemplifies the inclusion of diverse persons and perspectives. However no college or community is immune to problems that arise as a result of various forms of bias. As part of the College's commitment to an inclusive campus community, a Bias Incident Prevention and Response Team (BIPR) and protocol has been developed to address incidents that occur on-campus or at any Colby- sponsored off-campus event. We urge all community members to familiarize themselves with the reporting protocol found in this document and to report promptly any incidents that violate the standards that we as a community seek to uphold.

What is a bias incident?

A bias incident is an action that violates College policy and is motivated in whole or in part, by the perpetrator's bias or attitude against an individual or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or disability.

Examples of bias incidents include harassment, intimidating or threatening comments or messages, vandalism of personal or college property, and defacing posters or signs. Bias incidents affect not only the individual victim or target of a specific action, but often make an entire group or community feel vulnerable and unwelcome.

This is unacceptable at Colby College and will be treated as a serious offense that could include separation from the College.

What is a hate crime?

A hate crime is any crime involving or motivated in whole or in part by prejudice, including race, gender, religion, sexual orientation, gender identity, national origin, ethnicity, and disability. In addition to the victim, members of the victim's group, and the community as a whole, can feel victimized by a hate crime.

*A person commits a hate crime when he or she commits a specified offense and either:*

*intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or*  
*intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.*

Examples of specific crimes identifiable as hate crimes include murder, manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, forcible and non-forcible sex offenses, intimidation, destruction, damage or vandalism of property in which the victim is intentionally selected because of the actual or perceived protected category.

What are the penalties for committing hate crimes?

For most crimes, when a person is convicted of a hate crime, the crime is deemed to be one category higher than the specified offense the defendant committed, and the person is sentenced accordingly.



Penalties for hate crimes are very serious and range from fines to imprisonment for lengthy periods depending on the nature of the underlying criminal offense, the use of violence, or previous convictions of the offender.

Hate crimes are prohibited in separate ways by Maine State law and Colby College policy. Thus offenders may be prosecuted under Maine State criminal statutes and subject to disciplinary action by the College.

The College may pursue disciplinary action while criminal action is pending or even if criminal justice authorities choose not to prosecute. In addition to any criminal penalties, students found responsible for a hate crime are subject to disciplinary action and penalties, which may include, among other penalties, separation from the College.

### Reporting a Bias Incident or Hate Crime

All members of the Colby community are urged to report promptly any bias incident directed against a Colby Community member or group that occurs on-campus or at any Colby-sponsored off-campus event.

*To report an incident or crime in progress call the Campus Security Emergency Line at 207-859-5911 immediately.*

To report a bias incident or hate crime, please complete the Bias Incident Report Form. A Bias Incident Report may be filed via an on line form [bias@colby.edu](mailto:bias@colby.edu) which upon submission, is automatically directed to the Department of Security, the Dean of Students Office, and members of the Bias Incident Prevention and Response Team.

Upon receipt of a report, the Director of Security (or designee) will contact the victim and the Dean of Students or appropriate college officer, depending upon whether the complainant is a student or college employee, and the Bias Incident Prevention and Response Team will be convened.

The Bias Incident Prevention and Response Team will respond in the following ways.

Review the report and ensure that an investigation is initiated in a timely manner.

A member of the team will be designated to ensure that the complainant is provided with appropriate support and referrals to resources on and off-campus and relevant updates concerning the investigation and resolution.

Work with college administrators to determine how best to mitigate campus tensions arising from a complaint, whether or not that incident rises to the level of a policy violation.

Collect and disseminate to the campus community information about reported bias incidents.

### Resources:

#### Colby College

- Counseling Services – 207-859-4460
- Dean of Students Office – 207-859-4250
- Student Health Services – 207-859-4460
- Campus Life Office – 207-859-4280
- Colby Security – 207-859-5530 or 207-859-5911 if an emergency
- Equal Employment Officer – 207-859-4733

## Off-Campus

- o Waterville Police – 911 or 207-680-4700 for general information
- o State Police – 800-452-4664
- o Kennebec County Sherriff - 207-623-3614
- o Maine General emergency department – 207-872-1300
- o Inland Hospital emergency department – 207-861-3200

*Please note: the reporting system does not create a new category of prohibited behavior or a new process for members of the Colby community to be disciplined or sanctioned. The BIPR Team has no authority to discipline any student or member of the faculty or staff. Reported conduct that may be a violation of college policy will be referred for action through existing disciplinary or judicial procedures. Reported conduct that may be a violation of law may also be referred to local law enforcement agencies.*

## Crime Statistics policy and procedures

### General Definitions for Reported Statistics

The following definitions are used to report crimes listed in accordance with the Federal Bureau of Investigation Uniform Crime Reporting Guidelines.

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

*Negligent Manslaughter:* The killing of another person through gross negligence.

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

*Aggravated Assault:* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. Some examples of severe or aggravated bodily injury are wounds requiring stitches, broken bones and internal injuries.

*Burglary:* The unlawful entry of a structure to commit a felony or a theft.

*Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.

*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 of another, etc.

*Reportable Hate Crimes:* Any of the above crimes and any other crime if the crime is motivated by prejudice. Hate crimes are defined as being those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

*Illegal Weapons Possession Violations:* The violations of laws and ordinances dealing with weapons offenses.

*Drug Abuse Violations:* Violations of Federal, State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs or marijuana.

*Liquor Law Violations:* The violations of State laws or local ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, furnishing liquor to a minor; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

### Sexual Assault Definitions for Reported Statistics

*Sex Offenses – Forcible:* Any sexual act directed against another person, forcibly and/or against that person's will, where the victim is incapable of giving consent.

*Forcible Rape:* The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

*Forcible Sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sexual Assault With An Object:* To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Domestic Violence:* Any violent misdemeanor or felony offense committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

*Dating Violence:* Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

*Stalking:* A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

*Forcible Fondling:* The touching of private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will, or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

*Sex Offenses – Non-forcible:* Unlawful, non-forcible sexual intercourse includes the following:

*Incest:* Non-forcible sexual intercourse between persons related to each other within the degrees wherein marriage is prohibited.

*Statutory Rape:* Non-forcible sexual intercourse with a person who is under the statutory age of consent.

#### Hate Crime Statistics

The College reports hate crimes precipitated against individuals or groups when the motivating reason in whole or part, can be attributed to race, gender, religion, sexual orientation, gender identity, national origin, ethnicity, or disability bias. In addition to murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson, the College also reports hate crimes attributed to larceny, simple assault, intimidation, and criminal mischief.

Although there are many possible categories of prejudice, under Clery, only the following six categories are reported:

*Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (eg., Asian, Blacks, Whites).*

Gender/Gender Identity. *A preformed negative opinion or attitude toward a group of persons because those persons are male or female or identify as male or female.*

Religion. *A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, Atheists).*

Sexual Orientation. *A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (eg. Gays, Lesbians, Heterosexual).*

Ethnicity/National Origin. *A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.*

Disability. *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

*For Clery purposes, hate crimes include any offense in the following groups that is motivated by prejudice.*

**Categories of hate crime offenses**

Murder and Non-negligent manslaughter  
Forcible sex offenses  
Non-forcible sex offenses  
Robbery  
Aggravated assault  
Burglary  
Motor vehicle theft  
Arson  
Larceny-theft  
Simple assault  
Intimidation  
Destruction/damage/vandalism of property

Source: This information was taken directly from the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington D.C., 2011.

## Colby College Crime Statistics

### DEPARTMENT OF SECURITY STATISTIC SHEET

#### Campus Population 2015 Fall Semester

Students _____	1860
College Employees _____	675
Total Campus Population _____	2535

#### Campus Residents

Students _____	1750
Off Campus _____	110
Total _____	186

0

#### Department of Security Employees

Director	1
Asst. Director	2
Secretary	1
Sworn Officers	0
Security Officers	10
Reserve Officers	14
Contract Security	0
Student Security	3
Dispatchers	4
Reserve Dispatchers	2
Student Dispatchers	5
<u>Jitney Drivers</u>	<u>12</u>
TOTAL	54

In accordance with the Clery Act, each institution of higher education is required to annually prepare a Uniform Campus Crime Report (UCCR) consistent with the FBI's Uniform Crime Reporting (UCR) system. The report is to reflect the crime statistics on the property(ies) of the institution for the preceding calendar year. The statistical crime categories to be reported are: murder and Non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, larceny/theft, motor vehicle theft, arson, hate crimes, and arrests on campus for liquor law violations, drug abuse violations, and weapons possessions.<sup>1</sup>

## Geographic definitions

### Campus:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution's educational purposes, including residence halls.

Any building or property that is within or reasonably contiguous to the area described 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 food or other retail vendor).

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<sup>1</sup> The reporting of domestic violence, dating violence and stalking was added to the list of reportable crimes by the Campus Sexual Violence Elimination Act, effective October 1, 2014. Colby will begin collecting and reporting statistics on those crime categories during the 2014-15 academic year.

### Residence:

A subset of crimes on campus that includes only those crimes that were reported in residence facilities.

### Non-campus building or property.

Any building or property owned or controlled by a student organization that is officially recognized by the institution or

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 contiguous geographic area of the institution.

### Public Property

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

Source: This information was taken directly from the U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, Washington D.C., 2011.

# Colby College Campus Crime Statistics

Crimes Reported	Year	On Campus			Non Campus Property	Public Property
		Residences	Other	Total		
Murder/Non Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Sex Offenses</b>						
Forcible Sex Offenses	2015	7	0	10	1*	0
	2014	4	0	4	0	0
Rape	2013	8	0	8	0	0
Fondling	2015	2	0	2	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Non-Forcible Sex Offenses	2015	0	0	0	0	0
	2014	0	0	0	0	0
Incest	2013	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Other Criminal Offenses</b>						
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Burglary	2015	6	1	7	0	0
	2014	2	4	6	0	0
	2013	2	1	3	0	0
Larceny/Theft	2015	7	23	30	0	0
	2014	11	18	30	1	0
	2013	18	43	61	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

\*Study abroad Copenhagen

<b>CLERY CRIME STATISTICS</b>		<b>On-Campus</b>	<b>Non-Campus Property</b>	<b>Public Property</b>	
<b>Offense Type</b>	<b>Year</b>	<b>Residences</b>	<b>Other</b>	<b>Total</b>	<b>Total</b>
<b>VAWA (VIOLENCE AGAINST WOMEN ACT)</b>					
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Dating Violence	2015	0	0	0	0
	2014	1	0	0	1
	2013	0	0	0	0
Stalking	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

<b>HATE CRIMES</b>									
<b>ON CAMPUS STUDENT HOUSING</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/Non-Negligent	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	2015	0	0	0	0	0	0	0	0



Non-Forcible	2014	0	0	0	0	0	0	0	0
(cont.)	2013	0	0	0	0	0	0	0	0
Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Fondling	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Incest	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

<b>HATE CRIMES</b>									
<b>ON CAMPUS STUDENT HOUSING</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Statutory Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Robbery	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Burglary	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Arson	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0

	2013	0	0	0	0	0	0	0	0
Intimidation	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Larceny	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

<b>HATE CRIMES</b>									
<b>ON CAMPUS</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Sex Offenses Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Fondling	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013								
Incest	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

Robbery	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Burglary	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Arson	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Intimidation	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Larceny	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

<b>HATE CRIMES</b>									
<b>ON CAMPUS</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Destruction of Property	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

<b>NONCAMPUS</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/ Non-Negligent	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Fondling	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013								
Incest	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Robbery	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

Burglary	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

<b>HATE CRIMES</b>									
<b>NONCAMPUS</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Arson	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Intimidation	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Larceny	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Destruction of Property	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
<b>PUBLIC PROPERTY</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/ Non-negligent	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

Sex Offenses Forcible	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Fondling	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Incest	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

## HATE CRIMES

<b>PUBLIC PROPERTY</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Robbery	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Burglary	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Arson	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Simple Assault	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

Intimidation	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0
Larceny	2015	0	0	0	0	0	0	0	0
	2014	0	0	0	0	0	0	0	0
	2013	0	0	0	0	0	0	0	0

Crimes Reported	Year	On Campus			Non Campus Property	Public Property
		Residences	Other	Total		
<b>Liquor Law Violations</b>						
Arrest	2015	0	29	29	0	0
	2014	0	22	22	0	0
	2013	0	24	24	0	0
Referral	2015	52	20	72	0	0
	2014	59	70	129	0	0
	2013	24	230	254	0	0
<b>Drug Law Violations</b>						
Arrest	2015	0	0	0	0	0
	2014	0	1	1	0	0
	2013	0	0	0	0	0
Referral	2015	12	0	12	0	0
	2014	12	0	12	0	0
	2013	14	8	22	0	0
<b>Weapons Law Violation</b>						
Arrest	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Referral	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
<b>Fire Statistics</b>						
Fires/Cause	2015	1/Trashcan	2/Outside	3	0	0
	2014	1/Cooking	1/Car	2	0	0
	2013	1/Trashcan	0	2	0	0
Fire Injuries	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fire Fatalities	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0
Fire Property Damage	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2013	0	0	0	0	0

## Personal Safety Tips

### Traveling Off-Campus

- Park in well-lit heavily populated areas
- Trust your instincts when something doesn't feel right
- Be aware of your surroundings
- If you have a cellular phone have it turned on and easily accessible
- Do not leave valuable items visible in your vehicle
- Walk with others whenever possible
- Check the back seat of your vehicle before entering
- Report all suspicious behavior to local law enforcement authorities

### In the Event of Fire

- Remain calm
- Dress warmly, get your keys, and evacuate the building promptly
- Proceed to your buildings Initial Assembly Area
- Activate the building fire alarm or notify Colby Safety immediately
- If a door is warm DO NOT OPEN IT.
- If you are trapped in a room seal the door and signal from a window.

### PREVENT System

- Prevention is the most effective means of fighting crime
- Record the description of suspicious persons, do not confront them yourself
- Escape is the primary objective if you are in a dangerous situation
- Value your safety and the safety of others
- Employ common sense and awareness in your day-to-day activities
- Notify Colby Security if you are the victim of a crime or witness one
- Telephone x5911 or 207-859-5911 for any on-campus emergency



## Annual Fire Safety Report For 2015

Resident Hall	Fires In Each Building	Date/Time of Incident	Cause of Fire	Injuries Needing Medical Treatment	Deaths Related to Fire	Value of Property Damages
Alfond						
Apartments	0	N/A	N/A	0	0	0
AMS	0	N/A	N/A	0	0	0
Averill	0	N/A	N/A	0	0	0
Dana	0	N/A	N/A	0	0	0
Drummond	0	N/A	N/A	0	0	0
East Quad	0	N/A	N/A	0	0	0
Foss/Woodman	0	N/A	N/A	0	0	0
Goddard-Hodgkins	0	N/A	N/A	0	0	0
Grossman	0	N/A	N/A	0	0	0
Heights	0	N/A	N/A	0	0	0
Hillside Complex:						
Taylor	0	N/A	N/A	0	0	0
Sturtevant	0	N/A	N/A	0	0	0
Leonard	0	N/A	N/A	0	0	0
Marriner	0	N/A	N/A	0	0	0
Williams	0	N/A	N/A	0	0	0
Johnson	0	N/A	N/A	0	0	0
Mary Low/Coburn	0	N/A	N/A	0	0	0
Perkins-Wilson	0	N/A	N/A	0	0	0
Pierce	0	N/A	N/A	0	0	0
Piper	0	N/A	N/A	0	0	0
Treworgy	0	N/A	N/A	0	0	0
West Quad	0	N/A	N/A	0	0	0

### Fire Drills

The conduct of fire drills is one of the College's many fire safety obligations. By law, Colby must conduct at least 2 fire drills in each residence hall and 1 fire drill in all other non-residential facilities on an annual basis. Please be sure to evacuate your space promptly during every fire alarm signal that activates in your building and know the location of your initial assembly area. Employees should contact Security and students should contact their CA's for initial assembly area information.

## **FIRE SAFETY AT COLBY COLLEGE “A LAYMAN’S GUIDE”**

FIRE SAFETY is not just some service provided by an on-campus office or the local Fire Department, nor is it something that is purely tied to a building’s design (i.e. smoke/heat detectors, sprinklers, fire extinguishers, etc.), rather it is a combination of these AND each employee’s and student’s behaviors with regard to controlling/minimizing fire hazards in the first place. In other words, policies can be written, appropriate engineering and design practices can be implemented, and drills can be performed, but this is all irrelevant if the Colby College Community fails to act in a responsible manner with regard to fire safety issues. This “layman’s guide” is not designed to be a formal policy document that outlines all of the fire safety compliance obligations on behalf of the College and its many constituents. Rather, it is a communication tool that hopes to bridge the gap between those compliance obligations and our collective behaviors as an institution, so as to 1—minimize our susceptibility to fire safety hazards, and 2—improve our performance during the mandated campus-wide fire safety inspections held each year.

1. Building Detection/Suppression/Protection Equipment Individual buildings on campus and their occupants are protected from fires through 2 general strategies. The first is the equipment designed to detect and suppress fires including smoke, heat, and carbon monoxide detectors, as well as sprinkler systems and fire extinguishers. Beyond the incredible amount of effort that goes into maintaining the thousands of detectors and hundreds of sprinkler/extinguisher systems on campus, there is much that the community can also do to keep these systems maximally operable.

### Smoke/Heat Detectors

These devices must be free to monitor ambient air conditions without obstruction.

They should never be touched or tampered with in a fashion that impairs their monitoring capabilities. Be careful when generating dusts or mists since detectors may interpret fine aerosols as smoke.

### Sprinkler Systems/Heads

These devices—heads and associated piping—must not be obstructed in any fashion.

Nothing should be stored within 18” of a sprinkler head. Further, nothing should be hung or attached to the sprinkler head or pipe.

### Fire Extinguishers

These devices must not be obstructed in any fashion.

These devices should only be used by properly trained personnel and are only intended to respond to “incipient” fires, not full scale firefighting.

The second type of fire protection equipment maintained by college buildings includes those devices which serve to 1—notify occupants that a potential fire/fire condition exists, 2—direct occupants to their evacuation routes, and 3—control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

### Audible/Visual Fire Alarms

These devices must not be obstructed in any fashion.

Evacuate whenever the alarm system is initiated.

### Fire Alarm Pull Stations/Panels

These devices must not be obstructed in any fashion.

Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders are needed and other means of communication are unavailable.

### Exit/Egress Signage

It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with as they direct evacuating personnel to a means of egress.

### Fire Doors

Fire doors are normally on self-closing devices and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions.

You can also tell if your door is a fire door by a small metal template on the inside door jamb.

Never prop or obstruct a fire door thereby impairing its ability to close during a fire.

### Smoke Doors

Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire.

Smoke doors are usually signified by the presence of a self-closing device, and sometimes a magnetic hold open as well.

Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

## 2. Combustible/Other Storage Practices

Anything that can burn from clothing to books, to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of "clutter" at all times, a number of practices routinely result in fire safety violations as follows.

### Office Practices

Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space risk citable fire safety violations if such practices either:

- constitute an excessive fire load to the space or
- would impede an occupant's ability to evacuate in the event of a fire/alarm signal.
- Minimize combustible storage on office floors or find more suitable storage locations outside of your office.

### Dorm Room Practices

Decorative wall or ceiling hangings (like tapestries, tie-dye fabrics, flags, cloth articles, beer banners, etc.) that are combustible in nature are forbidden from being staged in a student's living quarters or common spaces. The only acceptable decorative wall/ceiling hangings include simple paper posters, or any of the articles from above which are either non-combustible by design (with a stamp/label to prove it) or those that are made non-combustible by shielding within a glass picture case.

### Other Storage Practices

Miscellaneous materials whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit or egress. Further, combustible materials may never be stored in mechanical spaces such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

## 3. Electrical Equipment/Devices/Appliances

While saying that all electrical equipment/devices/appliances must be UL listed and otherwise in good working condition is generally sufficient in many commercial/industrial settings, the unique nature of the academic world obligates the college to restrict a number of items for either code compliance or policy reasons. Although the examples/lists that follow are not exhaustive, they do address the most routine fire safety considerations relative to equipment/devices/appliances that arise at Colby.

### Electrical Power/Connection Equipment—Extension Cords

To the greatest extent possible, electrical power should be drawn directly from existing AC power outlets. Where this is not possible or is otherwise not feasible consider the following.

#### Light Duty Extension Cords

Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location. It does not matter how long they are in use or whether they are personally owned or owned by the college. If they run a radio in an office or student residence, they are a fire safety violation.

#### Heavy Duty Extension Cords

Heavy duty extension cords (typically orange or yellow) are permissible ONLY if they are for temporary purposes. Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill. It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary and the use of heavy duty cords in this manner will result in a fire violation.

#### Protected Outlet Strips

Protected outlet strips (with “trip” breakers) are the only approved device to provide electrical connection power on a less than temporary basis. These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded.

Only 1 outlet strip is permitted per duplex outlet.

### Electrical Devices/Appliances

#### Electrical Devices

The following devices are restricted from use in living and working spaces as specified.

- Small air conditioning units (unless specifically approved/installed by Physical Plant).
- Space heaters (again, unless specifically approved by Physical Plant for a heat related problem associated with the facility/building).
- Electric blankets.
- Multi-plug adapters/gang boxes.
- Specialty lighting, including halogen lights, lava lamps, and sun/heat lamps.

#### Multi-Colored Lamps

These lamp types may only be used with bulbs at approved/UL listed wattages.

#### Electrical Appliances (Related to Food Cooking/Cooling/Preparation).

All students and employees are encouraged to eat and/or prepare food in established dining halls or other building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location as follows.

#### Student Suites and Administrative Buildings with Kitchenettes.

Since these locations are “designed” for food cooking activities the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices MUST be used and staged in the kitchenettes themselves AT ALL TIMES.

Student Living Quarters and All Other Building/Facility Locations:

The only other approved electrical appliances for locations without kitchenettes include small combination micro-fridges/microwaves and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.

Other Generally Approved Electrical Appliances (If UL Listed):

The following appliances/devices are generally approved if UL listed and used safely:

Radios, stereos, electric razors, small portable televisions, game boxes, personal computer, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).

Restricted Electrical Appliances Regardless of Location:

The following appliances are restricted from use in any College residence hall, or academic/administrative facility:

Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.

#### 4. Other Hazardous

Articles/Materials Restricted

Hazardous Articles

The following hazardous articles are restricted from use/storage in all living and working spaces on campus.

Candles or incense (whether lit or for decorative purposes only).

Real Christmas trees.

Holiday lights (the kinds that can be plugged in).

Excessive combustible material (as listed above).

Restricted Hazardous Materials

Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature or are otherwise regulated by the Federal and Local Fire Codes. The specific types of hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

Fireworks

Firearm ammunition

Flammable/combustible liquids associated with cooking, painting, fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels.

Any of these chemicals must be used/stored in designated areas such as academic labs/studios or cooking areas. Exception—Personal care products with flammable propellants (hair spray) are permissible.

## Propane/Charcoal Grills

Regarding propane powered grills with attached propane tanks:

Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios. They should be both used and stored at least 10 feet away from any building structure, or upon uncovered decks external to a building.

Regarding charcoal fired grills:

Small portable charcoal grills (with legs less than 12 inches in length and a cooking surface no larger than 250 square inches) may be used external to buildings upon covered porches/balconies/patios so long as there is a non-combustible surface underneath (like a brick or stone catchment).

For charcoal grills larger than the above, they are forbidden from use upon covered porches/balconies/patios, and should observe the same 10 foot building clearance that applies to propane powered grills during use. The use and possession of lighter fluid is prohibited. Only EZ-light type charcoal is permitted with a maximum of one bag allow to be stored by residents. Charcoal must always be kept dry to prevent spontaneous combustion, and should only be stored indoors or in a dry, enclosed area.

All spent coals/embers must be thoroughly extinguished prior to disposal.

Charcoal grills that are free of charcoal, coals, and ashes, may be stored indoors, upon covered porches/balconies/patios, or uncovered decks.

All grills must be approved and registered with the Department of Security.

Smoking is prohibited inside all campus buildings/facilities and on campus grounds. Colby is a [SmokeFree Campus](#).

## 5. Responses to Fire Alarms (In General)

Although the college spends considerable time and resources to maintain and upgrade its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam). Further, the college is required to perform up to 2 fire drills every year depending upon the building design and its occupancy type. While the Departments of Security and Physical Plant work very hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it's the "real thing". For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

### CA's and Students

CA's must communicate to the students they are advising as to where their respective "initial assembly areas" are (building specific) so that a common muster point is identified for accountability purposes.

### Students/Employees Occupying Spaces Other Than Where They Principally Live/Work

Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to know the building's "initial assembly area" and communicate the location accordingly to those students/employees in their care/supervision.

## 6. Procedures for Students and Employees to Follow in Case of a Fire

Immediately report the fire to Colby Security—x5911 by on-campus phone, 859-5911 by cell phone—or activate a nearby fire alarm pull station if one is accessible.

Remain calm, turn lights on, and dress appropriately.

First close any open windows in your room. If your door is cool to the touch then open door slowly.

Evacuate the building via designated emergency egress routes. Do not use elevators!

If there is smoke or heat, crawl on your hands and knees.

Proceed to the INITIAL ASSEMBLY AREA to await further instructions. If door is warm DO NOT OPEN IT!

Seal the space under the door with a towel.

Open window, hang a sheet or towel out of the window, and close it.

Open window at regular intervals to announce your location and then close it.

### Student Housing Evacuation Procedures in Case of Fire

Evacuate the building via the designated emergency egress routes. Do not use elevators!

#### Initial Assembly Areas

- o All routinely occupied college facilities have an initial assembly areas which is a location selected by the Department of Security where occupants should gather immediately following an evacuation signal (fire alarm) to await further instructions. Please contact your CA if you have not been advised of your building's initial assembly area.

#### Assembly Areas

- o If it becomes necessary, College Officials will designate a secure location for assembly and head counting in the event of actual emergencies that necessitate building evacuations. Should such an incident occur, individuals should proceed from their initial assembly area to the designated assembly area until either the emergency is terminated or further direction is provided. See the last section of this document for your building's primary initial gathering points.

## 7. Responsibility for Fire Safety and Conclusions

As alluded to above, fire safety at Colby College is the responsibility of every student and employee. Adherence to no one single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the Colby College Community minimize its collective risks to fire hazards in the first place. Employees and students receive information pertaining to fire safety education awareness on an annual basis during new student and new employee orientation.

Failure to follow the guidance contained in this document puts your lives and the lives of your fellow students and co-workers at risk. Additionally, non-conformance with the Federal, State and Local Fire Codes may result in formal violations/citations against the college. While the purpose of this document again as noted, is to be educational and informative regarding fire safety considerations, every employee and student should realize that the college is legally and morally obligated to promote and manage fire safety accordingly. While "engineering and education" is the preferred methodology for achieving this goal, the college must take appropriate action against those who purposefully or willfully disregard fire safety including but not limited to the following:

Disciplinary action up to and including expulsion for students and termination for employees who tamper with or otherwise disregard the fire safety equipment, policies and training they are afforded; Departmental, professional, and personal financial responsibility for fire safety citations and penalties in certain situations where the violations in their living/working areas were easily correctable and communicated, but were not corrected within the time frames granted.

\*For the calendar years 2012, 2013, and 2014 there were zero fire related deaths on campus.

\*For the calendar year 2012 the dollar value of property damage due to a reported fire was \$38,702.

**Smoking Policy**

Smoking, defined as the burning of a lighted cigar, cigarette or pipe, is not permitted in any campus facility or on Campus grounds. This policy applies to all employees, student residences, including all rooms, lounges, and public spaces.

**Colby College is a smoke free campus.**

Unintentional Fires	Total Fires by Cause		
	2013	2014	2015
Year			
Cooking	0	1	1
Smoking Materials	1	0	0
Open Flames	0	0	2* Outside
Electrical	0	0	0
Heating Equipment	0	0	0
Hazardous Products	0	0	0
Machinery / Industrial	0	0	0
Natural	0	0	0
Other	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0

Open Flame Sources such as incense and candles are not permitted in residence hall rooms at any time.

Fire

Report a fire by dialing 859-5911. If a member of the Colby Community finds evidence of a fire that has been extinguished and the person is not certain if Colby Security has already responded, the community member should immediately notify Colby Security to insure proper documentation and investigation of the incident.



## Daily Fire Log

A daily fire log is maintained at the Colby Security Office and available to the public for review during normal business hours.

## Plans for Future Improvement in Fire Safety

Colby College works closely with State and Local Fire Officials on Prevention and Control to address and correct any deficiencies in an ongoing effort to mitigate fire safety issues. Colby College strives to continually improve upon our current fire safety program.

## Fire Alarm Statistics for On-Campus Student Housing

**COLBY COLLEGE  
DEPARTMENT OF SECURITY  
FIRE ALARM LOG SUMMARY  
RESIDENCE HALLS  
2015**

<b>BUILDING:</b>	<b>FIRE ALARM:</b>	<b>TROUBLE ALARM:</b>	<b>TOTAL:</b>
Alfond Apartments	17	4	21
Sturtevant Hall	8	6	14
Foss/Woodman Hall	10	2	12
Heights	11	0	11
Leonard Hall	8	3	11
East Quad	8	2	10
West Quad	5	2	7
AMS Hall	5	2	7
Marriner Hall	7	0	7
Dana Hall	3	2	5
Mary Low/Coburn Hall	3	3	6
Averill Hall	6	0	6
Grossman Hall	2	2	4
Taylor Hall	4	0	4
Goddard-Hodgkins Hall	3	0	3
Pierce Hall	1	1	2
Perkins-Wilson Hall	1	1	2
Williams Hall	1	0	1
Johnson Hall	0	0	0
Piper Hall	0	0	0
Treworgy Hall	0	0	0
Drummond Hall	0	0	0
Roberts Union	3	1	4
<b>TOTAL:</b>	<b>106</b>	<b>31</b>	<b>137</b>

## RESIDENCE HALL

### INITIAL ASSEMBLY AREAS FOR BUILDING FIRES AND FIRE ALARMS

<b>Building:</b>	<b>Initial Assembly Area:</b>	<b>Person(s) in Charge:</b>
Alfond Apartments Security, Fire department	West Lawn between building and Water Tower	CA initial evacuation,
AMS Hall Security, Fire department	East lawn between AMS and West Quad	CA initial evacuation,
Averill Hall Security, Fire department	East Lawn between Averill and Miller Library	CA initial evacuation,
Dana Hall Security, Fire department	East Lawn in front of Dana, beside Runnals Union	CA initial evacuation,
Drummond Hall Security, Fire department	East Lawn on Roberts Row	CA initial evacuation,
East Quad Security, Fire department	North Lawn between East Quad Johnson Pond	CA initial evacuation,
Foss/Woodman Hall Security, Fire department	Northeast Lawn by Hall and Mayflower Hill Drive	CA initial evacuation,
Goddard/Hodgkins Hall Security, Fire department	East Lawn on Roberts Row	CA initial evacuation,
Grossman Hall Security, Fire department	North Lawn between Treworgy and Roberts Union	CA initial evacuation,
The Heights Security, Fire department	Northwest Lawn away from the road	CA initial evacuation,
Hillside Complex		
Leonard Hall Security, Fire department	North Lawn across the access road	CA initial evacuation,
Marriner Hall Security, Fire department	North Lawn across the access road	CA initial evacuation,
Sturtevant Hall Security, Fire department	North Lawn across the access road	CA initial evacuation,
Taylor Hall Security, Fire department	North Lawn by AMS Hall	CA initial evacuation,
Williams Hall Security, Fire department	North Lawn across the access road by AMS Hall	CA initial evacuation,
Johnson Hall Security, Fire department	East Lawn on Roberts Row by Miller Library	CA initial evacuation,
Mary Low/Coburn Hall Security, Fire department	Southeast Lawn by Hall and Mayflower Hill Drive	CA initial evacuation,
Perkins/Wilson Hall Security, Fire department	West Lawn on Roberts Row	CA initial evacuation,
Pierce Hall Security, Fire department	West Lawn on Roberts Row	CA initial evacuation,
Piper Hall Security, Fire department	East Lawn on Roberts Row	CA initial evacuation,

Treworgy Hall Security, Fire department	West Lawn on Roberts Row	CA initial evacuation,
West Quad Security, Fire department	West Lawn between West and AMS	CA initial evacuation,

**All students should gather at the initial assembly area and wait for further instructions. Most alarms last only a few minutes then students are allowed back into the building. For actual fires students will be directed to an alternate location to wait for further instructions and information.**

## **ACADEMIC AND ADMINISTRATIVE BUILDINGS INITIAL ASSEMBLY AREAS FOR BUILDING FIRES AND FIRE ALARMS**

<b>Building:</b>	<b>Initial Assembly Areas:</b>	<b>Person(s) in Charge:</b>
Arey Science Department	South Lawn on Academic Quad	Colby Security, Waterville Fire
Alfond Athletic Center Department	South Lawn across Campus Drive	Colby Security, Waterville Fire
Bixler Art and Music Center Department	North Lawn and Roberts Parking Lot	Colby Security, Waterville Fire
Collins Observatory Department	Southeast Lawn	Colby Security, Waterville Fire
Cotter Union Department	South Lawn between Dana Hall and Cotter Union	Colby Security, Waterville Fire
Davis Science Department	South Lawn on Colby Green	Colby Security, Waterville Fire
Diamond Department	North Lawn on Colby Green	Colby Security, Waterville Fire
Eustis Department	North Lawn on Academic Quad	Colby Security, Waterville Fire
Garrison Foster Department	East Lawn between Dana Hall and Cotter Union	Colby Security, Waterville Fire
Keyes Science Department	South Lawn on Academic Quad	Colby Security, Waterville Fire
Lorimer Chapel Department	North Lawn Between Miller Library and Chapel	Colby Security, Waterville Fire
Lovejoy Department	North Lawn on Academic Quad	Colby Security, Waterville Fire
Lunder House Department	Northwest Lawn on Colby Green	Colby Security, Waterville Fire
Miller Library Department	East Lawn on Academic Quad	Colby Security, Waterville Fire

Mudd Science Department	South Lawn on Academic Quad	Colby Security, Waterville Fire
Olin Science Department	South Lawn on Academic Quad	Colby Security, Waterville Fire
Physical Plant Department	South Lawn across Campus Drive	Colby Security, Waterville Fire
Roberts Union Department	South Lawn on Roberts Row	Colby Security, Waterville Fire
Runnals Hall Department	North lawn in front of Dana Hall	Colby Security, Waterville Fire

**All employees and students should gather at the initial assembly area and wait for further instructions. Most alarms last only a few minutes then employees and students are allowed back into the building. For actual fires employees and students will be directed to an alternate location to wait for further instructions and information.**