Colby College
Department of Security

2016
Annual Safety, Security and Fire Safety Report

Campus Crime, Fire,
Alcohol, and Illegal Drugs
For Students, Faculty, and Staff of Colby
College and Prospective Students and Employees

Colby College Security Department
128 Roberts Building
5530 Mayflower Hill
Waterville, Maine 04901

207-859-5530
http://www.colby.edu/securitydept/
security@colby.edu
IMPORTANT NUMBERS

Colby Security (Emergency)  207-859-9111
Colby Security (Non-Emergency)  207-859-5530
Waterville Police Department (Emergency)  911
Waterville Police Department (Non-Emergency)  207-680-4700
Waterville Fire and Rescue (Emergency)  911
Waterville Fire and Rescue (Non-Emergency)  207-873-3347
Maine Medical Center/Thayer Hospital  207-872-1000
Delta Ambulance  207-872-4000
Inland Hospital  207-861-3000
Colby Counseling Services  207-859-4490
Family Crisis Services  1-800-537-6066
Alcoholics Anonymous  1-800-737-6237
Planned Parenthood  207-725-8264
Sexual Assault Support Center  1-800-822-5999
Substance Abuse Resource Center  1-800-499-0027
Maine Drug Enforcement  207-822-0380
Adult and Child Abuse  1-800-452-1999
National Abortion Hotline  1-800-772-9100
Maine Department of Human Services  1-800-482-7520

TELETEYPETRITY (TTY) LOCATION
A teletypewriter (TTY) is a special device that lets people who are deaf, hard of hearing, or speech impaired use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate. TTY Phone is Located in the Security Office #128 Roberts Union
## FREQUENTLY USED NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY</td>
<td>5530</td>
</tr>
<tr>
<td>DEAN OF STUDENTS</td>
<td>4250</td>
</tr>
<tr>
<td>CAMPUS LIFE</td>
<td>4280</td>
</tr>
<tr>
<td>HEALTH CENTER/NURSES STATION</td>
<td>4460</td>
</tr>
<tr>
<td>ATHLETIC CENTER</td>
<td>4999</td>
</tr>
<tr>
<td>PHYSICAL PLANT DEPARTMENT</td>
<td>5000</td>
</tr>
<tr>
<td>SPA</td>
<td>5496</td>
</tr>
<tr>
<td>PULVER INFORMATION DESK</td>
<td>4289</td>
</tr>
</tbody>
</table>

## OFF CAMPUS NUMBERS:

### FOOD

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIZZA HUT</td>
<td>873-5000</td>
</tr>
<tr>
<td>WATERVILLE HOUSE OF PIZZA</td>
<td>873-4300</td>
</tr>
<tr>
<td>CAPPZA’S PIZZA</td>
<td>873-7770</td>
</tr>
<tr>
<td>BIG G’S</td>
<td>873-7808</td>
</tr>
<tr>
<td>CANCUN MEXICAN RESTAURANT</td>
<td>872-7600</td>
</tr>
<tr>
<td>JORGENSEN’S</td>
<td>872-8711</td>
</tr>
<tr>
<td>PAD THAI</td>
<td>861-8895</td>
</tr>
<tr>
<td>SILVER STREET TAVERN</td>
<td>680-2163</td>
</tr>
</tbody>
</table>

### TRAVEL

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCORD TRAILWAYS</td>
<td>1-800-639-3317</td>
</tr>
<tr>
<td>GREYHOUND BUS STATION</td>
<td>680-2540</td>
</tr>
<tr>
<td>EXCALIBUR LIMOUSINE SERVICE</td>
<td>1-800-317-8256</td>
</tr>
<tr>
<td>NORTHEAST CHARTER &amp; TOUR</td>
<td>1-888-593-6328</td>
</tr>
<tr>
<td>ENTERPRISE CAR RENTAL</td>
<td>877-6601</td>
</tr>
<tr>
<td>PORTLAND JETPORT</td>
<td>774-7301</td>
</tr>
<tr>
<td>ELITE TAXI</td>
<td>872-2221</td>
</tr>
<tr>
<td>PINE TREE TAXI</td>
<td>465-2304</td>
</tr>
</tbody>
</table>

### ENTERTAINMENT

<table>
<thead>
<tr>
<th>Venue</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLAGSHIP CINEMA</td>
<td>873-0033</td>
</tr>
<tr>
<td>REGAL CINEMA CENTER (AUGUSTA)</td>
<td>623-8183</td>
</tr>
<tr>
<td>RAILROAD SQUARE CINEMA</td>
<td>873-6526</td>
</tr>
</tbody>
</table>

### HEALTH AND BEAUTY

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RITE AID</td>
<td>877-8975</td>
</tr>
<tr>
<td>CVS</td>
<td>873-7163</td>
</tr>
<tr>
<td>HANNAFORD KMD/MAIN STREET</td>
<td>873-0788/877-0788</td>
</tr>
<tr>
<td>APOLLO DAY SPA</td>
<td>872-2242</td>
</tr>
<tr>
<td>SUPER CUTS</td>
<td>873-5908</td>
</tr>
</tbody>
</table>
**Table of Contents**

WELCOME ................................................................. 6
ABOUT THE SECURITY DEPARTMENT ................................................................. 6
  Mission Educators and Protectors ................................................................. 7
  Campus Enforcement Authority ................................................................. 8
  Campus Security Authority ................................................................. 8
  Security Officer Training ................................................................. 9
  Department of Security Statistics ................................................................. 10
COLBY COLLEGE CLERY CRIME STATISTICS 2014-2016 .............................................. 11
  VAWA Clery Crime Statistics ................................................................. 13
  Hate Crime Statistics ................................................................. 14
REPORTING EMERGENCIES AND POLICY VIOLATIONS .............................................. 20
  On Campus ................................................................. 21
  Off Campus ................................................................. 21
  Anonymous Reporting Procedures ................................................................. 21
SECURITY DEPARTMENT SERVICES ................................................................. 22
  Colby Card ................................................................. 22
  Escorts ................................................................. 22
  Jitney ................................................................. 22
  Courtesy Rides ................................................................. 22
  Jump Starts ................................................................. 23
  Colby Check ................................................................. 23
  Lost and Found ................................................................. 23
  Deliveries ................................................................. 23
SECURITY DEPARTMENT RESOURCES ................................................................. 24
  Dean On Call ................................................................. 24
  Colby Emergency Response ................................................................. 24
  Counselor on Call ................................................................. 24
  Waterville Police Department ................................................................. 24
CRIME PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS ................................................................. 25
  Blue Light Emergency Phones ................................................................. 25
  Campus Lighting ................................................................. 25
  Parking and Traffic Enforcement ................................................................. 25
  Speaking Engagements ................................................................. 26
  Personal Safety Tips ................................................................. 26
CLERY CAMPUS CRIME ACT ................................................................. 28
  Annual Security Report - Campus Crime, Fire, Alcohol, and Illegal Drugs ................................................................. 28
  Clery Geographic Definitions ................................................................. 29
  Clery Crime Definitions ................................................................. 30
  Violence Against Women Reauthorization Act and The Campus SaVE Act ................................................................. 32
  Hate Crimes ................................................................. 34
  Bias Incidents and Crimes ................................................................. 36
SEXUAL HARASSMENT ................................................................. 39
  Harassment Policies and Procedures ................................................................. 39
  Definition of Harassment ................................................................. 39
SEXUAL MISCONDUCT ................................................................. 42
  Scope of Sexual Misconduct Policy ................................................................. 42
Welcome to Colby. Whatever your relationship to the College, the Department of Security is eager to assist you in any way possible, whether by helping you find your way on campus or working together to make Mayflower Hill and the Colby community safer for all.

Colby and Central Maine offer a quality of life that is widely appreciated. But because our location is safer than many others, it is tempting for members of our community to be complacent or careless about their safety and to assume that crime does not occur here.

Though statistically safer than many places, Colby does experience crime, and that can be a rude awakening. A comment we’ve heard from more than one victim is, “I didn’t think things like this happened here!”

The Department of Security works 24/7 to make Colby and its campus as safe as possible, but responsibility for crime prevention is shared by all members of the College community, including you. Your awareness is the most important factor, and our shared success preventing crime depends on a substantial degree on your following sound security practices and recognizing and immediately reporting suspicious or criminal activity.

The mission of Colby’s Security Department is to provide a safe and secure environment for the Colby community. We offer a wide variety of services to assist students, faculty, staff members, and visitors. Please use this website to familiarize yourself with those services and with safe practices you can adopt. If you have any questions, feel free to call the department and let us know how we can help.

Pete S. Chenevert
Director of Security

ABOUT THE SECURITY DEPARTMENT
The department consists of ten full-time security officers, eleven reserve officers, one full-time administrative assistant, three full-time dispatchers, two part-time dispatchers, a pool of student workers, the Associate Director, the Assistant Director, and the Director. Security officers are hired to protect the lives of people at Colby College and College property. The traditional role of patrolling the campus 24 hours a day is the primary function of the department.

Security Officers work a schedule that provides maximum coverage during the busiest time periods. The most coverage is provided Thursday night through Sunday morning for social and special events such as parties, concerts, dances, etc. Security officers secure buildings, address safety and security concerns, transport students, respond to alarms, cover special events, and much more.

Although charged with the unpopular role of “enforcer” of the College’s policies the Department of Security has maintained a close rapport with the College community. The Security Department has earned a reputation for fairness and helpfulness. The College community has come to know that, in time of need, the department can be depended upon for assistance.
Mission: 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 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 any 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.

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.

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.

*A Weekly Security Report is published in the Colby Echo.*
Please see the Standard Operating Procedures; Annual Safety, Security, and Fire Safety Report; or Student Handbook for further information.

If you need additional information not addressed above or have any questions or suggestions on security matters, please feel free to call 207-859-5530 or visit the Department of Security in the Roberts Building, Room 128, which is located on the parking lot side.

Campus Enforcement Authority
The Security Department is composed entirely of non-sworn campus security officers. The security officer enforcement authority is granted to any private citizen under Title 17-A, Section 16 of the Maine Revised Statutes Annotated and the Colby Administration. Security officers do not have arrest powers. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Colby College. Officers conduct investigations of all incidents and submit detailed reports. Security officers have the authority to issue parking tickets, which are billed through the Business Office.

Campus Security Authority
A campus security authority is any individual (or individuals) who have responsibility for campus security, but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

Colby College 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
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.

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).

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
  - Bias and Diversity
Colby College and Department of Security Statistics

Campus Population 2016 Fall Semester
Students __________________________ 1879
College Staff and Faculty _____________ 773
Total Campus Population ____________ 2652

Student Population
On Campus _______________________1799
Off Campus ________________________ 80
Study Away _______________________ 152
Total Students _____________________2027

Department of Security Employees
Director 1
Asst. Director 1
Assoc. Director 1
Secretary 1
Sworn Officers 0
Security Officers 6
Museum Security 4
Reserve Officers 11
Student Supervisors 2
Student Security 15
Jitney Drivers 20
Dispatchers 4
Reserve Dispatchers 1

TOTAL 67

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.
Colby College Clery Crime Statistics 2014-2016

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>Residences</th>
<th>Other</th>
<th>Total</th>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CRIMINAL HOMICIDE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-Negligent</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SEX OFFENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>2016</td>
<td>14</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>9</td>
<td>0</td>
<td>10</td>
<td>1*</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2016</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2016</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Study Abroad
<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Residences</td>
<td>Other</td>
<td>Total</td>
</tr>
<tr>
<td>OTHER CRIMINAL OFFENSES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2016</td>
<td>9</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>6</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>2016</td>
<td>9</td>
<td>27</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>7</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>11</td>
<td>18</td>
<td>30</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2016</td>
<td>0</td>
<td>1**</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2016</td>
<td>0</td>
<td>1*</td>
<td>1***</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ARRESTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>2016</td>
<td>0</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>29</td>
<td>29</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>2016</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* Study Abroad (Copenhagen) ** Hillside Lot *** Alfond Apartments Dumpster Fire
## JUDICIAL REFERRALS (DISCIPLINARY ACTIONS)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>124</td>
<td>52</td>
<td>59</td>
<td>137</td>
<td>20</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>16</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## UNFOUNDED CRIMES

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unfounded Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## VAWA (Violence Against Women Act)

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Residences</td>
<td>Other</td>
<td>Total</td>
</tr>
</tbody>
</table>

### VAWA (VIOLENCE AGAINST WOMEN ACT)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2015</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Hate Crime Statistics

#### HATE CRIMES

<table>
<thead>
<tr>
<th></th>
<th>Race</th>
<th>Religion</th>
<th>Sexual Orientation</th>
<th>Gender</th>
<th>Gender Identity</th>
<th>Disability</th>
<th>Ethnicity</th>
<th>National Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Campus Student Housing</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ON CAMPUS STUDENT HOUSING</td>
<td>Year</td>
<td>Race</td>
<td>Religion</td>
<td>Sexual Orientation</td>
<td>Gender</td>
<td>Gender Identity</td>
<td>Disability</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>--------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Burglary</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction of Property</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HATE CRIMES</td>
<td>NONCAMPUS</td>
<td>Year</td>
<td>Race</td>
<td>Religion</td>
<td>Sexual Orientation</td>
<td>Gender</td>
<td>Gender Identity</td>
<td>Disability</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------</td>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>--------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>Murder/Non-negligent</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NONCAMPUS</td>
<td>Year</td>
<td>Race</td>
<td>Religion</td>
<td>Sexual Orientation</td>
<td>Gender</td>
<td>Gender Identity</td>
<td>Disability</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>--------------------</td>
<td>--------</td>
<td>----------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td><strong>Larceny</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Motor Vehicle Theft</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Arson</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Simple Assault</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Intimidation</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Destruction of Property</strong></td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC PROPERTY</td>
<td>Year</td>
<td>Race</td>
<td>Religion</td>
<td>Sexual Orientation</td>
<td>Gender</td>
<td>Gender Identity</td>
<td>Disability</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>--------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Murder/ Non-negligent</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible Sex Offenses</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC PROPERTY</td>
<td>Year</td>
<td>Race</td>
<td>Religion</td>
<td>Sexual Orientation</td>
<td>Gender</td>
<td>Gender Identity</td>
<td>Disability</td>
<td>Ethnicity</td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>-------------------</td>
<td>--------</td>
<td>----------------</td>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Robbery</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny/Theft</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Destruction of Property</td>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
REPORTING EMERGENCIES, CRIMES AND POLICY VIOLATIONS

If you observe a crime or suspicious situation, or see a safety problem, immediately notify the Security Department. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 859-5530 or 859-4000. For security emergencies, dial 859-5911.

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 and policy violations 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.

The Colby Security Department is responsible for the reporting and follow-up of any criminal incident that occurs on the Colby College campus, in coordination with the Waterville Police
Department, as necessary. Crimes committed in other jurisdictions should be reported to the police agency where the offenses occurred. To ensure that timely warnings are issued, and that accurate statistics are included in this annual disclosure, please immediately report any criminal offenses to a member of the Department Security, or to your respective dean, director, department head, or Campus Security Department.

**On-Campus Reporting**
When members of the Colby community receive a report of criminal activity on campus, they should immediately contact the Security Department. They may also contact a designated campus security authority who will then consult with security.

**Off-Campus Reporting**
If criminal activity takes place in an off-campus location, Colby College community members should contact the local, county, or state police department with jurisdiction.

When a Colby student is involved in an off-campus offense, security officers may assist in the investigation, in cooperation with local, state, or federal law enforcement authorities. Law enforcement authorities routinely work with and communicate with security on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Security officers may respond to student-related incidents that occur in proximity to campus. Security officers have direct communications with the Waterville police, fire and rescue services to facilitate rapid response to any emergency situation.

**Anonymous Reporting Procedures**
If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Colby College system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Dean’s Office, Security Department and/or a law enforcement agency can file a report on the details of the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Colby College. To file an anonymous report, call the Security Department at 207-859-4000 or visit the Colby College Security Department website. You may also file a report in person by visiting the Security, Roberts Union, or by contacting any campus security authority.
SECURITY DEPARTMENT SERVICES
The Department of Security offers a wide variety of services to members of the College Community to ensure one’s safety and well-being.

COLBY CARD
The Colby Card 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 Colby Card office is located in the Student Financial Services Office in the Garrison Foster Health Center Building and is staffed Monday - Friday from 8:30 am to 4:30 pm.

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 operates within Waterville. Hours of operation are generally 2 p.m. to midnight or 2 a.m. 7 days a week. The Jitney provides service, when the College is in session, seven days-a-week. The College employs student drivers. Please call the Security Office to confirm the Jitney is running.

COLBY SHUTTLE
The Colby Shuttle provides safe and convenient transportation to downtown Waterville. There are predetermined stops and it runs on a strict schedule. The Shuttle driver is a Colby Security Officer. The shuttle will run from 7a-3p Monday-Friday. The shuttle will be expanding its hours as we transition using the downtown residence hall for Fall 2018.

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

LOCK OUTS
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 (859-4280) so that their locks can be changed.

JUMP STARTS
If your vehicle will not start a Security Officer can attempt to jump start it if your vehicle is on campus.
**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 should be reported to Security and the Pulver Information Desk in Cotter.

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 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.
SAFETY AND SECURITY 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 calling the Department of Security or the Counseling number and by pressing “0” the call will be transferred to the counselor on call.

Waterville Police Department
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.

<table>
<thead>
<tr>
<th>EMERGENCY COMMUNICATIONS ON-CAMPUS CONTACT INFORMATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security (all emergency types)</td>
<td>X5911</td>
</tr>
<tr>
<td>Campus Security (non-emergencies)</td>
<td>X5530</td>
</tr>
<tr>
<td>General Information</td>
<td>X5530</td>
</tr>
<tr>
<td>Colby College Emergency Medical Services</td>
<td>X5911</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>X4460</td>
</tr>
<tr>
<td>Physical Plant/Maintenance Emergencies</td>
<td>X5000</td>
</tr>
</tbody>
</table>
*Note—dialing 911 from on-campus phones directs you to the 5911 ext.
CRIME PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS

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.

Blue Light Emergency Phones
Blue light emergency phones are located throughout the Colby campus. To contact the Office of Security with one of these phones, simply press the large red button on the phone. When an emergency phone is activated, the safety and security dispatcher will be alerted and an officer will be sent to the location of the phone. No dialing or conversation is required. If possible, try to describe the nature of the emergency to the dispatcher.

Campus Lighting
Light fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Physical Plant Department for evaluation.

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.

Speaking Engagements
Members of security regularly visit student residences to present information regarding personal safety, alcohol and drug education, and crime prevention. To request a safety meeting for your room or residence hall, contact the Security Office 207-859-4000.
PERSONAL SAFETY TIPS

Crime Reduction and Prevention

- Trust your instincts when something doesn’t feel right.
- 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 Campus Security or Law Enforcement Authorities.
- 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.
- 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.
- Don't prop open self-locking doors.
- Always lock your residence hall door and your windows, even if you leave for just a few minutes.
- If you do not feel well and need to lie down make sure that a friend stays with you to check on you.
- 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.
- Never hitchhike or pick up a hitchhiker.
- 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 want to be intimate with someone remember, that you can change your mind.
PREVENT System

- Prevention is the most effective means of fighting crime
- Record the description of suspicious persons and vehicles, 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

In the Event of Fire

- Remain calm
- Dress appropriately, get your keys, and evacuate the building promptly
- Proceed to your building's Initial Assembly Area
- Activate the building fire alarm or notify Colby Security 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.
CLERY CAMPUS CRIME ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Colby College, and on public property within or immediately adjacent to and accessible from the campus. This report includes all crimes reported to the Security Department or to a campus security authority, regardless of the ultimate disposition of the reported crime. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and fires in campus residential buildings.

Developing Information
The annual preparation of crime statistics involves coordination among statistics collection by the Security Department, the Dean of Students Office Affairs, and the Waterville Police Department. This coordination also occurs in the gathering of statistical data from those with “significant responsibility for students and campus activities.” The Security Department updates all campus safety and security information for submission to the Student Handbook and the campus crime report. The Office of Security contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics and prepare a daily crime log describing reported incidents.

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.

Annual Security Report - Campus Crime, Fire, Alcohol, and Illegal Drugs
This Annual Security Report information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Department of Security. The Clery Act aims to ensure transparency around campus crime policy, statistics and foster campus safety.

Each fall, e-mail notification is made to students and employees providing website address access for this report. The URL is also included on the websites of Human Resources and Admissions to inform prospective students and employees. You can link directly to the site at www.colby.edu/securitydept

Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting the Security Office, Roberts Union, (207-859-5530).

The Clery Crime Log and the Clery Fire Log may be viewed at the Security Office or online at the Security Department’s website.
Clery Geographic Definitions

Campus:
1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence:
A subset of crimes on campus that includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

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

List of Colby College non-campus buildings and properties:
1. Hume Center, Sidney, ME
2. Outing Club Cabin, Belgrade, ME

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.

Clery Crime Definitions

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

**Robbery:** The taking or attempting to take anything of value by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

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

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
For purposes of reporting crimes, when more than one criminal offense was committed during a single incident, only the most serious offense is counted pursuant to the FBI’s Uniform Crime Reporting Program. Exceptions to the hierarchy rule include that arson is always reported as a separate crime regardless of whether it occurs in the same incident as another crime and where rape, fondling or statutory rape occurs in the same incident as a murder, both crimes are reported in the crime statistics.

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

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; 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.

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

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

*NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.*
VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT &
THE CAMPUS SAVE ACT

The Violence Against Women Reauthorization Act (VAWA) of 1994 (42 U. S.C. 13925(a)(20)), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.
- Records are public in accordance with the Clery Act reporting and disclosures, without including personally identifying information about the victim, as defined in Section 40002(a)(20) of the VAWA.
- All reasonable attempts are made to protect the victim’s confidentiality, even if they victim does not specifically request it.

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. VAWA’s SaVE Act provision imposes new reporting requirements. These crimes are defined below:

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

Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

- The reporting party’s statement;
- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

The term **dating violence excludes** acts covered under the definition of **domestic violence**.

**Domestic violence:** A felony or misdemeanor crime of violence committed by any of the following individuals:
A current or former spouse or intimate partner of the victim; or
A person with whom the victim shares a child in common; or
A person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner; or
A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as stated in the FBI’s Uniform Crime Reporting Program.

Rape is defined as the penetration, not matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of a person.

Stalking: Engaging in a course of conduct directed as a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

A course of conduct is two or more acts, including, but not limited to:

Acts in which the ‘stalker’ directly, indirectly, or through third parties by any action, method, device, or means,
Follows, monitors, observes surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
Substantial emotional distress, significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

A reasonable person is one under similar circumstances and with similar identities to the victim.

Gender Based Violence is a broad term encompassing dating violence, domestic violence and stalking. Gender Based Violence can occur between strangers or acquaintances, including people involved in both long term and brief intimate partnerships. Gender Based Violence can be committed by men or women, and it can occur between people of the same or different sex.
HATE CRIMES

Colby College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the persons having custody or control of it.

Hate Crime Definitions for Reported 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. 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 (e.g., 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 (e.g. 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


A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.
BIAS INCIDENTS AND CRIMES

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 online form **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.

Reviews 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.

Works 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.

Collects and disseminates to the campus community information about reported bias incidents.

**Colby College Resources**

- 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 859-5911 if an emergency
- Equal Employment Officer 207-859-4733

**Off-Campus Resources**

- Waterville Police 911 or 207-680-4700 for general information
- State Police 800-452-4664
- Kennebec County Sheriff 207-623-3614
- Maine General Emergency Department 207-872-1300
- Inland Hospital Emergency Department 207-861-3200
- Attorney General’s Office 207-626-8800

*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.*
SEXUAL HARASSMENT

<table>
<thead>
<tr>
<th>Important Resource Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY: 207-859-5911</td>
</tr>
<tr>
<td>Campus Security Non-Emergency: 207-859-5530</td>
</tr>
<tr>
<td>Counseling Center: 207-859-4460 (press 0 for Counselor on Call after business hours)</td>
</tr>
<tr>
<td>Rape Crisis Assistance and Prevention Helpline: 1-800-871-7741</td>
</tr>
<tr>
<td>Dean/Counselor on Call after hours: 207-859-5530</td>
</tr>
</tbody>
</table>

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.

Official College policy on racial and sexual harassment and complaint procedures appears below. Cora Clukey and Margaret McFadden are Colby's Title IX coordinators.

*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 the Director of Equal Employment Opportunity Cora Clukey or Margaret McFadden. Cora Clukey and Margaret McFadden 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/eeo/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.

**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. 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 harrassment, including sexual harassment.
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.

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.

Examples 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
(DATING VIOLENCE, DOMESTIC VIOLENCE, and SEXUAL ASSAULT)

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.

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.

Scope of Sexual Misconduct 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.

Definitions 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.

**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.
Sexual Consent

Through its sexual misconduct prevention efforts, response resources, and Title IX sexual misconduct process, Colby strives to create a climate in which all community members feel safe and respected. Promoting a thorough understanding of sexual consent is crucial to establishing such a climate.

Sexual Consent is:
- clear, and
- knowing, and
- voluntary,
- words or actions,
- that give permission for specific sexual activity.

Sexual Consent is active, not passive:
- Silence -without actions demonstrating permission- is not consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to one form of sexual activity does not imply consent to any other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.

Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy. Incapacitation can occur mentally or physically, and can be from developmental disability, by alcohol or other drug use, or blackout.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- The question of what the responding party should have known about a person’s incapacitation is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/.]

Please note that 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.

Colby College’s complete Sexual Misconduct Policy is in Colby’s Student Handbook.

Confidential Campus and Community Resources
At Colby College, trained support people are all around. Because we take student safety and well-being seriously, we ensure that staff in a variety of positions and offices are ready to assist anyone who has experienced sexual violence or any sexual misconduct.

The Following Campus Support Resources Can Maintain Confidentiality:

The Gender and Sexual Diversity Program (207-859-4093 or eeschust@colby.edu)
The Director of the Gender and Sexual Diversity Program, Emily Schusterbauer, serves as Colby College’s Confidential Advocate. Emily supports students, staff, and faculty impacted by Sexual Misconduct. Emily can provide emergency assistance, assist in coordinating necessary accommodations, provide clarification for those who have questions about Colby’s Sexual Misconduct policy, provide guidance for those who are considering reporting, and serve as an advisor throughout the reporting process. Outside of standard business hours, Emily can be reached by the e-mail or (for immediate attention) by calling Security.

Counseling Center (207-859-4490)
Eric Johnson
Jing Ye
Megan Marsh
Alfonso Ortega-Calderon

Counseling Services offers free and confidential psychological counseling to Colby students, as well as a range of consultation, training, and mental health themed outreach/prevention services to the broader campus community. Within this range of services, it is important to highlight that our counselors are available to provide confidential support to any student who has experienced, is supporting someone who has experienced, or who has been accused of an incident of sexual misconduct. Confidential support following an incident such as this can be particularly helpful with sorting through and expressing one’s emotions, learning about additional resources and the processes associated with sexual misconduct incidents, and with thinking through the myriad decisions one faces moving forward.

Health Center (207-859-4460)
Paul Berkner
Lydia Bolduc-Marden
Jennifer Riddle
Holly Weidner
Katie Sawyer
The Health Center provides the following services relative to sexual violence response and sexual health: treatment for illness (including STIs) and injury; free annual testing for gonorrhea, chlamydia and HIV; counseling and sample collection for other STI testing (processed by Maine General and billed through the student’s insurance); sexual and reproductive health services (including pelvic exams, PAP testing, oral contraceptive pills, emergency contraception, and pregnancy testing and counseling), psychiatric assessment and medication management, alcohol and other substance use counseling, and emergency response through CER. Referrals are made to Planned Parenthood for services not provided by the health center, such as pregnancy termination and IUD insertion. Victims of recent sexual assault who desire evidence collection (completion of a sexual assault forensic exam or “rape kit”) are referred to the emergency department of Maine General. At all times, condoms, lube, some over the counter medications, and band-aids are free and available in the self-service area just inside the entry way to the second floor of Garrison Foster.

The Office of Religious and Spiritual Life (207-859-4272, kurt.nelson@colby.edu)
Kurt Nelson serves as a confidential resource within The Office of Religious and Spiritual Life. Kurt Nelson provides pastoral and practical support for students seeking counsel. He can be your advisory with the administration and is equipped to provide spiritual guidance for students of all faiths and backgrounds.

The Following Off-Campus Support Resources Can Maintain Confidentiality:
Maine Sexual Assault Crisis & Support Center: 207-377-1010
Maine Sexual Assault Crisis and Support Line: 1-800-871-7741 (24 hours)
RAINN National Sexual Assault Online Hotline: https://ohl.rainn.org/online/ (24 hours)
The Family Violence Project (for Intimate Partner Violence): 1-877-890-7788 (24 hours)
National Suicide Prevention Lifeline: 1-800-273-8255 (24 hours)

A Note About Confidentiality:
The College is federally obligated to take action to address, remedy, and prevent the recurrence of all incidents of sexual misconduct that it knows about or should reasonably have known about. In order to meet this obligation, the College has designated all employees except the confidential resources listed above as Responsible Employees. Responsible Employees must contact the Title IX Coordinator to report incidents of sexual misconduct of which they gain knowledge.

A Note About Privacy:
While Responsible Employees cannot maintain confidentiality, they are required to respect the privacy of anyone who discloses an incident of sexual misconduct to them. This means that Responsible Employees are instructed not to disclose information to anyone other than those to whom they are obligated to report.

Learn about specific steps to take if you have experienced sexual violence.
Learn about the procedure for reporting sexual violence.
Intimate Partner Violence
College is an exciting time full of new people and new experiences, and forming intimate partnerships can be an important part of this. For many students, dating in college feels like a positive step toward adulthood.

Too often, however, dating involves displays of power and control that make one or more partner in a relationship feel uncomfortable and unsafe. When such displays of power and control within a relationship are ongoing, they constitute a pattern of abusive behavior called Intimate Partner Violence (IPV). IPV can take many forms, including:

Physical Abuse: characterized by direct and harmful bodily contact, including pushing, kicking, punching, throwing, strangling, and obstructing movement. Sometimes physical violence involves the use of weapons, but in the majority of cases, it does not.

Emotional or Psychological Abuse: characterized by insults, name-calling, public and/or private humiliation, harassment, belittlement, deprivation, withholding of affection, and extreme jealousy. Often, emotional or psychological abuse also involves substantial control—over whom one can see, where one can go, how much money one can spend, and where one can work. This controlling behavior is often designed to isolate the abused partner from family and friends and make them completely dependent upon their abuser.

Sexual Abuse: characterized by forced or coerced sexual activity, including, but not limited to, forced or coerced penetration. Sexual abuse may involve unwanted sexual touching, sexual objectification through name-calling, sexual possessiveness, and sexual jealousy (including persistent accusations of infidelity).

Signs that a relationship might be abusive
One Partner:
- Makes most of the decisions in the relationship
- Controls the finances
- Controls who their partner can see
- Blames their partner for everything
- Convinces their partner that physical, emotional, and/or sexual abuse is either deserved or for their own good
- Demonstrates extreme jealousy
- Loses their temper easily and frequently
- Treats their partner as a sexual possession
- Justifies their behavior by saying it’s a sign of love

The Other Partner:
- Hides the abuse that they are experiencing
- Feels ashamed of their relationship
- Feels like they have to walk on eggshells around their partner
- Withdraws from activities that they previously found enjoyable
- Cancels plans with friends and family
- Has unexplained bruises, cuts, scrapes, black eyes, etc.
- Accumulates excessive absences from school and/or work
- Makes excuses for their partner’s behavior
- Feels unable to leave their partner—for financial, emotional, or other reasons

Familiarizing yourself with these signs can help you to identify Intimate Partner Violence in a friend’s or family member’s relationship, or in your own relationship. But, it is important to note that IPV often goes unnoticed by family, friends, co-workers, schoolmates, and other acquaintances. This is because abusive partners may carefully plan their abuse so that it is undetectable. They may inflict physical and sexual abuse in ways that won’t leave marks or on places of the body that won’t be seen. They may reserve emotional and psychological abuse for moments when no one is around, acting like a loving partner in front of others. They may isolate their partner to such an extent that friends and family don’t have a chance to see what is going on.

Getting Help
If you are experiencing IPV:
- Know that what you are experiencing is not your fault—you did nothing to deserve it and your partner cannot justify their behavior.
- Start identifying potential avenues of support in your life. Are there friends or family members you can talk to? If you are living with an abusive partner, are there people you might be able to stay with? Are there IPV (or Domestic Violence) shelters, crisis centers, and/or crisis lines in your city or county?
  - For more information about the support services available on campus, check here.
  - In Kennebec County, the Family Violence Project (1-877-890-7788) is available to help with issues related to IPV.
- If you feel that you are in persistent danger, work with a trained professional to make a safety plan and/or exit strategy. Violent intimate partner relationships can be very dangerous, and even life-threatening. Often times, such relationships grow increasingly dangerous as the abused partner leaves or prepares to leave. Because of this, it is important to work with a trained professional to devise a plan to keep you safe as you consider leaving.

If you suspect that a friend is experiencing IPV:
- Find a private time to talk and express your concern.
- Understand that your friend might feel defensive about their relationship and hesitant to recognize or admit a problem.
- Understand that leaving an abusive relationship can be complicated—particularly if the relationship involves cohabitation, shared finances, or children. Simply telling someone that they should leave their abusive partner does not make leaving easier.
- Have a list of IPV resources ready to share with your friend. As already noted, IPV can be very dangerous and handling it requires professional expertise. You can make a positive impact by ensuring that your friend is aware of hotlines and shelters available in their area.
Bystander Intervention

At Colby, we believe that ending sexual violence is a collective responsibility shared by all members of our community—students, faculty, and staff, alike. Although Colby has many professional staff members available to help those who have experienced sexual violence, stopping sexual violence requires everyone’s active participation. Whether you are first-year student or a tenured professor, you can commit to fighting sexual violence as an active bystander.

What does it mean to be an active bystander?
An active bystander is someone who steps in, speaks up, or reaches out in situations that are, or could be, harmful to a specific person or a group of people.
To be an active bystander against sexual violence means to combat sexual violence through words and actions. Active bystanders are able to respond to situations in which sexual violence is being enacted, perpetuated, condoned, or made light of. They see themselves as responsible for the safety and well-being of those around them and have the skills to act when necessary. Although being an active bystander may seem daunting, it can include a wide range of actions and incorporate a wide range of personal skills and preferences. Being an active bystander doesn’t look the same for everyone, but everyone can do something to end sexual violence.

What can I do?
1) The first step to becoming an active bystander is recognizing situations in which intervention is necessary. Often, this means taking note of situations that others condone, overlook, or actively ignore. These situations include:
   - **High-risk situations**
     - Factors that may increase the risk of sexual violence include: high alcohol consumption, isolation from friends and peers, and cultural pressure to hook-up. It is important to note that none of these factors causes or excuses sexual violence, but each can increase the likelihood of sexual violence happening.
   - **Situations in which sexual violence is happening**
     - Examples of sexual violence that you might directly witness include: cat-calling, name-calling, and other forms of verbal harassment; unwanted touching, like grabbing or fondling; sexual contact being initiated with someone who is too drunk to consent; and stalking or cyber-stalking.
     - You might also be able to deduce that sexual violence is occurring through auditory cues, like screaming or other commotion.
   - **Situations in which sexual violence has already happened**
     - Some signs that a friend has experienced sexual violence and may need help include change in attitude, appetite, weight, and/or class attendance or participation. If Intimate Partner Violence is occurring, you might notice physical signs—like bruises or scrapes—or emotional signs—like lowered self-esteem and guardedness.
     - Or, a friend may openly disclose an incident of sexual violence to you and directly request your assistance.
   - **Situations in which attitudes supporting sexual violence are being expressed**
Sexual violence is supported and perpetuated by attitudes and actions that excuse it, rationalize it, deny it, make light of it, or normalize it. When people tell rape jokes, say that a rape victim “asked for it,” argue that rape is fabricated by people who want attention, or use a “boys will be boys” logic to excuse perpetrators of sexual violence, they are fostering a climate in which sexual violence is more likely to occur.

2) The second step is determining the level of involvement with which you are comfortable. Once you have decided that a situation calls for intervention, you may want to ask yourself the following questions:

- **Is it safe to intervene?**
  - Does the situation pose a significant physical threat to you or others involved? If so, you should immediately call the police (911) or Campus Security (207-859-5911).

- **Can I handle this on my own?**
  - Even if a situation does not pose significant physical threat, you may still want help. If you don’t think you can handle a situation on your own, you can look around for other bystanders who might help you intervene, or you can contact any of our [campus or community resources](#) for help in addressing the issue. Turning to campus and community resources can be particularly helpful when you are trying to intervene in an ongoing problem (like intimate partner violence).

3) The third step is deciding on an appropriate intervention and carrying it out. Interventions can range significantly in their intensity and directness. Here, again, you will want to assess your personal comfort level.

- **As already noted, delegating responsibility and utilizing campus and community resources will sometimes be the best solution, particularly if you feel like you aren’t equipped to address the issue.**
  - If you hear violent arguing in the dorm room next to you, you might want to notify your CA or call Campus Security (207-859-5911).
  - If you witness sexual harassment taking place in the classroom, you may want to alert the professor.
  - If your friend’s boyfriend, whom you barely know, is encouraging excessive drinking at a party, you could ask your friend to pull him aside and address the situation.
  - If a friend has experienced sexual violence, you can be a [positive support person](#) by listening and affirming, but you will also want to direct your friend to the [professional services available on campus](#). Having a thorough knowledge of available resources and campus procedures is integral to being an active bystander against sexual violence.

- **Some interventions can involve redirecting attention or creating a distraction. This kind of an intervention may feel comfortable to people who recognize a risky situation but don’t want to attract a lot of attention or aren’t used to being confrontational.**
If you notice a friend of yours is flirting too aggressively with someone (or initiating sexual contact with someone who is too intoxicated to consent), you can distract your friend by inviting them to go somewhere else with you.

If you notice that a friend looks uncomfortable while talking to someone on campus or at a party, you can join the conversation and/or help your friend exit the situation.

If you think that a friend has had too much to drink at a party, you can say that you are heading home and offer to walk them home.

If you are with a group of students making jokes about a known or suspected incident of sexual assault, you can change the subject.

Other interventions will be more direct. These kinds of actions can go a long way toward addressing the culture that supports sexual violence.

If you hear someone cat-calling students as they walk by, you can tell that person that what they are doing constitutes sexual harassment and is against school policy.

If you notice a friend is leaving a party with someone who looks too drunk to consent to sexual activity, you can pull your friend aside and share your concern with them. You can remind them that they are dealing with someone who is too drunk to be a fully informed and willing sexual partner.

If you notice a friend talking in a disrespectful way to their significant other, you can pull your friend aside and have a direct conversation about their behavior.

If you overhear a classmate making a rape joke, you can say that you don’t find it funny and explain why.

The most important part about being an active bystander is making the commitment to notice and respond to sexual violence. Whether you decide to intervene in ways that are subtle or direct, your actions are sending the message that you have taken a stand against sexual violence, and this is essential to ending sexual violence.
REPORTING SEXUAL MISCONDUCT

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 and other emergency services at all times.

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)
Margaret McFadden, Professor/ Provost and Dean of Faculty
207-859-4776, margaret.mcfadden@colby.edu, Eustis 307
Cora Clukey; Director of Recruitment and Employment
207-859-5511. ccluskey@colby.edu, Roberts 122
Dean of Students Office 207-859-4250/4252 dosoffice@colby.edu
Dean on Call (207-859-5530).

Reports made at night or on weekends should be made to Campus Security or the Dean on Call.

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 - 207-859-5511 - clukey@colby.edu – Roberts 122
  Ms. Clukey is Colby’s equal employment officer and is available on weekdays during regular office hours.
Margaret McFadden - 207-859-4776 - margaret.mcfadden@colby.edu, Eustis 307
  Ms. McFadden available on weekdays during regular office hours and after hours and on weekends by calling Security at 207-859-5530.
The role of the Title IX Coordinator is to:
- Track and monitor reports, including sex discrimination and sexual misconduct.
- Ensure that the College responds effectively to each complaint
- 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 (207-859-5930) 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.

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

**Emergency Assistance**
If you feel unsafe and/or need emergency assistance following an incident of sexual misconduct, the following resources are available to help:

**Colby Security: 207-859-5911**
- Available 24-hours/day
- Security can address immediate safety concerns, facilitate contact with the Dean-on-Call and Counselor-on-Call, and facilitate after-hours communication with a Title IX Coordinator for after-hours campus reporting.

**Waterville Police: 911**
- Available 24-hours/day
- The Waterville Police can take reports that may trigger criminal investigation and can discuss legal safety options.
Maine General Hospital Emergency Room, Thayer Campus: 207-872-1000; 149 North St, Waterville, ME 04901

- Maine General’s Emergency Room provides 24-hour/day treatment for injuries and sexually transmitted diseases and access to emergency contraception.
- Maine General’s Emergency Room also conducts full Sexual Assault Forensic Exams. Sexual Assault Forensic Exams entail collecting evidence that could be useful should you decide to make a police report. Getting a Sexual Assault Forensic Exam, however, does not obligate you to make a police report. Sexual Assault Forensic Exams are most effective when completed in a timely manner—immediately following the assault, if possible, and no later than 96 hours after the assault. Ideally, avoid bathing/showering, using the toilet, combing your hair, and changing your clothes before a Sexual Assault Forensic Exam.

**ON CAMPUS RESPONSE**

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 will 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.
- Colby supports victims of a physical act of sexual misconduct to preserve the evidence. A forensic exam for a sexual assault can be done at Maine General-Thayer. Completing a physical exam does not require a police report and will ensure the evidence is preserved if the victim desired to file a police report at a later date.

**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 will issue a campus-wide timely warning (which can take the form of an email to campus) to protect the health and safety of the community.

**SAFETY AND SUPPORT MEASURES**

**Overview of Safety Measures**
The College may implement safety measures to protect those immediately impacted by sexual misconduct and the broader campus community. These measures may include, but are not limited to: issuing a No Contact Order that limits contact between parties and/or limits access to specific campus spaces, granting access to a temporary residence referred to as a Safe Room, granting a removal from or reassignment to a different college residence hall, approval for dropping a course and/or course section reassignment. The college may implement an interim suspension under circumstances that it deems as an immediate threat to the individual or community. The terms of the interim suspension may vary.
Overview of Support Measures
The College can also work with students impacted by sexual misconduct to facilitate well-being in ways that extend beyond concerns for immediate safety. The stress caused by sexual misconduct may change one’s ability to cope with environmental factors and academic demands that may previously have seemed manageable. For example, changes to rooming assignments and academic accommodations may be necessary even when immediate safety is not the primary concern.

Requesting Safety and Support Measures
All safety and support measures can be requested and coordinated as part of the reporting process. If you would like to request safety and/or support measures without reporting an incident of sexual misconduct, contact Colby’s Confidential Advocate (Emily Schusterbauer at eeschust@colby.edu,) Security, or the Dean on Call. The Confidential Advocate, Security, and the Dean on Call can coordinate Emergency/Temporary No Contact Orders, changes in room assignments, approval of safe room use, and modifications to transportation, academic and working situation. These safety and support measures are freely available to any student at any time. Follow up support will be done by on a case-by-case basis and be a collaboration by the Dean’s Office, Campus Life, and Security. Law Enforcement and College Judicial measures will be individual and dependent on severity, pervasiveness, desires of the Complainant, timeliness and potential effects.

Note: Some safety and support measures may be interim or temporary. Safety and support measures may be requested or accessed by any party significantly impacted by sexual misconduct. This may include victims/survivors and accused parties, as well as other community members.

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. There is also the option to file a trespass or restraining order with local law enforcement – Waterville Police Department. The 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. Colby will support the Complainant with any part of the legal process and comply and enforce any orders issued.
On and Off Campus Resources

Emergency and Report Services
- Colby Security – 207-859-5530; 207-859-5911
- Waterville Police Department – 911 (Off Campus)

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 (Off Campus)
Maine State Wide Sexual Assault Crisis and Support line: 800-871-7741 (Off Campus)
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State police Registry within ten days of establishing residence within a state. Any persons required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the state.

Non-resident offenders entering the state of Maine for employment, to carry on a vocation, or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the state shall, within ten days of accepting employment or enrolling in school in Maine, be required to register and reregister pursuant to this section.

For purposes of this section “student” means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

The information in the Maine Registry is based upon conviction data and is, therefore considered a public record. Information concerning offenders registered with the Maine registry may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request from that may be submitted directly to the Maine State Police or the State Police through a local law-enforcement agency.

As the local police authority, Waterville Police Department 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: Maine Sex Offender Registry or by contacting the Maine State Police at (207) 657-3030.

Colby College is a member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Maine College and University Security Directors Association (MCUSDA) for operational coordination, support, and training.

Please Note: The information in this publication was accurate at the time of publication. However, Colby College reserves the right to make changes at any time without prior notice to any of the information, including but not limited to course offerings, degree requirements, regulations, policies, procedures and charges. The College provides the information herein solely for the convenience of the reader and to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.
## CLERY FIRE STATISTICS

### Annual Fire Safety Report For 2016

<table>
<thead>
<tr>
<th>Resident Hall</th>
<th>Total Fires</th>
<th>Date/Time Of Fire</th>
<th>Cause Of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfond Apartments</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AMS</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Averill</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dana</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drummond</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>East Quad</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Foss/Woodman</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Goddard-Hodgkins</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grossman</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Heights</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hillside Complex:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sturtevant</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Leonard</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Marriner</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Williams</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Johnson</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mary Low/Coburn</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Perkins-Wilson</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pierce</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Piper</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Roberts</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Treworgy</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>West Quad</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*For the calendar years 2014, 2015, and 2016 there were zero fire related deaths on campus.
## Fire Alarm Log for On Campus Student Housing

**COLBY COLLEGE DEPARTMENT OF SECURITY**  
**FIRE ALARM LOG SUMMARY RESIDENCE HALLS 2016**

<table>
<thead>
<tr>
<th>BUILDING:</th>
<th>Fire Alarm:</th>
<th>Trouble Alarm:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfond Apartments</td>
<td>13</td>
<td>3</td>
<td>16</td>
</tr>
<tr>
<td>Sturtevant Hall</td>
<td>11</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>Marriner Hall</td>
<td>9</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Foss/Woodman Hall</td>
<td>4</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Dana Hall</td>
<td>9</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Taylor Hall</td>
<td>8</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>AMS Hall</td>
<td>5</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Roberts Union</td>
<td>2</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Mary Low/Coburn Hall</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Williams Hall</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Pierce Hall</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Heights</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>East Quad</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Perkins-Wilson Hall</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>West Quad</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Grossman</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Averill Hall</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drummond Hall</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Goddard-Hodgkins Hall</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Johnson Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Piper Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Treworgy Hall</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL:** 80 26 106
## Fires by Cause

<table>
<thead>
<tr>
<th>Unintentional Fires</th>
<th>Total Fires by Cause</th>
<th>Total Fires by Cause</th>
<th>Total Fires by Cause</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Cooking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking Materials</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Open Flames</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heating Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Products</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Machinery / Industrial</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intentional Fire</td>
<td></td>
<td>13*</td>
<td></td>
</tr>
<tr>
<td>Undetermined Fire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*3 Camp Fires, 4 Bon Fires, 6 Mulch Fires

## Student Housing Fire Safety Chart

<table>
<thead>
<tr>
<th>On-Campus Building Name</th>
<th>#Annual Evacuation/Drills</th>
<th>Primary Rallying Point</th>
<th>Secondary Rallying Point</th>
<th>Evacuation Plans &amp; Placards</th>
<th>S A</th>
<th>R B</th>
<th>N G</th>
<th>C O</th>
<th>S P R</th>
<th>H A Z</th>
<th>Fire Extinguisher Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfond Apartments</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>AMS</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Averill</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Dana</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Drummond</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>East Quad</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Foss/Woodman</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Goddard-Hodgkins</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Grossman</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Heights</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>On-Campus Building Name</td>
<td>#Annual Evacuation/Drills</td>
<td>Primary Rallying Point</td>
<td>Secondary Rallying Point</td>
<td>Evacuation Plans &amp; Placards</td>
<td>S A</td>
<td>R B</td>
<td>N G</td>
<td>C O</td>
<td>S P</td>
<td>H A</td>
<td>Z</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>--------------------------</td>
<td>-----------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>---</td>
</tr>
<tr>
<td>Hillside Complex:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taylor</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sturtevant</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leonard</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriner</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williams</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Johnson</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mary Low/Coburn</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perkins-Wilson</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pierce</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piper</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roberts</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treworgy</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Quad</td>
<td>Spring/Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
SA = Stand-alone smoke detectors present (in combination with a report-back system unless otherwise noted)
RB = Report-back detectors present, automatic alarm
NG = Natural gas detectors present
CO = Carbon monoxide detectors present
SPR = Sprinklers present
HAZ = High-hazard suppression systems present (Commercial Kitchens, Chemical Storage, Electronics)
## RESIDENCE HALLS
### INITIAL ASSEMBLY AREAS FOR BUILDING FIRES AND FIRE ALARMS

<table>
<thead>
<tr>
<th>Building:</th>
<th>Initial Assembly Area:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfond Apartments</td>
<td>West Lawn between building and Water Tower</td>
</tr>
<tr>
<td>AMS Hall</td>
<td>East lawn between AMS and West Quad</td>
</tr>
<tr>
<td>Averill Hall</td>
<td>East Lawn between Averill and Miller Library</td>
</tr>
<tr>
<td>Dana Hall</td>
<td>East Lawn in front of Dana, beside Runnals Union</td>
</tr>
<tr>
<td>Drummond Hall</td>
<td>East Lawn on Roberts Row</td>
</tr>
<tr>
<td>East Quad</td>
<td>North Lawn between East Quad Johnson Pond</td>
</tr>
<tr>
<td>Foss/Woodman Hall</td>
<td>Northeast Lawn by Hall and Mayflower Hill Drive</td>
</tr>
<tr>
<td>Goddard/Hodgkins Hall</td>
<td>East Lawn on Roberts Row</td>
</tr>
<tr>
<td>The Heights</td>
<td>Northwest Lawn away from the road</td>
</tr>
<tr>
<td>Hillside Complex</td>
<td></td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>North Lawn across the access road</td>
</tr>
<tr>
<td>Marriner Hall</td>
<td>North Lawn across the access road</td>
</tr>
<tr>
<td>Sturtevant Hall</td>
<td>North Lawn across the access road</td>
</tr>
<tr>
<td>Taylor Hall</td>
<td>North Lawn across the access road by AMS Hall</td>
</tr>
<tr>
<td>Williams Hall</td>
<td>East Lawn on Roberts Row by Miller Library</td>
</tr>
<tr>
<td>Johnson Hall</td>
<td>Southeast Lawn by Hall and Mayflower Hill Drive</td>
</tr>
<tr>
<td>Mary Low/Coburn Hall</td>
<td>West Lawn on Roberts Row</td>
</tr>
<tr>
<td>Perkins/Wilson Hall</td>
<td>East Lawn on Roberts Row</td>
</tr>
<tr>
<td>Pierce Hall</td>
<td>West Lawn on Roberts Row</td>
</tr>
<tr>
<td>Piper Hall</td>
<td>East Lawn on Roberts Row</td>
</tr>
<tr>
<td>Roberts Union</td>
<td>South Lawn on Roberts Row</td>
</tr>
<tr>
<td>Treworgy Hall</td>
<td>West Lawn on Roberts Row</td>
</tr>
<tr>
<td>West Quad</td>
<td>West Lawn between West and AMS</td>
</tr>
</tbody>
</table>

**Person(s) In Charge of Evacuation** - CA initial evacuation, Security, Fire department

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

<table>
<thead>
<tr>
<th>Building:</th>
<th>Initial Assembly Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arey Science</td>
<td>South Lawn on Academic Quad</td>
</tr>
<tr>
<td>Alfond Athletic Center</td>
<td>South Lawn across Campus Drive</td>
</tr>
<tr>
<td>Bixler Art and Music Center</td>
<td>North Lawn and Roberts Parking Lot</td>
</tr>
<tr>
<td>Collins Observatory</td>
<td>Southeast Lawn</td>
</tr>
<tr>
<td>Cotter Union</td>
<td>South Lawn between Dana Hall and Cotter Union</td>
</tr>
<tr>
<td>Davis Science</td>
<td>South Lawn on Colby Green</td>
</tr>
<tr>
<td>Diamond</td>
<td>North Lawn on Colby Green</td>
</tr>
<tr>
<td>Eustis</td>
<td>North Lawn on Academic Quad</td>
</tr>
<tr>
<td>Garrison Foster</td>
<td>East Lawn between Dana Hall and Cotter Union</td>
</tr>
<tr>
<td>Keyes Science</td>
<td>South Lawn on Academic Quad</td>
</tr>
<tr>
<td>Lorimer Chapel</td>
<td>North Lawn Between Miller Library and Chapel</td>
</tr>
<tr>
<td>Lovejoy</td>
<td>North Lawn on Academic Quad</td>
</tr>
<tr>
<td>Lunder House</td>
<td>Northwest Lawn on Colby Green</td>
</tr>
<tr>
<td>Miller Library</td>
<td>East Lawn on Academic Quad</td>
</tr>
<tr>
<td>Mudd Science</td>
<td>South Lawn on Academic Quad</td>
</tr>
<tr>
<td>Olin Science</td>
<td>South Lawn on Academic Quad</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>South Lawn across Campus Drive</td>
</tr>
<tr>
<td>Roberts Union</td>
<td>South Lawn on Roberts Row</td>
</tr>
<tr>
<td>Runnals Hall</td>
<td>North lawn in front of Dana Hall</td>
</tr>
</tbody>
</table>

**Person(s) In Charge of Evacuation** - Colby Security, Waterville Fire Department

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.
Fire Safety Report Log
- An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
- An institution must make an entry or an addition to the log within two business days of receipt of the information.
- An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.
- The Clery Fire Log may be viewed online on the security website.

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.

Fire Related Definitions:
Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

Fire-Related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**On Campus Student Housing Facility:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Provisions of the **Campus Fire Safety Right-To-Know Act** require the College to:

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:
   - Number and causes of fires reported
   - Number of fire-related injuries that required treatment at a medical facility
   - Number of fire-related deaths
   - Value of fire-related property damage
   An annual letter with this information is submitted to the Secretary of Education.

2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems. All residential buildings are equipped with sprinkler systems.

3. Document the number of regular mandatory supervised fire drills. Supervised fire drills are conducted once per semester.

4. Document policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and fire education and training programs provided to students, faculty, and staff.

5. Document plans for future improvements in fire safety, if determined necessary by the College.

6. Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and location, and make annual reports to the campus community on such fires.

Pursuant to the provisions of the federal Higher Education Act (HR 4137) as enacted August 14, 2008 as the **Campus Fire Safety Right-To-Know Act**, this report provides an annual disclosure of fire safety standards and measures with respect to campus residences for the calendar year 2012.

**Students and employees should report all fires to the Security Office at 859-5530.**
For more information, please contact: Wade Behnke - Director of Safety 859-5504 or Pete Chenevert - Director of Security 859-5530
COLBY FIRE SAFETY POLICY AND PROCEDURES

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 minimize our susceptibility to fire safety hazards, and improve our performance during the mandated campus-wide fire safety inspections held each year.

Detection/Suppression/Protection Equipment
Individual buildings on campus and their occupants are protected from fires through two 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.

Equipment to Notify/Direct/Control
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.

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
• 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.

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
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.
Hazardous and Restricted Articles/Materials
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 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.
Fire Places in Residence Halls
The students residing in rooms with fireplaces can attend fire safety training. After completing
the training you will be allowed to use the fire place in your room. The contact for Fire Safety
Training is the Safety Office Wade Behnke 859-5504.

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

Campus Non-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.*

1. 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.
2. Procedures for Students and Employees 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.

Initial Assembly Areas
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
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.

3. Responsibility for Fire Safety and Conclusion
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.

**Report a 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.

*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*
EMERGENCY NOTIFICATION SYSTEM

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 Colby Emergency Response Team (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.
The Colby Emergency Notification System (Blackboard Connect) uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is, would be able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addresses on file for each person. A secondary Emergency Notification System connects to all campus telephones located in residence halls, offices, and classrooms campus wide.

In the event of a campus emergency, the College will, without delay, alert the Colby community to the nature of the emergency and provide safety instructions, unless the notification would, in the professional judgment of campus security authorities, compromise the efforts of emergency responders.

Subsequent messages would be sent as necessary with further instructions and situational updates. Emergency messages would be sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addresses on file for each person.

In an urgent but non-life threatening situation, College administrators have the option to deliver a more selective emergency message directly to those listed on-campus telephone numbers and email addresses, as well as to a primary telephone number designated by the individual, to specific campus populations and/or the community as a whole.

As the effectiveness of this system is dependent on the accuracy of the information maintained on file, all members of the campus community are urged to regularly update their electronic contact numbers and addresses.

Security Alerts
In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Security Department prepares and distributes security alerts via, phone, text, and/or e-mail.

Lockdown/Shelter-in-Place Procedure
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 if it is safe to do so, 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. The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

- If you are inside, stay where you are. Collect any readily available supplies and keep a telephone at hand.
- If you are outdoors, go to the nearest campus building and seek shelter.
- Locate an interior room, above ground level, and with no windows, if possible.
- Close and lock all doors and windows and stay away from them.
- Turn off air conditioners, heaters, and fans. Close vents to ventilation systems.
- Await further instructions from emergency services personnel.

If the building is unsafe to remain in, evacuate and seek shelter in the nearest campus building.

**Evacuation Procedures**

In the event that it becomes necessary to evacuate specific buildings to mitigate a life-threatening emergency, campus security authorities will coordinate their efforts with emergency responders as follows.

- At the direction of campus security authorities or the responding On-Scene Commander (OSC), the building’s fire alarm will be activated (if it has not been already) and you will be evacuated according to established plans.
- Do not burden yourself with unnecessary items, or use the building’s elevators. Follow all instructions given by security or response personnel. You will be directed away from the building to a designated safe zone, where you will be processed by emergency response services to address any injuries or other concerns.
- If the evacuation will be prolonged, College Administrators will arrange for the temporary relocation of the building’s occupants as necessary.
- No one will be allowed to reenter the building without the express permission of the College.
Emergency Procedures
Active Shooter

- Call Campus Security or Police 911 or 5911
- Remain calm and answer the dispatcher’s questions. The dispatcher is trained to obtain the necessary information for the emergency responders.
- If safe to do so try to obtain the following information: Height, weight, sex, race, clothing, and approximate age, direction of travel, and name if known. If the suspect enters a vehicle, note the license plate number and state, make, model, color, and any outstanding characteristics.

Note: An individual must use his/her own discretion during an active shooter incident as to whether to run to safety or remain in place. Best practices for an active shooter incident are listed below
HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THEM MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE, CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION

1. EVACUATE
* Have an escape route and plan in mind
* Leave your belongings behind
* Keep your hands visible

2. HIDE OUT
* Hide in an area out of the active shooter's view
* Block entry to your hiding place and lock the doors

3. TAKE ACTION
* As a last resort and ONLY when your life is in imminent danger:
  * Attempt to incapacitate the active shooter
  * Act with physical aggression and throw items at the active shooter

HOW TO RESPOND
WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:
* Remain calm and follow officers’ instructions
* Immediately raise hands and spread fingers
* Keep hands visible at all times
* Avoid making quick movements toward officers such as attempting to hold on to them for safety
* Avoid pointing, screaming and/or yelling
* Do not stop to ask officers for help or direction when evacuating. Just proceed in the direction FROM WHICH officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:
* Location of the active shooter
* Number of shooters, if more than one
* Physical description of the shooter/s
* Number and type of weapons held by the shooter/s
* Number of potential victims at the location

RECOGNIZING SIGNS
OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:
* Increased use of alcohol and/or illegal drugs
* Unexplained increase in absenteeism, and/or vague physical complaints
* Depression/Withdrawal
* Increased severe mood swings, and noticeably unstable emotional responses
* Increasingly talks of problems at home
* Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes
EMERGENCY PLANNING AND PREPARDNESS

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/Chief Financial Officer
Vice President of Student Affairs
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

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. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Office of Security will post timely warnings for the college community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and help prevent similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Office of Security, a campus security authority, or to the Waterville Police Department. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director, or his designee, considering all available facts, including whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts. When issuing timely warnings Colby must withhold as confidential the name(s) and other identifying information of the victim(s) the Office of Security issues timely warnings for the following incidents:
- Criminal Homicide
- Aggravated assault
- Sex Offenses
- Robbery
- Motor Vehicle Theft
- Major incidents of Arson
- Other crimes as determined necessary by Director of Safety and Security, or designee

The Security Department does not issue timely warnings for the above listed crimes if:
- The suspect(s) is apprehended and the threat of imminent danger to the Colby College community has been mitigated by the apprehension.
- A report was not filed with the Security Department, or if security was not notified by campus security authorities in a manner that would allow the office to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the Office of Safety and Security to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

**Emergency Notification System**: A mass notification system that automatically sends brief voice, email and text alerts to the community regarding an emergency situation on the Colby campus.

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. A timely warning and updates may be distributed to the campus through any one or more of the following means: siren, text, call, and/or email.

A copy of the timely warnings will be filed in the corresponding case file. The Security may also issue “security alerts,” when necessary, to apprise the Colby community of safety issues and concerns. These alerts will include information and recommendations so that members of the Colby community may make informed decisions about personal safety.

**Who can answer my questions about the College’s Emergency planning?**

Security Director – Pete Chenevert 207-859-4000
Safety Director - Wade Behnke 207-859-5504
WEAPONS POLICY

Colby College regulates the possession and use of weapons on campus and prohibits the possession of weapons in campus buildings and on grounds. This policy includes any device which can expel a projectile and/or other dangerous weapons including knives, explosives, bows and arrows, swords, or other items, which, in their intended use, are capable of inflicting serious injury. Prohibited knives include, but are not limited to, any knife with a blade length of more than four inches, any knife with a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity, or by an outward, downward or centrifugal thrust or movement.

Firearms, ammunition, or other weapons are strictly forbidden in any college-owned or operated building or space.

Guidelines for authorized secure weapons storage

1. Requests for authorization to store weapons on campus are to be directed to the Director of Security.
2. Access to the weapons storage room will be controlled by the Security Office.
3. Students wishing to access their weapons must contact the Security Office (207) 859-5530.
4. Firearms must have actions cleared and chambers and magazines empty and secured with a cable gun lock. Ammunition should be transported and stored in a durable container.
5. Students must have weapons in a protective case when transporting them to and from the Office of Safety and Security.
6. Students must present their Colby photo identification to a security officer to be checked against a Master Access List.
7. Students will sign a log sheet recording access to their weapon.

The Director of Security may seize or deny permission to possess any weapon on campus property which he deems to present a danger to the campus community. Please direct any questions regarding this policy to the Director of the Office of Security (207) 859-5530.

ALCOHOL AND ILLEGAL DRUGS

State Laws - Alcohol

Colby College students must comply with Maine state laws regarding the consumption, sale, purchase, and delivery of alcohol. A summary of applicable Maine law is provided below:

a) Individuals must be twenty-one (21) years of age or older to purchase, possess, consume or transport alcoholic beverages in Maine.

b) It is illegal for minors (20 years of age or younger) to purchase, possess, consume or transport liquor.

c) It is illegal to falsify official Maine state identification cards or any identification material for the purpose of procuring alcoholic beverages. Moreover, no person may misrepresent age verbally or in writing or practice deceit in the procurement of an
identification card, possess a false identification card, or sell, furnish, or give an identification card to another for the purpose of procuring liquor.

d) Only licensed liquor dealers may sell alcoholic beverages in Maine. Charging admission to parties where alcoholic beverages are available for “free” or possessing liquor with the intent to sell is illegal, as are any similar arrangements having similar effects.

e) No person may knowingly furnish, procure, deliver or sell liquor or imitation liquor to a minor or allow any minor under his/her control to possess or consume liquor or imitation liquor.

f) It is illegal to knowingly procure in any way and/or assist in procuring, furnishing, giving, delivering, or selling liquor to/to an intoxicated person. It is illegal to serve liquor to an intoxicated person if the server knows that such person is visibly intoxicated.

g) Consumption of alcoholic beverages in a public place is illegal without a special license or permit issued by authorized Maine state officials.

h) No person may drink liquor while operating a motor vehicle on any public way. A driver of a vehicle is also in violation of Maine law if the driver or a passenger of the vehicle possesses an open alcoholic beverage container in a vehicle on a public way. In addition, operating a motor vehicle with a blood-alcohol level of 0.08% or higher is illegal and will automatically result in a suspension of your driver’s license or permit and/or a fine of at least $400. If you are under age twenty-one, the state considers you intoxicated if you have consumed any amount of alcohol and your license will be automatically suspended.

Colby Alcohol Policy

Hard Liquor

No student, regardless of age, may possess hard liquor in College residences. Hard liquor with an alcohol content of more than 10 percent alcohol by volume that is found in campus residences by Security will be confiscated. Generally, this excludes malt beverages and hard liquor mixes. Wine and champagne may be approved at the discretion of the Director of Campus Life.

Drinking Games

Drinking games, encouraging the rapid ingestion of alcohol, are not permitted. Such games include, but are not limited to: Quarters, Beer Pong, Beirut, Power Hour, and Flip Cup. Paraphernalia identified as having been used in a drinking game, including tables, may be confiscated by Security and will become property of the College.

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.
a) **Denial of Federal Benefits 21 U.S.C. 862:** A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

b) **Forfeiture of Personal Property and Real Estate 21 U.S.C. 853:** Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

c) **Federal Drug Trafficking Penalties 21 U.S.C. 841:** Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

d) **Federal Drug Possession Penalties:** Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000.

**Personal Responsibility**

Students influenced by alcohol are fully responsible for their actions and any damages they may cause. Individuals are also accountable for verbal or physical abuse toward other individuals or personal property. In addition, conduct violations may result in formal disciplinary action, including financial restitution for any and all damages incurred.
MISSING STUDENT 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 Assistant 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.