SECTION ONE: PATROL PROCEDURES

SUMMARY

Each security officer is expected to spend a significant portion of each shift patrolling the campus, either on foot or in a security vehicle.

Campus security patrols serve two important functions:

- First, campus patrols provide a unique opportunity for security officers to personally observe campus activity, and monitor individuals, and/or situations, which could pose a threat to the safety and security of the students, faculty and staff of the College and/or its physical plant.

- Second, patrols by campus security officers, particularly foot patrols, offer a unique opportunity for direct and personal interaction between officers and members of the Colby community. While vehicle patrols allow officers to efficiently cover more of the campus, they do not provide the same opportunity for the personal interaction between security officers and students, faculty, and staff that is available to an officer patrolling the campus on foot. It is for this reason that security officers are expected to patrol the campus on foot whenever possible.

FOOT PATROLS

Foot patrols are to be conducted whenever possible. The primary purpose of a foot patrol is to observe conditions in and around buildings, parking lots and events on campus. Ground floor doors and windows are to be checked and secured and any safety violations recorded. Foot patrols are conducive to personal contact between security officers, students, faculty and staff. It is for this reason that security officers are expected to spend the shift walking the campus.

FOOT PATROLS IN RESIDENCE HALLS

- Foot patrols do not follow set routes or timetables.
- Security officers will conduct foot patrols in all residence halls during all shifts.
- Between 8 p.m. and 1:30 a.m. on Friday and Saturday Residence Halls will be patrolled by Security Officers. Quiet Hours will be enforced at 11 p.m. Sunday – Thursday and 1 a.m. Friday and Saturday. Security Officers will also respond to requests by Community Advisors and/or residents. After 1:30 a.m. all public bathrooms will be checked for ill or unconscious students.
Residence halls or specific areas of residence halls (e.g. lounges) where repeated noise or alcohol violations have occurred will be subject to more frequent foot patrols by security officers. The decision to increase the frequency of residence hall foot patrols by security officers will be at the discretion of the Dean of Students.

VEHICLE PATROLS

The primary purpose of a vehicle patrol is to observe conditions on and around the campus. Vehicles permit security officers to patrol a large area of campus quickly, but they are not conducive to personal contact between security officers, students, faculty and staff. It is for this reason that security officers are expected to spend a significant portion of each shift walking the campus on foot patrol, whenever possible.

Each security officer assigned to a vehicle will perform a visual inspection of the vehicle at the beginning of his/her shift and note the following items:

- Levels of gasoline, oil and transmission fluid.
- All lights functioning properly.
- Tires are properly inflated and free of visible damage.

Any problems with the vehicle must be brought to the attention of the Director of Security or the Assistant Director of Security as soon as possible.

VEHICLE PATROL PROCEDURES

- Vehicle patrols do not follow set routes or timetables.
- Security officers in vehicles are expected to patrol all College properties at least once during every shift, except in circumstances when other assignments make this impossible.
- Parking lots should be checked on a regular basis. Running loops should be checked during daylight hours. Remote areas (Washington Street and Runnals Hill) should be checked at least twice a shift.
- During periods of little activity on campus, e.g. holiday breaks, security officers will conduct frequent vehicle patrols of parking lots and closed campus buildings.
- Security officers patrolling in vehicles are expected to obey all state and local traffic rules and regulations at all times including wearing a seatbelt. Failure to do so may result in disciplinary and/or legal action.
- Security vehicles should be driven only on established roads and/or parking lots except in rare circumstances, i.e. better access to an injured student.
OPEN CONTAINER VIOLATIONS

OUTDOORS

- Dump out Alcohol and call into Dispatch to Log.
- If Hard Liquor do an Incident Report.

INDOORS, PUBLIC SPACE, REGISTERED EVENT

- In a public area, e.g. Cotter Union, where there is a registered event and alcohol is being served, advise student to dump alcohol or return to the event.
- Dump or confiscate unauthorized alcohol at registered events.
- Document incident for the Dean of Students.

FAILURE TO PRODUCE IDENTIFICATION

- Students are required to carry their Colby IDs at all times and produce them for security when requested.
- If a student declines a Security Officer’s request to produce his/her student ID the student's identity will attempt to determined, by all reasonable means necessary by the Officer. Also, body camera footage will be reviewed and interviews will be conducted by the Dean’s Office.
- The final decision to contact the Waterville Police Department rests with the Dean on Call unless the person is suspected of not being a Colby student.
- Document the incident for the Dean of Students.

NOISE COMPLAINTS

- Respond to location (room, lounge, etc…) and request the noise level be lowered.
- An IR is started at the discretion of the Officer.
- Document the incident for the Dean of Students.

NOISE COMPLAINTS, UNREGISTERED PARTY

- An IR maybe warranted depending on the severity of the situation. If an IR is determined to not be necessary the incident will be logged and a verbal warning will be given. If the participants are less than 21 years of age, confiscate the alcohol and shut down the party. If the participants are 21 years of age or older, shut down the party.
- Contact the Dean on Call with any problems. Document the incident for the
Dean of Students.

**DRUG RESPONSE, SMELL OF MARIJUANA**

- Locate area of smell and log it. If possible do an IR - identify the room and/or individuals.
- If illegal drugs or drug paraphernalia are visible, confiscate them.
- Contact the Dean on Call with any problems.
- Document for the Dean of Students.

(See Section 3 for more on Colby’s Alcohol and Drug Policy)

**MEDICAL RESPONSE, ALCOHOL RELATED**

- Security officer(s) are to respond with Colby Emergency Response (CER) Emergency Medical Technicians and secure the scene.
  - CER rides with Security Friday and Saturday nights 11 pm – 1 am.
- CER will evaluate the student(s) in question and recommend:
  a.) Release and have patient sign waiver
  b.) Security and CER escort student to the hospital;
  c.) Contact an ambulance to transport the student to the hospital.
- If ambulance personnel determine the student can be released, he/she should be allowed to go.
- Contact the Dean on Call if the student(s) are uncooperative.
- If the student does not cooperate with the Dean on Call, Security Officers may be directed by the Dean to contact the Waterville Police Department. In this circumstance, the decision to contact the WPD lies solely with the Dean on Call.
- Document the incident for the Dean of Students.

(See Section 3 for more on Colby’s Alcohol and Drug Policy)

**IF A STUDENT IS INVOLVED IN ANY OF THE SITUATIONS DESCRIBED ABOVE TRIES TO RUN AWAY FROM YOU, LET THEM GO. DO NOT TRY TO APREHEND A STUDENT WHO RUNS AWAY FROM YOU.**

**DEAN ON CALL**

- In all cases where the Dean on Call is contacted by Security, the Dean becomes the authority in charge.
- Document interactions with the Dean on Call for the Dean of Students.
SECTION TWO: MOTOR VEHICLE ENFORCEMENT, CHECKS AND ASSISTS

SUMMARY

Enforcement of traffic regulations is not a significant part of a security officer’s responsibility. The compact design of the campus and its relatively short streets, coupled with pedestrian congestion, tends to keep vehicle speeds and adherence to traffic control signage within acceptable limits.

In addition to aiding the occasional stranded or lost driver, the majority of a security officer’s responsibility regarding motor vehicles falls in the following areas:

PARKING

The Department of Security issues parking permits to eligible students, faculty and staff and enforces campus parking rules and regulations. Security officers may issue citations for parking violations.

MOTOR VEHICLE ASSISTS

The Security Department provides two services for vehicles on the Colby campus. One is attempting to unlock vehicles for drivers who have locked their keys inside. The Department has tools to unlock most vehicle locks, though, as a matter of caution, Security Officers should be careful when attempting to unlock a vehicle with electronic locks.

The second service the Department provides is jump starts. The Department has two battery packs usually available for jump starting dead batteries.

Prior to attempting to unlock or jump start a vehicle, the Security Officer must obtain the vehicle owner/operators consent. This is done by having the owner/operator complete and sign a Lock-out Waiver form. The Security Officer must obtain a signed consent form and adequate photo identification from the owner/operator prior to attempting to unlock the vehicle.

If the Security Officer is unable to unlock the vehicle or jump start the vehicle, he/she should offer to give the owner/operator a ride to his/her residence and/or offer to contact a car service, i.e. AAA.
SECTION 3: ALCOHOL POLICY

SUMMARY

The Alcohol Policy is designed to regulate where alcohol may be consumed on campus, and to promote responsibility among the student body regarding the consumption of alcohol. The College’s Alcohol Policy refers to state and federal laws, but this policy is not a legal document and the policy does not have the weight of law.

You must be 21 years of age to legally consume alcohol in the State of Maine.

COLBY ALCOHOL POLICY

Attached to this manual is a copy of the Alcohol Policy. The policy is also published in the Student Handbook, on the Colby Web site, and available on fliers distributed to party registrants by the Office of Campus Life. Also attached to this manual is a copy of the guidelines developed for enforcement of the Alcohol Policy.

Under the terms of the Alcohol Policy:

- Security officers may request the Colby ID from students for the purpose of verifying the student’s identity for alcohol violations.
- Under the terms of the Alcohol Policy, kegs, beer balls and taps must all be registered with Campus Life.
- No drinking games are allowed on campus.

Hard Alcohol is not allowed on Campus except for the Pub and catered events.

- Students of legal drinking age may have alcohol in their rooms, provided that it is not in a common container (e.g. kegs, beer balls) or hard alcohol. The Alfond Apartments and Suites are the only exceptions to this rule for kegs, beer balls, boxes of wine (at the approval of Campus Life).
- Students of legal age may consume alcoholic beverages in their residence halls, subject to the restrictions of social events as defined under the Alcohol Policy.

Alcohol is served in some College facilities, i.e. the Pub, and at some College events under license from the State of Maine. If the event is sponsored by and/or primarily attended by Colby students, then the event must be registered and conform to all provisions of the Colby Alcohol Policy.
Registration is required for all events even when alcohol is not being served. This gives the Department of Security a contact person at the event in case of an issue. Refer to the Party Policy Section in the Student Handbook.

Security Officers responding to calls in residence halls are required to take note of Alcohol Policy violations and respond appropriately with the Community Advisor.

TRIAGE OF INTOXICATED STUDENTS BY THE DEPARTMENT OF SECURITY

Intoxicated students requiring assistance should be escorted to the Health Center, or, after hours, Maine General Hospital (Thayer Unit). If the Security Officer or CER member believes the situation is more serious, an ambulance should be called to transport the student to the Emergency Department of Maine General Hospital (Thayer Unit).

If a student is intoxicated and displays any of the criteria listed below, an ambulance should be called to transport the student:

A. The student is unable to stand or walk, or can do so only with difficulty.
B. The student is only poorly aware of his/her surroundings.
C. The student has difficulty breathing.
D. The student is passed out.
E. The student has fever or chills.
F. The student has difficulty speaking or identifying him/herself.
G. The student has an injury.
H. The student is paranoid, confused, or disoriented.
I. The student is violent or threatening.
J. The student appears to be a risk to him/herself or others.
K. The student is obnoxious and unruly.
L. The student is reported to have consumed a large quantity of alcohol, or “CHUGGED”, or ingested other sedating or tranquilizing drugs within the last 30 minutes.

Once CER and Security Officers have been summoned to deal with an intoxicated student, that student may be escorted to the Health Center or Maine General (Thayer Unit) for a medical evaluation. Security officers and CER personnel are permitted to release an intoxicated student prior to a medical evaluation if they pass CERs protocols and the officer is comfortable with the evaluation results. In all cases if either the Officer or CER personnel feel the person should be transported then the patient is to be transported. Local Emergency Medical Response (Delta Ambulance and Waterville Fire and Rescue) may be called to clear the patient. At the determination of the Officer, CER or Delta the patient may be escorted to the
Health Center or, more commonly, Maine General Hospital (Thayer Unit) for medical evaluation.

* If Security Personnel or CER members feel threatened then the Police may be called to control the situation. The Director and/or Assistant Director and the Dean on Call should be notified as soon as possible.

**POLICY ON ILLEGAL DRUGS**

Colby College is deeply concerned about illegal drug use and alcohol abuse in our community. The College regards illegal drug use and alcohol abuse as a problem which affects the entire College community.

**DRUG LAWS**

There are a number of State and Federal laws prohibiting the possession, use, sale, and distribution of illegal drugs such as prescriptions, marijuana, cocaine, L.S.D., crack, heroin, etc. The legal penalties for possession and/or use include mandatory community service, monetary fines and lengthy prison terms.

Security officers will confiscate drug paraphernalia and small amounts of marijuana. The incident will be documented for the Dean of Students and handled administratively on campus.

Campus Security must contact the Waterville Police Department in cases involving illegal drugs other than marijuana, and in cases where the quantity of marijuana involved indicates more than personal use.

**COLBY COLLEGE DRUG AND ALCOHOL POLICY**

Students are subject to the terms of the College’s Drug and Alcohol Policy:

When they are on campus.
When they are off-campus in/on College owned or operated facilities.
When they are off-campus as part of a College sponsored event.
When they are off-campus as part of an event sponsored by a registered College organization or student-run club.
When they are off-campus at their residence.
When they are off-campus during the academic year, i.e. downtown Waterville.

Students found to be in violation of the Drug and Alcohol policy will face the sanctions outlined in that policy. The circumstance surrounding the offense, the
severity of the incident and prior disciplinary history will be considered when determining sanctions for Drug and Alcohol Policy violations.

The College campus and community members are subject to Local, State and Federal laws concerning the possession, use, distribution and manufacture of drugs including alcohol. All community members, including students, must abide by these laws or face the possibility of legal prosecution. The College opposes the use of illegal drugs and will not provide community members, including students, protection from the laws regarding illegal drug and alcohol use. The College will not interfere with the legal prosecution of any community member, including students, who violates Local, State or Federal laws.

Law enforcement officers in possession of the proper documents have a legal right to search any and all buildings on the campus without prior notice.

The College reserves the right to furnish the law enforcement officials with information regarding illegal activities.

**DISCIPLINARY RESPONSE:**

At Colby College students found selling, manufacturing, or possessing drugs in amounts that indicate sale and/or distribution, or the intent to sell and/or distribute, face penalties ranging from suspension to expulsion.

Students using illegal drugs, or in possession of amounts which appear to constitute “personal use” will face penalties ranging from official warning to expulsion.

Students or organizations found to be illegally selling, manufacturing, or distributing alcohol will face disciplinary action up to and including expulsion.

The illegal use of alcohol will result in penalties ranging from warning to expulsion.

Involvement with or dependency on drugs, or the excessive and/or illegal use of alcohol is a health concern as well as a disciplinary matter for the College. In these cases, the student will be required to undergo a mandatory drug/alcohol assessment with the on-campus counselors and/or with an off-campus specialist.

Student disciplinary actions are the responsibility of the Vice President of Student Affairs/Dean of Students.

**COLLEGE SERVICES: INFORMATION AND HELP**
Students who are concerned about their own or a friend’s use of alcohol or drugs are encouraged to seek assistance through Colby Counseling Services at the Health Center. Professional Staff are available twenty-four hours a day to provide care and treatment for individuals related to the use of alcohol and drugs. Counselors from the Health Center provide supportive counseling in addition to psychological and medical evaluations on a confidential basis. They help students to identify and understand the signs and behaviors associated with substance abuse, including usage patterns, motivations and negative consequences. They can also provide information for evaluating and confronting a friend about the use of alcohol and drugs. Also available is referral information about community treatment facilities. Services provided by the Health Center and Counseling Services are confidential. Emergency Medical Treatment can be provided by the Health Center or Maine General (Thayer Unit).

The Director of Health Education provides educational materials for individuals and programs for the College Community that address the many issues surrounding alcohol and drugs.

Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, and Adult Children of Alcoholics groups meet regularly in Waterville and welcome student participation. A listing of meeting times and locations is available through the Health Center or the local newspaper.
SECTION FOUR: WATerville POLICE BACK-UP PROTOCOL

SUMMARY

Campus Security Officers are not sworn law enforcement officers and certain situations on campus will require assistance from the Waterville Police Department. The protocol for seeking assistance from WPD falls into two categories: instances where campus security officers must contact WPD; and, instances where WPD may be called only after the Campus Security Officer has consulted with the Director of Security, the Associate/Assistant Directors of Security and/or the Dean on Call.

WATerville POLICE MUST BE CALLED IN THE FOLLOWING SITUATIONS

- Sexual Assault and Physical Assault – with consideration of the Victim.
- A deadly weapon has been seen, or is reported to be a threat, on campus.
- An obviously intoxicated person is operating a motor vehicle.

In the situations listed above, the Director and the Associate/Assistant Directors of Security and the Dean on Call must be contacted immediately following a call to the Waterville Police Department.

WATerville POLICE MAY BE CALLED AFTER CONSULTATION WITH THE DIRECTOR OR ASSOCIATE/ASSISTANT DIRECTORS OF SECURITY AND THE DEAN ON CALL IN THE FOLLOWING SITUATIONS:

- Verbal threats and/or threats of physical violence by someone on campus to his/herself and/or others, including Security Officers.
- Failure to produce identification by someone who is not a student.
- Failure to produce identification by someone who is believed/suspected of not being a student.
- The presence of a non-student trespasser on campus.
- Out of control parties.
- Public disturbances.

In the situations listed above, the Dean on Call must be contacted immediately following a call to the Waterville Police Department.

In all cases where the officer is unsure what to do he/she should always call the Director or the Associate/Assistant Director of Security for additional instructions.
If the Waterville Police Department, or any law enforcement agency, responds to the campus that agency and its representatives take charge of the situation.

Once the Dean on Call has been contacted, he/she becomes the administrator-in-charge and has primary authority to make decisions about the College’s response to the situation.

It is the Dean on Call’s responsibility to contact the Vice President for Student Affairs/Dean of Students when required by the Dean on Call Procedures.

It is Security’s responsibility to make all contacts according to the Emergency Protocols.

NON-EMERGENCY SITUATIONS

Law enforcement officers will come to campus at times for non-emergency reasons, e.g. to issue summonses, interview students, and/or investigate crimes. It is the policy of the College and the Department of Security to cooperate with law enforcement officers in these circumstances and provide assistance whenever possible. In these instances the Director of Security, the Associate/Assistant Directors of Security, and the Dean on Call are to be notified.
SECTION FIVE: UNLOCKS AND ASSISTS

SUMMARY

Simply put, the “unlock” is the opening of a student’s residence hall room. An “assist” is the opening-up of a secured area of the campus, i.e. a campus building or an office within a building. The Department of Security has specific policies regarding “unlocks” and “assists.” These polices are outlined below. Security officers are required to follow them.

UNLOCKS

A student may request an “unlock” from the Department of Security whenever he/she is unable to gain entry into his/her own room. During normal business hours (8:30am to 4:30pm) students who contact Security for an “unlock” will be referred to the Office of Campus Life, which can provide a duplicate key for the room.

In rare instances, a student may require immediate access to his/her room. In those cases the Security Officer on duty will handle the unlock request directly and not refer the student to the Office of Campus Life.

After hours, “unlocks” are handled by the Department of Security under the following guidelines:

- A student may only request his/her own room be unlocked
- A student requesting an “unlock” is required to provide the Department of Security with his/her name, class year, Colby ID number and resident hall room number. This information will be recorded in the Dispatch Log.
- The Department of Security will verify each “unlock” request using the appropriate Housing Directory as supplied by Campus Life, before assigning an officer to the “unlock.”
- The security officer assigned to perform the “unlock” will verify the student’s identity via photo ID prior to performing the “unlock.” The only exception to this photo ID requirement is a student who is personally known to the officer.
- The Security Officer assigned to perform the “unlock” will document the student’s name, class year, Colby ID number, residence hall room number and the time the “unlock” was completed.

On occasion, a student may request entry into a room which is not listed to that person on file maintained in this Office. This is usually because a “room switch” occurred, and the paperwork has not been sent to our Department. In these cases
we will not let the student into the room until we get confirmation from Campus Life.

ASSISTS

Students, faculty, staff and persons not affiliated with the College may request an “assist” to enter a secured area of the campus. As with “unlocks” the rules governing “assists” are clear and must be followed by security officers.

No one will be provided access to the office of a faculty or staff member except the faculty or staff member assigned to that specific office. The sole exception to this rule is a faculty or staff member who has granted permission, in writing, to permit another person access to his/her office. This written permission must be filed with the Department of Security prior to any request for access.

Under no circumstances will telephone communication be accepted as permission to let a person into an office or work-space other than their own.

No person or group will be provided access to any classroom, library, lecture hall, lounge, or other campus space unless that person or group has reserved the space through the scheduling office of the College and that reservation is on file with the Department of Security.

Other than a student requesting access to his/her residence hall room, any request for access to a secured area of the campus must be denied unless there is written permission on file with the Department of Security.
SECTION SIX: NON-EMERGENCY RIDES AND ESCORTS

SUMMARY

The Department of Security provides rides and/or walking escorts to students within the guidelines and limitations outlined below.

NON-EMERGENCY RIDES

This service is provided to students who have difficulty in getting around campus due to a physical limitation. Security Officers will provide a ride to the Health Center or Maine General for medical appointments or to the Alfond Athletic Center for appointments with a trainer.

Security Officers will not provide rides to social events nor will they provide rides to visit friends off campus.

ON CAMPUS ESCORTS

The Department of Security will provide an on-campus escort to a student who requests one. This service is available 24 hours a day and will be provided by a security officer or student on foot or in a vehicle. This service is not provided to two or more individuals who just want a ride.
SECTION SEVEN: LOST, FOUND AND RECOVERED ITEMS

SUMMARY

The Information Desk in Pulver Pavilion serves as the “Lost and Found” for the campus. Campus Life acts as custodian for lost, found and recovered items. Campus Life makes every effort to return lost, found and recovered items to their rightful owners.

RECOVERED PROPERTY

The Director of Security or the Associate/Assistant Directors of Security will handle all recovered property previously reported stolen. If a “Theft Report” exists, the recovery will be noted on that form and the director or assistant director will notify the owner that his/her stolen item has been recovered.

If no “Theft Report” exists a “Recovered Property Log” must be completed.

Recovered property stolen from an off-campus location will be returned by the Director or Associate/Assistant Directors in coordination with the appropriate law enforcement agency.

Security Officers are expected to regularly review the theft reports appearing in the Incident book.