CAMPUS CRIME, FIRE, ALCOHOL, AND ILLEGAL DRUGS

For Students, Faculty, and Staff of Colby College and
Prospective Students and Employees

COLBY COLLEGE DEPARTMENT OF SECURITY
128 Roberts Building
5530 Mayflower Hill
Waterville, Maine 04901

207-859-5530
colby.edu/securitydept/
security@colby.edu
## IMPORTANT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colby Security (Emergency)</td>
<td>207-859-9111</td>
</tr>
<tr>
<td>Colby Security (Non-Emergency)</td>
<td>207-859-5530</td>
</tr>
<tr>
<td>Waterville Police Department (Emergency)</td>
<td>911</td>
</tr>
<tr>
<td>Waterville Police Department (Non-Emergency)</td>
<td>207-680-4700</td>
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<tr>
<td>Waterville Fire and Rescue (Emergency)</td>
<td>911</td>
</tr>
<tr>
<td>Waterville Fire and Rescue (Non-Emergency)</td>
<td>207-873-3347</td>
</tr>
<tr>
<td>Maine State Police</td>
<td>207-624-7076</td>
</tr>
<tr>
<td>Kennebec County Sheriff's Department</td>
<td>207-623-3614</td>
</tr>
<tr>
<td>Maine Medical Center/Thayer Hospital</td>
<td>207-872-1000</td>
</tr>
<tr>
<td>Delta Ambulance</td>
<td>207-872-4000</td>
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<tr>
<td>Inland Hospital</td>
<td>207-861-3000</td>
</tr>
<tr>
<td>Colby Counseling Services</td>
<td>207-859-4490</td>
</tr>
<tr>
<td>Family Crisis Services</td>
<td>1-800-537-6066</td>
</tr>
<tr>
<td>Alcoholics Anonymous</td>
<td>1-800-737-6237</td>
</tr>
<tr>
<td>Planned Parenthood</td>
<td>207-725-8264</td>
</tr>
<tr>
<td>Sexual Assault Support Center</td>
<td>1-800-822-5999</td>
</tr>
<tr>
<td>Substance Abuse Resource Center</td>
<td>1-800-499-0027</td>
</tr>
<tr>
<td>Adult and Child Abuse</td>
<td>1-800-452-1999</td>
</tr>
<tr>
<td>National Abortion Hotline</td>
<td>1-800-772-9100</td>
</tr>
<tr>
<td>Maine Department of Human Services</td>
<td>1-800-482-7520</td>
</tr>
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FREQUENTLY USED NUMBERS

SECURITY ................................................................. 5530
DEAN OF STUDENTS ................................................... 4250
CAMPUS LIFE .......................................................... 4280
HEALTH CENTER/NURSES STATION ......................... 4460
ATHLETIC CENTER ..................................................... 4999
FACILITY SERVICES ................................................ 5000
SPA ............................................................................. 5496
PULVER INFORMATION DESK .................................. 4289

OFF CAMPUS NUMBERS

FOOD
PIZZA HUT ................................................................. 207-873-5000
WATERVILLE HOUSE OF PIZZA ................................. 207-873-4300
CAPPZA'S PIZZA ........................................................ 207-873-7770
BIG G’S ................................................................. 207-873-7808
CANCUN MEXICAN RESTAURANT ......................... 207-872-7600
JORGENSEN’S ............................................................ 207-872-8711
PAD THAI ................................................................. 207-861-8895
SILVER STREET TAVERN ........................................... 207-680-2163
PORTLAND PIE COMPANY ......................................... 207-812-5570

TRAVEL
CONCORD TRAILWAYS ........................................... 1-800-639-3317
GREYHOUND BUS STATION ..................................... 207-680-2540
EXCALIBUR LIMOUSINE SERVICE ......................... 1-800-317-8256
NORTHEAST CHARTER & TOUR ......................... 1-888-593-6328
ENTERPRISE CAR RENTAL .................................... 207-877-6601
PORTLAND JETPORT .............................................. 207-774-7301
ELITE TAXI ............................................................... 207-872-2221
PINE TREE TAXI .......................................................... 207-465-2304

ENTERTAINMENT
FLAGSHIP CINEMA .................................................. 207-873-0033
REGAL CINEMA CENTER (AUGUSTA) ...................... 207-623-8183
RAILROAD SQUARE CINEMA .............................. 207-873-6526

HEALTH AND BEAUTY
RITE AID ................................................................. 207-877-8975
CVS ................................................................. 207-873-7163
HANNAFORD KMD/MAIN STREET .................. 207-873-0788/207-877-0788
APOLLO DAY SPA ........................................... 207-872-2242
SUPER CUTS .......................................................... 207-873-5908
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DIRECTOR OF SECURITY WELCOME

Welcome to Colby College. 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 the Colby community safer for all.

Colby and Central Maine offer a quality of life that is widely appreciated. While 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 most 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 Department of Security 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.

Robert Williams
Director of Security
ABOUT THE DEPARTMENT OF SECURITY

The department consists of eleven full-time security officers, six reserve officers, one full-time administrative assistant, three full-time dispatchers, three 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, sports games, etc. Security officers secure buildings, address safety and security concerns, transport students, respond to alarms, cover special events, and much more.

Although charged with reporting misconduct and violations of the College’s policies, the Department of Security maintains a close rapport with the College community. The Department of Security 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 Department of Security 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 discloser 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.*

If you need additional information about the Department of Security or have any questions or suggestions on security matters, please feel free to call 207-859-5530 or visit the Department of Security in Room 128, Roberts Building, which is located on the parking lot side of Roberts Union.
CAMPUS ENFORCEMENT AUTHORITY

The Department of Security is composed entirely of non-sworn campus security officers. The security officer’s enforcement authority is the same that is granted to any private citizen under Maine law, Title 17-A, MRSA, Section 16 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 reports. Security officers have the authority to issue parking tickets, which are billed through the Business Office.

CAMPUS SECURITY AUTHORITY

Under the federal Clery Act, 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. Colby has designated the following as Campus Security Authorities because of their role and they are required to report Clery Act crimes to be included in the College’s campus crime statistics.

- Dean of Students Office
- Dean of the College Office
- Dean of Studies Office
- Campus Life Office
- Community Advisors
- Advisors to Students and Student Organizations
- Athletic Department Administrators, Team Coaches and Trainers
- Students that monitor access to buildings
- Office of Campus Study
- Office of Diversity, Equity and Inclusion
- Office of the Provost
- Certain Human Resources Personnel
- Title IX Coordinator
- Civic Engagement Program
- Senior Staff
- DavisConnects
- Department of Security

If such an official is a pastoral or professional counselor, the official is not considered a Campus Security Authority when acting in that capacity. These persons are encouraged if and when they deem it appropriate, to inform the students they are counseling of any procedures to report crimes, on a confidential basis for inclusion in the annual crime statistics.
SECURITY OFFICER TRAINING

Throughout the year the Department of Security conducts 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 are trained in the most current topics applicable to campus safety to ensure the entire community is safe.

On Campus Training Requirements:

- Diversity
- AED Certification
- State Laws
- State Liquor Laws
- College Policies and Regulations
- Civil Rights and Civil Rights Officer Certification
- Alcohol and Drug Awareness and Effects
- Clery and Title IX
- Hazardous Materials and Blood Borne Pathogens
- Mental Health first Aid
- Fire Suppression

In addition to the above training requirements, all of the officers in the Department of Security have had considerable training in the security, law enforcement, and medical fields.

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.
COLLEGE AND DEPARTMENT OF SECURITY STATISTICS COLBY

CAMPUS POPULATION 2018 FALL SEMESTER

Students ................................................................. 2000
College Staff and Faculty ..................................... 1016
Total Campus Population ..................................... 3016

STUDENT POPULATION

On Campus .......................................................... 1937
Off Campus .......................................................... 63
Study Away ......................................................... 123
Total Students ...................................................... 2123

DEPARTMENT OF SECURITY EMPLOYEES

Director ................................................................. 1
Asst. Director ......................................................... 1
Assoc. Director ...................................................... 1
Secretary .............................................................. 1
Sworn Officers ...................................................... 0
Security Officers .................................................... 7
Museum Security ................................................... 4
Reserve Officers ..................................................... 6
Student ................................................................. 0
Student Security .................................................... 10
Jitney Drivers ......................................................... 16
Dispatcher ............................................................ 3
Reserve Dispatcher ............................................... 3
Shuttle Drive ......................................................... 4
Reserve Shuttle Driver .......................................... 3
TOTAL ................................................................. 63
CLERY CAMPUS CRIME ACT

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The federal 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 Department of Security 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.

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 include four general categories of crime statistics that occur on the property(ies) of the institution for the preceding calendar year.

Criminal Offenses
Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

Hate Crimes
Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;

VAWA (Violence Against Women Act) Offenses
Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and

Arrests and Referrals for Disciplinary Action
For Weapons Law Violations, Drug Abuse Violations and Liquor Law Violations.

Developing Information:
The annual preparation of crime statistics involves coordination among statistics collection by the Department of Security, the Dean of Students Office Affairs, Campus Security Authorities, the Waterville Police Department and other law enforcement agencies. This coordination also occurs in the gathering of statistical data from those with “significant responsibility for students and campus activities.” The Department of Security 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.
In preparing this report, Colby College relied on the Department of Education’s The Handbook for Campus Safety and Security Reporting, 2016 edition.”

Colby Security maintains a daily crime log and a fire log that is available to the public. Both logs are maintained at the Security Office and are available during normal business hours. The Crime Log lists crimes on campus, dates and times, locations, dispositions, and notes. The Fire Log list the nature, date, time, and location of fires are residential housing facilities.

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 and statistics and to 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.

The Director of Security is responsible for gathering crime statistics throughout the year and ensuring the Annual Security Report is compiled and updated as necessary. To help ensure there are no voids in reporting, more than one member of the Security Department has received formal training in Clery. You may obtain a paper copy of this report by contacting the Security Office, Roberts Union, (207-859-5530). The Director of Security is responsible for gathering crime statistics throughout the year and ensuring the Annual Security Report is compiled and updated as necessary. You may obtain a paper copy of this report by contacting the Security Office, Roberts Union, (207-859-5530).

DEFINITIONS OF CRIMES — THE CLERY ACT

The following definitions are used for reporting crimes listed in the Clery Act in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing etc., law violations, drug abuse violations, and liquor law violations are from the Uniform Crime Reporting Handbook. The definitions of the sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook. The definitions of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are from the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook.

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

Aggravated Assault
The 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 and probably would result in serious personal injury if the crime were successfully complete.)

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

**Forcible Entry**
All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

**Unlawful Entry-No Force**
The entry of a structure in this situation is achieved by use of a classification encompasses weapons offenses that are regulatory in nature.

**Attempted Forcible Entry**
A situation where a forcible entry into a locked structure is attempted but not completed.

**Criminal Homicide-Manslaughter by Negligence**
The killing of another person through gross negligence.

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

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

**Weapons: Carrying, Possessing etc.**
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Liquor Law Violations**
The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Abuse Violations**
The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacturing, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Larceny/Theft Offenses**
The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.
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 joyriding.)
VIOLENCE AGAINST WOMEN ACT OFFENSES (VAWA)

**Sexual Assault**
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. This includes any offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668.

**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. This offense includes the rape of both males and females.

**Fondling**
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest**
Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**
Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence**
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence**
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic abuse.
**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**DEFINITIONS OF TERMS IN THE STATE OF MAINE**

Definitions of Terms in the State of Maine are sometimes different than the definitions of terms that Clery uses.

In the State of Maine, **sexual assault** is defined in chapter 11 of Title 17-A of the Maine Revised Statues. Generally speaking, sexual assault includes: the crime commonly referred to as rape (called “gross sexual assault” in Maine), statutory rape, unlawful sexual contact (touching of the genitals or anus where no permission is given or the person touched is under 14 years old or otherwise incapable of resisting), exposing one’s genitals to a child, showing sexually explicit materials to a child with the intent of encouraging sexual contact, soliciting a child by computer, or unlawful sexual touching (touching the breasts, buttocks, groin or inner thigh where no permission is given or the person touched is under 14 years old or otherwise incapable of resisting). Sexual assault also includes prohibited contact with a minor by certain convicted sex offenders. For more specific details of these crimes - including the specific ages that the victims and perpetrators must be for it to qualify as a “sexual assault” — please review the Maine Criminal Statutes directly.

**Stalking**

Is defined in Title 17-A, section 210- A of the Maine Revised Statutes (Maine Criminal Code). Stalking must be based on two or more acts by a defendant involving (for example) following, monitoring, threatening, harassing, interfering with property, or communicating with or about a specific person. The defendant must want or know that these acts will cause the specific person to: (a) suffer serious inconvenience or emotional distress; (b) fear bodily injury or death to oneself or a close relation; (c) fear damage, destruction, or tampering of property; or (d) fear injury or death of an animal owned by or kept by the specific person.

**Domestic Violence**

Is defined in chapter 9 of Title 17-A of the Maine Revised Statues. It includes any acts of assault, threatening, terrorizing, stalking, or reckless conduct committed by persons who are considered a family or household member as defined by Title 19-A, section 4002, subsection 4 (current of former spouses or domestic partners; individuals presently or formerly living together as spouses; biological parents of the same child; adult household members related by blood or marriage; minor children of a household member when the defendant is an adult household member; individuals presently or formerly living together; individuals who are or were sexual partners).

Under Maine’s criminal statute, “consent” is not explicitly defined in reference to sexual activity. Under Maine criminal law, however, “consent” may be used as a defense when “a defendant engages in conduct which would otherwise constitute a crime against the person . . . and an element of the crime is negated as a result of the consent.” Furthermore, “consent is not a defense if . . . it is given by a person who, by reason of intoxication, physical illness, mental illness or mental defect . . . [or] . . . [i]t is induced by force, duress or deception or undue influence.” For further information, please see Title 17-A, sections 109, 253, 255-a.
HATE CRIME DEFINITIONS

Colby College is required to report statistics for hate (bias) related crimes by the type of bias using the definitions below.

**Hate Crime**
A crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under The Clery Act, only the following eight 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., Asians, Black or African Americans, whites.

**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 actual or perceived sexual orientation.

**Gender**
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.

**Gender Identity**
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

**Ethnicity**
A preformed negative opinion or attitude toward a group of people who members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.

**National Origin**
A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability**
A preformed negative opinion or attitude toward a group of persons based on temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, criminal mischief/vandalism, and any other crime involving bodily injury.
**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 bone, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Criminal Mischief/Vandalism**
To willfully or maliciously destroy, damage, disfigure, or deface, any public or private property, real or personal, without the consent of the owner or the 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.

**Larceny-Theft**
(Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**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.

**CLERY GEOGRAPHIC DEFINITIONS**
Under the Clery Act, Colby uses the following geographic definitions to compile and categorize crime reports:

**On-Campus**
1. Any building or property owned or controlled by an institution of higher education within the same reasonable 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 or is reasonably contiguous to the area 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).

**On-Campus Student Housing Facilities**
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.

**A Non-Campus Building or Property**
1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; and

2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
PUBLIC PROPERTY

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

Colby’s geographic area includes:

Mayflower Hill Campus, which also includes:

- Millett House
- Lunder House — 75 Mayflower Hill Drive
- 36-38 Mount Merici Avenue
- Solar Way Annex, Oakland, Maine

Downtown Waterville Campus includes:

- 150 Main Street, Bill and Joan Alfond Commons
- 173 Main Street
- 13-15 Appleton Street Parking Lot

Non-campus buildings/properties include:

- Hume Center, 32-40 Bayberry Lane, Sidney, Maine
- Outing Club Cabin, Snug Harbor Road, Oakland, Maine
- Allen Island, off Port Clyde, Maine

Foreign Locations include:

- Salamanca, Spain (Faculty Apartment and “Colby Center”)
- Dijon, France (Faculty Apartment)

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ACCURATE AND PROMPT REPORTING OF EMERGENCIES, CRIMES AND POLICY VIOLATIONS

If you observe a crime or suspicious situation, or see a safety problem, immediately notify the Department of Security. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 207-859-5530 or 207-859-4000. For security emergencies, dial 207-859-5911.

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 reported incidents 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. 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, including contacting the Title IX Coordinator. 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.

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, Department of Security 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 Department of Security at 207-859-4000 or visit the Colby College Department of Security website. You may also file a report in person by visiting the Security Office in Roberts Union, or by contacting any Campus Security Authority.

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 the Department of 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 (207-859-4250)
Campus Life Office (207-859-4280)

In addition to compiling crime statistics, Colby will issue timely warning notices, 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 Department of Security, any Dean within the Dean of Students Office, or any Campus Security Authority (CSA).

The Colby Department of Security 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 or policy violation to a member of the Department of Security, or to your respective dean, director, or department head.

Colby will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Colby against a student who is the alleged perpetrator. If the alleged victim is deceased as a result of such a crime or offense, the next of kin shall be treated as the alleged victim for these purposes. Questions regarding this may be directed to the Director of Security.

ON-CAMPUS REPORTING

When members of the Colby community receive a report of criminal activity on campus, they should immediately contact the Department of Security. They may also contact a designated Campus Security Authority who will then consult with the Department of 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 the Department of 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.
DEPARTMENT OF SECURITY 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 ColbyCard office is located in the Student Financial Services Office in the Garrison Foster Health Services Building and is staffed Monday - Friday from 8:30 a.m. to 4:30 p.m.

ESCORTS

Campus Security will escort any student from one campus location to another if they contact the office and report feeling unsafe between the hours of dusk and dawn. These escorts may be given in a Colby Security vehicle or on foot, by security officers or student employees. Security will provide vehicular escorts between campus locations to temporarily, 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 Department of Security 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 continual schedule. The Shuttle driver is a Colby Security Officer. The shuttle runs seven days a week and the hours of operation vary depending on passenger volume. The most current schedule information can be found on ColbyNow under the Shuttle tab. For real time shuttle stop arrival times, download the Colby Shuttle App. The App is available on the ColbyNow page. Note: Due to COVID19 the Shuttle App may not be available.

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 key can be picked up at Campus Life in Cotter Union. After hours, 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 (207-859-4280) 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.

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 or the Pulver Information Desk in Cotter.

The report will be cross-checked with property being held at the Information Desk. If it is not being held, a general description of the property will be placed in the Lost and Found log. 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 Security or 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 after hours at Colby Security.

BICYCLE REGISTRATION
To help deter theft and assist us in returning lost and stolen bicycles, all bicycles used by students, faculty and staff on campus should be registered with the Office of Safety and Security. There is no charge for registering your bicycle and bicycles only need to be registered once.
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 ext. 5530, EMERGENCY ext. 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 (ext. 5530, EMERGENCY ext. 5911)
A squad of certified student Emergency Medical Technicians respond to all on-campus medical emergencies. This service is overseen by 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 (ext. 5530, EMERGENCY ext. 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 Counseling Services (207–859–4460) 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.

Law Enforcement Agencies
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 Security. 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. 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.

Facility Services:
The Security Department and Facility Services work together daily to ensure the campus is safe and well maintained. Community members use a self-initiated work order process to report maintenance issues directly to Facilities Services. After hour emergencies should be reported to Security and the Facility Services Supervisor will be notified. Security regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Services. Security and Facility Services collaborate regularly on health and safety checks, security improvements, and residence hall maintenance.
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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 by use of their Colby Card. 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 Department of Security with one of these phones, simply press the large red button on the phone. When an emergency phone is activated, a 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 Facility Services for evaluation. Always walk on lit walkways after dark.

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
Safety and crime prevention are discussed during orientation with the first-year students. At the beginning of the academic year the students that live in Alfond Commons and Lockwood are met with to discuss safety and crime prevention in general and specifically as it related to living downtown.
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 at 207-859-4000.
PERSONAL SAFETY TIPS (For On, or Off, Campus)

Crime prevention and safety tips and emergency and fire safety tips can be found on the Security webpage.

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 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 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 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 them 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 a witness to one.
• Telephone ext. 5911 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.
• Activate the building fire alarm or notify Colby Security immediately.
• Proceed to your buildings Initial Assembly Area.
• If a door is warm DO NOT open it.
• If you are trapped in a room, seal the door and signal from a window.
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 have 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, gender identity, 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.

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. The Colby community should be aware that certain hate crimes may be prohibited by federal law, Maine state law and/or Colby policy.

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 law and Colby College policy. Thus, offenders may be prosecuted under federal, and/or state criminal and/or civil statutes and subject to disciplinary action by the College.

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

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

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

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

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

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

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

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

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

Collect and disseminate to the campus community information about reported bias incidents.
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
- Maine 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.
COLBY COLLEGE SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE, AND HARASSMENT POLICY

EMERGENCY ASSISTANCE

If the safety of any individual is an immediate concern, involved parties or observers should contact the local police department by dialing 911 in the United States. Involved parties or observers in other countries should notify local law enforcement and Colby’s Title IX Coordinator by calling 1-(207)-859-4266 or after hours, please contact Campus Security at 1-(207)-859-5911 and ask for the Title IX Coordinator to return your call.

Students may seek emergency medical treatment at:

MaineGeneral Medical Center
1-207-872-1000
149 North Street
Waterville, ME 04901

Inland Hospital
1-207-861-3000
200 Kennedy Memorial Drive
Waterville, ME 04901

COLBY COLLEGE TITLE IX SEXUAL HARASSMENT

Note to Readers: On May 6, 2020, the Department of Education handed down a 2000-plus page report and a comprehensive set of regulations addressing virtually every aspect of the treatment of Title IX matters on college campuses, and in many instances fundamentally altering how such matters are handled. It established a deadline of August 14, 2020 for colleges to establish policies consistent with the new regulations.

This policy, adopted in accordance with the DOE’s edict, contains essential information describing how Colby College addresses sexual harassment, as that term is defined by Title IX. Acts of sexual misconduct outside of Title IX are addressed in other policies. In addition, the College maintains a guide that provides more detail on Title IX for parties and their advisors, witnesses and other individuals involved in the grievance process (Title IX Guide for Parties, Advisors and Others). This guide can be accessed here: http://www.colby.edu/sexualviolence/

Introduction

Colby College is committed to providing a community and workplace environment that is safe and secure for all students, staff, faculty and others who participate in the College’s academic, co-curricular and employment programs and activities (“education programs and activities”). Colby does not discriminate on the basis of sex (including sexual orientation and gender identity) and is committed to responding promptly and fairly to any reports or complaints of sex discrimination or sexual misconduct.

Sexual misconduct of any kind undermines the values and the mission of the College and contradicts the College’s Affirmation. It is the responsibility of every member of the Colby community to foster an environment free of sexual misconduct. All members of our community are encouraged to take reasonable and prudent action to prevent, stop and report acts of sexual misconduct.

As required by the Title IX regulations, the College will respond promptly in a manner that is not
deliberately indifferent to reports and complaints of Sexual Harassment, as defined under Title IX, which take place within Colby’s education programs and activities, including:

- Quid pro quo sexual harassment by an employee;
- Hostile environment sexual harassment;
- Sexual assault;
- Dating violence;
- Stalking;
- Domestic violence; and
- Retaliation connected to reporting or participating in the Title IX process.

Definitions of these terms and others are provided in Section I of this policy. The College will provide supportive measures to a Student or Employee who is the alleged victim of Sexual Harassment, and also to a Respondent after a Formal Complaint is filed.

In addition to the conduct addressed in the Title IX Policy, the College prohibits other acts of sexual misconduct, which are identified and addressed in the Student Code of Conduct (see the Sexual Misconduct, Intimate Partner Violence, and Harassment Policy section of the Student Handbook) of the Student Handbook, the Faculty Handbook and the Staff Handbook. Individuals who are not sure which policy applies to a particular situation are encouraged to speak with the Title IX Coordinator, a Deputy Title IX Coordinator or a Confidential Resource (see Sections D and F).

This policy is reviewed and updated from time to time, as needed. The web-based student handbook will always be the College’s most current policy and should be reviewed as the most current version.

Effective Date

This policy is effective on August 14, 2020 and covers all reports or formal complaints filed on or after that date.

Jurisdiction of Policy

This policy addresses Title IX Sexual Harassment against (1) any student enrolled at the College and participating in the College’s education programs and activities; (2) any employee of the College; or (3) any individual (including alumni, faculty and staff) attempting to participate in the College’s education programs and activities; or (4) applicants for enrollment or employment at the College. This policy covers Sexual Harassment that occurs during the course of the College’s education programs and activities (including College-approved student organizations), whether they take place on campus or elsewhere in the United States. In accordance with the Title IX regulations and as a general rule, sexual harassment which occurs in a foreign study program, or in the United States but off-campus in a non-College education program or activity, is not covered by the Title IX Policy. However, such misconduct may be covered by other College policies and the College can provide appropriate Supportive Measures in such circumstances.

Individuals are encouraged to contact the Title IX Coordinator or one of the Deputy Title IX Coordinators (see Section D) if they have questions concerning possible sexual misconduct of any kind or wish to make a report of sexual misconduct.
This policy does not prevent or prohibit a person who is the victim of sexual misconduct from seeking relief through a criminal prosecution or commencing a civil lawsuit.

(1 Terms in bold type have a particular meaning, which can be found in Section I of this policy.)

**Title IX Coordinator/Deputy Coordinators**

Anyone who has concerns or questions about sex discrimination, Sexual Harassment or any sexual misconduct, or who wishes to make a report of Sexual Harassment, is encouraged to contact either the Title IX Coordinator or any of the Deputy Title IX Coordinators for more information and assistance. After regular business hours, the Title IX Coordinators can be reached through Campus Security.

- **Title IX Coordinator**: Meg Hatch  
  Eustis 208  
  207-859-4266  
  titleix@colby.edu

- **Deputy Title IX Coordinator** for Athletics: Jacqui Schuman  
  Harold Alfond Athletic Center D321  
  207-859-4941  
  jacqui.schuman@colby.edu

- **Deputy Title IX Coordinator** for Faculty: Carol A. Hurney  
  Eustis 203A  
  207-859-4787  
  carol.hurney@colby.edu

- **Deputy Title IX Coordinator** for Staff: Cora Clukey  
  122 Roberts  
  207-859-5511  
  cora.clukey@colby.edu

The U.S. Department of Education’s Office of Civil Rights (“OCR”) is the entity charged with enforcing Title IX. Inquiries can be referred to:

Office of Civil Rights, Boston Office  
Department of Education  
8th Floor  
5 Post Office Square Boston,  
MA 02129-3921  
617-289-0111 (telephone)  
617-289-0140 (fax)  
OCR.Boston@ed.gov

The Maine Human Rights Commission (“MHRC”) is the entity charged with enforcing Maine’s nondiscrimination laws. Inquiries can be referred to:

Maine Human Rights Commission 19
Emergency Resources

1. Immediate Safety Concern

If the safety of any individual is an immediate concern, involved parties or observers can contact:

- Police, by dialing 911 in the United States.
- Campus Security at 207-859-5911 (emergency number); 207-859-5530 (business number); 128 Roberts. Campus Security can assist individuals in accessing the Title IX Coordinator, the Deputy Title IX Coordinators, and/or the Confidential Title IX Advocate outside of normal business hours.

2. Emergency Medical Treatment

- MaineGeneral Medical Center
  149 North Street
  Waterville, Maine 04901
  207-872-1000
- Northern Light Inland Hospital
  200 Kennedy Memorial Drive
  Waterville, Maine 04901
  207-861-3000

3. Counseling Services

- Colby Counseling Services/Counselor Providers
  Garrison-Foster
  207-859-4490

Confidential Resources on Campus

The following resources are available on campus on a confidential basis, meaning information disclosed to these individuals will not be reported or disclosed to the Title IX Coordinator/Deputy Title IX Coordinators or other members of the College community without the reporter’s consent, except in the limited circumstances described later in this section.

- Emily Schusterbauer
  Confidential Title IX Advocate
  Pugh Center 238
  207-859-4093
  emily.schusterbauer@colby.edu
Confidential Resources can assist individuals by explaining how the Title IX process and other College processes work; assist individuals with accessing **Supportive Measures** and accommodations for disabilities (including but not limited to confidential mental health supports, short-term academic and/or athletic accommodations, temporary housing changes, obtaining a no contact order), resources and other services available on and off-campus, including the police. Confidential Resources can also assist individuals with contacting the **Title IX Coordinator/Deputy Title IX Coordinator**, if desired.

There are very rare circumstances where a Confidential Resource may have a professional obligation to divulge information disclosed to them, particularly if there is a serious risk of danger or threat to people or property. (In addition, there are requirements to report allegations of sexual and/or physical abuse of persons under the age of 18 under Maine law).

Individuals who contact a Confidential Resource always have the option to make a report to the **Title IX Coordinator** at a later time.

**Off-Campus Support Resources**

The following are examples of off-campus resources available to individuals. All of these resources are available 24 hours per day.

- Maine Coalition Against Sexual Assault
  800-871-7741

- RAINN National Sexual Assault
  800-656-4673

- Maine Coalition to End Domestic Violence
  866-834-HELP

- National Suicide Prevention Hotline
  800-273-8255

**Responsibility of College Officers, Faculty and Staff to Report Prohibited Conduct**
The College requires all College officers, faculty, and staff (including Community Advisors (“CAs”) and Area Residential Directors (“ARDs”) to make a report to the **Title IX Coordinator/Deputy Title IX Coordinator** if they learn of incidents that may possibly violate this policy. A report does not need to be made if a student/employee is generally inquiring about the College’s Title IX policy or process, or if a student/employee is talking generally about a situation and does not identify any individual involved in the situation. Failure to report can result in corrective action or sanctions.

The only individuals exempted from this reporting requirement are the Confidential Resources listed in Section F above.

Students and employees should be aware that if they discuss a possible violation of this policy with a non-Confidential Resource at the College, that individual will be obligated to report it to the **Title IX Coordinator/Deputy Title IX Coordinator**. In speaking with individuals, if College officers, faculty and staff believe a student/employee is about to disclose a possible violation of this policy, they should inform the student/employee that they are not a Confidential Resource and will have to report anything the student/employee discloses to them. Students/employees should be aware, however, that even if a College officer, faculty or staff member has to make a report, the student/employee will still retain the discretion whether or not to file a **Formal Complaint**.

**Definitions**

This policy covers a certain type of sexual misconduct – **Sexual Harassment** -- specifically defined under Title IX. Sexual misconduct is an umbrella term used by the College to encompass the full range of conduct of a sexual nature that is prohibited in our community, whether under Title IX or another College policy. Throughout this policy, whenever any terms defined in this section are used, they appear in bold type.

**General Terms**

A. **Student:** As used in this policy, a **Student** is an individual who is enrolled/participating in or attempting to enroll/participate in the College’s education programs and activities, and who has the right to file a **Formal Complaint** of **Sexual Harassment** under the Title IX regulations and this policy.

B. **Employee:** As used in this policy, an **Employee** is a staff or faculty member who is employed or has applied for employment, or is a volunteer in the College’s education programs and activities, and who has the right to file a **Formal Complaint** of **Sexual Harassment** under the Title IX regulations and this policy. A **Student** who is employed by the College may be considered an **Employee** under this policy, depending upon the particular circumstances.

C. **Report:** Any individual may make a **Report** of possible sex discrimination or sexual misconduct, whether the individual is the possible victim or not. A **Report** is not the same as a **Formal Complaint** of **Sexual Harassment** which is defined below. A report triggers an obligation by the Title IX Coordinator to discuss with and provide to the **Complainant** (if known) appropriate **Supportive Measures**; and to explain the **Formal Complaint** process under this policy.

D. **Formal Complaint:** A **Formal Complaint** can only be initiated by the **Complainant**
of Sexual Harassment (although in certain circumstances the Title IX Coordinator may file a formal complaint on behalf of the College). A formal complaint must be made in writing to the Title IX Coordinator or a Deputy Title IX Coordinator and triggers the College’s Title IX Grievance Process.

E. Supportive Measures: Steps taken by the College to support a Student or Employee who is reported to be the possible victim of Sexual Harassment and/or has filed a Formal Complaint of Sexual Harassment; or who is a Respondent to a Formal Complaint. Supportive Measures may also be provided by the Confidential Title IX Advocate and to individuals affected by possible sexual misconduct violations under other College policies. Supportive Measures are discussed in more detail in Section M.

F. Grievance Procedure: The Title IX Grievance Procedure is initiated through the filing of a Formal Complaint and is the process by which the Formal Complaint is investigated and resolved.

G. Complainant: The Title IX regulations define the Complainant as (i) the possible victim of Sexual Harassment identified in a Report or (ii) a person who has filed a Formal Complaint. Respondent: The Title IX regulations define the Respondent as the individual who has had a Formal Complaint filed against them for possibly engaging in Sexual Harassment. In cases where a student organization or team may have been involved in possible sexual misconduct, it will be addressed through the Student Code of Conduct.

H. Parties: The Parties are the Complainant(s) and Respondent(s) to a Formal Complaint.

I. Witness: An individual who has relevant information concerning a Formal Complaint. Witnesses may include expert witnesses.

J. Advisor: An individual chosen by a Party to assist them during the course of the Grievance Procedure. A Party may have more than one Advisor – such as an Advisor for emotional support (a support Advisor) and an Advisor for the hearing (a hearing Advisor). An Advisor may be an attorney. If a Party does not have an Advisor for the hearing, the College shall provide an Advisor for the Party at the College’s expense. The role of Advisors is discussed in greater detail in the College’s Title IX Guide for Parties, Advisors and Others.

K. Investigator: An independent, trained individual selected by the College to investigate a Formal Complaint.

L. Adjudicator: An independent, trained individual selected by the College to preside at the hearing of a Formal Complaint, make determinations as to whether a Respondent is responsible/not responsible, and to impose any remedies and/or disciplinary sanctions.

M. Consent: In the context of sexual activity, Consent means all parties reasonably understand that they freely agree, through words and/or actions, to engage in sexual activity. Consent may be withdrawn at any time. A person does not “freely
agree” to sexual activity when the agreement results from force, violence, threats, intimidation or coercion. A person does not “freely agree” where the person was incapacitated, and the other party knew or should have known of that Incapacitation.

N. Incapacitation: In the context of sexual activity, Incapacitation means that a person lacks the ability or capacity to make rational, reasonable judgments about whether to Consent to sexual activity. Incapacitation exists when a person is asleep or unconscious and can also exist because of a temporary mental or physical health condition, or when a person is so impaired by alcohol or drugs (i.e., beyond merely being drunk, intoxicated or “high” as the result of consumption of alcohol or drugs). Some indications of Incapacitation may include lack of control over physical movements, lack of awareness of circumstances or surroundings, and slurred speech.

O. Day: As used in this policy, a day means a “business day,” Monday through Friday, and does not include days when the College is officially closed. Please check the College calendar, because Colby does not close on all federal or state holidays but may also be closed at other times.

P. Title IX Coordinator/Deputy Coordinators: The Title IX Coordinator is a trained administrator who is designated and authorized to oversee the College’s compliance with Title IX and to assist individuals through the Title IX process. Deputy Title IX Coordinators are trained administrators or staff members who assist in the implementation of the Title IX policy and processing of Title IX reports. A Deputy Title IX Coordinator may serve as the lead Title IX Coordinator in a particular case where the Title IX Coordinator has a conflict of interest or is unavailable.

Prohibited Conduct

Items A through F of this section define conduct that constitutes Sexual Harassment prohibited under the Title IX regulations and within the context of the College’s education programs and activities. Sexual Harassment can be committed by any person regardless of gender, sexual orientation or gender identity; and can be committed using technology.

Please see the Sexual Misconduct, Intimate Partner Violence, and Harassment Policy section of the Student Handbook for other sexual misconduct and related offenses that are prohibited and addressed in the Student Code of Conduct and in the conduct processes applicable to faculty or staff, based on the nature of the report. Any questions about the meaning of the terminology below should be directed to the Title IX Coordinator, a Deputy Title IX Coordinator or the Confidential Title IX Advocate.

A. Quid Pro Quo Sexual Harassment by an Employee. The Title IX regulations define Quid Pro Quo sexual harassment by an employee as follows:

1) When an employee conditions an aid, benefit or service to a student (including but not limited to a grade, participation in a program/activity, a recommendation, summer employment position or other benefit) on their participation in unwelcome conduct of a sexual nature (see “unwelcome conduct” below); or
2) When an employee conditions an aid, benefit or service to an employee (including but not limited to an employment position, a promotion, a favorable evaluation or other benefit) on their participation in unwelcome conduct of a sexual nature.

B. Hostile Environment Sexual Harassment. The Title IX regulations define Hostile Environment Sexual Harassment as unwelcome conduct of a sexual nature (as determined by a reasonable person) that is so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the College’s education programs and activities.

C. Sexual Assault. The Title IX regulations define Sexual Assault as an offense classified as a Forcible or Non-forcible Sex Offense under the uniform crime reporting system of the FBI, which are:

1) Forcible Sex Offenses – Any sexual act directed against another person, without the Consent of the victim, including instances where the victim is in a state of Incapacitation.

- **Forcible rape** – Sexual intercourse with a person, forcibly and/or without that person’s Consent or in instances where the victim is in a state of Incapacitation.

- **Forcible oral or anal sexual intercourse** with another person, forcibly and/or without that person’s Consent or in instances where the victim is incapable of giving Consent because of their youth or because of Incapacitation.

- **Sexual assault with an object** – Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or without that person’s Consent or in instances where the person is incapable of giving Consent because of their youth or because of Incapacitation.

- **Forcible fondling** – The touching of the private body parts (genitals, buttocks or breasts) of another person for the purpose of sexual gratification, forcibly and/or without that person’s Consent or in instances where the person is incapable of giving Consent because of their youth or because of Incapacitation.

2) Non-forcible Sex Offenses include incest and statutory rape. “Statutory rape” in Maine is defined as a sexual act with another person who is not the perpetrator’s spouse and who is under the age of 14, or who is 14 or 15 and the perpetrator is at least 5 years older than the other person.

- **Dating Violence.** The Title IX regulations define Dating Violence as physical or sexual abuse, threats of physical or sexual abuse, or emotional abuse committed by a person:
  - Who is or has been in a social relationship of a romantic or
intimate nature with the victim; and

- Where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) length of relationship; (b) type of relationship; (c) the frequency of interaction between persons in the relationship.

- **Stalking.** The Title IX regulations define Stalking as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer severe emotional distress.

- **Domestic Violence.** The Title IX regulations define Domestic Violence as physical or sexual abuse, or threats of physical or sexual abuse committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family laws of Maine.

  In Maine, this includes the following crimes (more information available through legal citations): Domestic violence assault (17-A M.R.S. § 207-A); Domestic violence criminal threatening (17-A M.R.S. § 209-A); Domestic violence threatening (17-A M.R.S. § 210-B); Domestic violence stalking (17-A M.R.S. § 210-C); Domestic violence reckless conduct (17-A M.R.S. § 211-A).

- **Retaliation.** No individual may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege under Title IX, or because the individual has made a Report or Formal Complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing. Reports of retaliation should be made to the Title IX Coordinator and will be addressed through the conduct processes applicable to students, faculty or staff, based on the nature of the report.

- **False Reports and Statements.** False reports and/or making materially false statements in bad faith in connection with this policy to any College official or in the course of any College proceeding, is prohibited and will be addressed through the conduct processes applicable to students, faculty or staff, based on the nature of the report. A finding that a Respondent is not responsible for a violation of the Title IX policy after a hearing (or vice versa) does not mean that a report or statement was made in bad faith.

- **Faculty and Staff Relationships with Students.** It is a violation of College policy for any officer, faculty, administrator or staff member of the College to
engage in a romantic, dating and/or sexual relationship with a student. Individuals who have questions about this issue should consult with the Title IX Coordinator/Deputy Title IX Coordinator or a Confidential Resource (see Section D and F).

Amnesty for Possible Conduct Violations Related to Sexual Harassment Reports

The College strongly encourages individuals to report Sexual Harassment. Because the College takes Sexual Harassment very seriously, the College will generally not subject an individual making such a Report or a Complainant to disciplinary action for possible violations of the Student Code of Conduct involving personal consumption of alcohol or drugs connected with the reported incident, provided that the personal consumption of alcohol or drugs did not result in harm to other individuals.

The extent of any amnesty will be considered in light of the facts of a particular case, and the College will have sole discretion to determine whether or not to address co-occurring conduct violations of the Code of Conduct.

The College also has the discretion to require individuals who are granted amnesty from disciplinary sanctions to engage in substance use counseling or other appropriate services.

How to Make a Report of Sexual Harassment

Any individual who is required to make a report, and any other individual who wishes to make a report of Sexual Harassment should contact either the Title IX Coordinator or any one of the Deputy Title IX Coordinators below at any time. Reports after regular business hours can be made through Campus Security at 207-859-5911 (emergency number); 207-859-5530 (business number). Campus Security is located in 128 Roberts.

There is no time limit on making reports of Sexual Harassment.

- **Title IX Coordinator**: Meg Hatch
  Eustis 208
  207-859-4266
  titleix@colby.edu

- **Deputy Title IX Coordinator for Athletics**: Jacqui Schuman
  Harold Alfond Athletic Center D321
  207-859-4941
  jacqui.schuman@colby.edu

- **Deputy Title IX Coordinator for Faculty**: Carol A. Hurney
  Eustis 203A
  207-859-4787
  carol.hurney@colby.edu

- **Deputy Title IX Coordinator for Staff**: Cora Clukey
  122 Roberts
Confidential Resources for individuals who are not required to make a Report to a Title IX Coordinator or who are not ready to make a Report are listed in Section F.

Reports may be made anonymously, but due to the nature of anonymous reports, the College’s ability to contact the possible victim, provide Supportive Measures, or offer the option of filing a Formal Complaint may be hampered by the inability of obtaining further information when an anonymous report is made. Individuals may bring a friend or support person to meetings with the Title IX Coordinator or Confidential Title IX Advocate to discuss Title IX matters, including a possible Report.

What Happens After a Report of Sexual Harassment is Made

After a Report of Sexual Harassment is made, the Title IX Coordinator or one of the Deputy Title IX Coordinators will meet with the Complainant if they are identified in the Report to discuss Supportive Measures that may be appropriate in the particular circumstances (see Section M for detailed discussion of Supportive Measures). The Title IX Coordinator/Deputy Title IX Coordinator will then implement any needed Supportive Measures. Such measures will remain confidential to the extent possible in the particular circumstances. In some situations, specific administrators, faculty, staff and/or students may need limited information in order to effectively implement Supportive Measures.

The Title IX Coordinator/Deputy Title IX Coordinator will explain the process for filing a Formal Complaint under this policy and will also explain the Grievance Procedure to file a Formal Complaint. There is no obligation to file a Formal Complaint.

If a Complainant chooses not to file a Formal Complaint, they may continue to receive appropriate Supportive Measures.

Supportive Measures

Supportive Measures are individualized services offered to a Complainant following a Report of Sexual Harassment. Such Supportive Measures may continue and may be modified based on the Complainant’s needs if a Formal Complaint is filed, during the Grievance Procedure, and after the Grievance Procedure is completed, even if the Respondent is found not responsible.

Supportive Measures may also be provided as appropriate to Respondents after a Formal Complaint is filed.

Supportive Measures are also available to individuals through the Confidential Title IX Advocate (see Section F, above). Individuals involved with possible violations of sexual misconduct under other College policies may also receive Supportive Measures.

Supportive Measures are without charge to the Party and are designed to facilitate each Party’s access to education programs and activities, without overly burdening the other Party. In addition, Supportive Measures may not be overly burdensome or disciplinary/punitive to a Respondent prior to a finding of responsibility in the Grievance Procedure. The Title IX Coordinator works with the Parties throughout the process, and Supportive Measures can be modified to reflect any needed changes at any point in the process. The Title IX Coordinator shall document
Supportive Measures, including any instance where it is deemed that Supportive Measures are not necessary or are not desired by the Parties.

The following are examples of types of Supportive Measures that may be implemented, depending on the particular circumstances of the individuals involved and the claimed violation; this is not an exhaustive list.

- Referrals for mental health and medical services, on and off campus;
- Referrals to other support services and resources, on and off campus;
- Academic and/or athletic/co-curricular adjustments (such as deadline extensions, course changes, late add/drops, incompletes);
- Disability accommodations to participate in the Title IX process;
- Housing assistance (safe room, temporary change of room/residence hall, etc.);
- Assistance with changes in campus employment (schedule change, location change, etc.);
- Assistance with obtaining no contact directives and/or no trespass orders;
- Assistance in finding an Advisor for the Formal Complaint process;
- Assistance in understanding the Title IX process and other College processes.

How to Make a Formal Complaint

A Complainant may make a Formal Complaint to the Title IX Coordinator. Formal Complaints cannot be anonymous. The Formal Complaint may be filed in writing or through an electronic submission and must include the Complainant’s physical or digital signature (or otherwise indicate that the Complainant is the one filing the Formal Complaint). The Formal Complaint must include the following:

- Basic information about the possible violation(s) of Sexual Harassment (such as date, time, location, type of incident, name(s) of individuals involved)

- A request that Colby investigate the allegation(s).

- Provide specific information about filing options here.

1. Formal Complaint Filed by Title IX Coordinator

In rare cases where the Title IX Coordinator determines that the specific circumstances warrant pursuing a Formal Complaint (such as when the alleged Respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the College community), the Title IX Coordinator may file a Formal Complaint on behalf of the College. In such cases, the Complainant will receive advance notice as well as notices of activities at various points in the Grievance Procedure but is not a party to the case. Likewise, the Title IX Coordinator is not a Party, for purposes of this policy, if they file a Formal Complaint on behalf of the College.

2. Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints where circumstances warrant. Such circumstances might include, but are not limited to, situations where a
Complainant has filed a formal complaint of sexual harassment against more than one Respondent in regard to the same incident; there are multiple complaints against a Respondent; or when a Respondent makes a Formal Complaint against the Complainant arising out of the same facts or circumstances.

3. Dismissal of Formal Complaints

Under the Title IX regulations, the Title IX Coordinator must dismiss a Formal Complaint:

a. If the conduct alleged in the Formal Complaint does not constitute Sexual Harassment under the Title IX regulations (and as defined in this policy); or

b. If the conduct alleged did not occur within the scope of the College’s education programs and activities or did not occur in the United States.

However, if the conduct alleged is covered by another College policy, the conduct may be addressed under that policy, depending on the circumstances.

The Title IX Coordinator may dismiss a formal complaint:

a. If a Complainant withdraws the Formal Complaint, or withdraws particular allegations within the Complaint;

b. The Respondent is no longer enrolled in or employed by the College; or

c. If there are specific circumstances that prevent the College from gathering evidence sufficient to reach a determination regarding the Formal Complaint.

If a Formal Complaint is dismissed for any reason, the Title IX Coordinator will promptly and simultaneously send written notice to the Parties explaining the reasons. Parties have the opportunity to appeal dismissals in accordance with Section 15.1 of this policy.

Under the Title IX regulations, the Title IX Coordinator cannot dismiss a Formal Complaint based on an assessment that it has no merit, is frivolous, or has been previously investigated. Any Formal Complaint that is not dismissed for one of the reasons specified above must be processed through the Grievance Procedure unless it is resolved through an informal resolution process (see Section 14.C).

What Happens After a Formal Complaint Is Made: The Title IX Grievance Procedure

A Formal Complaint initiates the Title IX Grievance Procedure. The Title IX Coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form. Detailed information about the procedure can be found in the College’s Title IX Guide for Parties, Advisors and Others.

1. General Obligations of the College

a. The College will:
• Treat Complainants and Respondents equitably;
• Not presume a Respondent is responsible until and unless such a determination is made following a hearing;
• Objectively evaluate all relevant evidence;
• Ensure that any individuals involved in the Grievance Procedure (Title IX Coordinator or Deputy Title IX Coordinator, investigators, adjudicator, and any others) have appropriate training, and do not have conflicts of interest or bias;
• Follow reasonably prompt timelines for conclusion of the grievance process and provide reasons for delay;
• Provide all required notices of meetings and hearings;
• Provide opportunities for Parties to review and respond to relevant evidence, both favorable and unfavorable;
• Provide Parties with the opportunity to be accompanied to any meetings or hearings by an Advisor of their choice;
• Provide Parties with the opportunity to present witnesses, as well as other relevant evidence;
• Not restrict the Parties from speaking about the case for their own emotional support and to prepare their case;
• Assume the burden of gathering evidence and of proof (rather than such burdens resting with the Parties); and
• Comply with all applicable confidentiality and privacy laws and regulations during the Title IX process.

b. In addition to the obligations under the Title IX regulations, the College provides up to $500 for student Parties to consult with an attorney at any point in the Grievance Procedure.

c. Deadlines and Extensions: In general, the College will attempt to complete the Grievance Procedure within 90 days. However, there may be circumstances when the process will take longer due to the absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in the Grievance Procedure for good cause (illness, unavoidable absence of Advisor, etc.). Any such request must be made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from Parties for extensions equitably and shall notify the Parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

a. The Title IX Coordinator will provide written notice of the Formal Complaint and allegations of Sexual Harassment potentially constituting prohibited conduct under this policy. The notice will include:

• Notice regarding the Grievance Procedure and the availability of an informal resolution process;
• Sufficient details known at the time (including identities of Parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five days).

• As required by the Title IX regulations, a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;

• Notice that the Parties may have an Advisor of their choice, who may be an attorney;

• Notice that the Parties may inspect and review evidence;

• Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;

• Notice that the Parties may discuss their case. However, Parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or Grievance Procedure;

• Notice that the College, not either Party, has the burden of proof; and

• Notice of the name of the Investigator, with sufficient time (no less than five days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator.

• Notice that the Parties can raise reasonable concerns regarding the Title IX Coordinator or a Deputy Title IX Coordinator, to the Title IX Coordinator/designee.

b. If additional allegations become known at a later time, the original notice to the Parties will be supplemented. Misconduct which subsequently becomes known but is not covered by this policy will be addressed pursuant to other applicable College policies.

c. The Title IX Coordinator will discuss Supportive Measures with each Party and implement such measures as appropriate (see Section M).

d. Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding College officials involved in the Grievance Procedure will be resolved by the Title IX Coordinator, or if the Title IX Coordinator is the subject of a claim, one of the Deputy Title IX Coordinators. At the hearing, such claims may be raised with the Adjudicator, even if previously addressed.

3. Informal Resolution Process

After a Formal Complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the Grievance Procedure. However, an informal resolution process cannot be used to resolve a Formal Complaint when a student is the Complainant and the Respondent is an employee. Informal resolutions can take many forms, depending on the particular case. Examples
include, but are not limited to, facilitated discussions between the **Parties**; restorative justice; acknowledgment of responsibility by a **Respondent**; apologies; agreed upon sanctions against a **Respondent** or requirements to engage in specific services; or **Supportive Measures**. **Parties** must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by the College must be approved by the **Title IX Coordinator**. If an informal resolution agreement is reached, it must be signed by the **Parties** and the College. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the **Formal Complaint**, nothing from the informal resolution process may be considered as evidence in the **Grievance Procedure**. An informal resolution facilitator may not be called as a **Witness** in a hearing, unless approved by the **Adjudicator**.

### 4. Emergency Leave

The College, in consultation with the **Title IX Coordinator**, may place a **Respondent** on emergency leave at any point after a **Formal Complaint** is filed:

- **a.** If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a **student** or other individual arising from the allegations of **Sexual Harassment**. Examples of such circumstances might include, but are not limited to, a continued threat of violence against a **Complainant** by a **Respondent**, or a **Respondent**’s threat of self-harm due to the allegations.

- **b.** The **Respondent** will be provided notice of the emergency leave and will be provided an opportunity to challenge the decision following the removal (this is an opportunity to be heard, not a hearing). The **Respondent** has the burden to demonstrate why the emergency leave was unreasonable.

- **c.** Any such decision to place a **student** or **employee** on emergency leave shall be made in compliance with any applicable disability laws, including the IDEA Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Maine Human Rights Act.

### 5. Investigation Process

The **Title IX Coordinator** will appoint the **Investigator** to investigate the **Formal Complaint**. The **Investigator** will:

- **a.** Meet with the **Parties** after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.

- **b.** Allow **Parties** to have their **Advisor** at all meetings (and allow participation of **Advisors** consistent with the College’s **Title IX Guide for Parties, Advisors and Others**.). Please review the Guide for a discussion on the roles and types of **Advisors**.

- **c.** Allow **Parties** to identify witnesses and submit favorable and unfavorable
evidence.

d. Interview Witnesses and conduct such other activities that will assist in ascertaining facts (site visits, review of documents, etc.). The Investigator shall prepare written summaries of all interviews.

e. Consider evidence that is relevant and directly related to the allegations in the Formal Complaint.

f. Prior to completing the investigation report, provide the Parties and their Advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the Formal Complaint. This includes all such directly related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the Parties. The Parties will be provided 10 days to submit a written response. The Investigator shall consider the Parties' written responses prior to completing the investigation report.

g. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The Investigator may, at their discretion, comment on the credibility of a Party, Witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

a. Provide a hard or electronic copy of the investigation report to the Parties and Advisors (if any) at least 10 days prior to the scheduled hearing, for their review and written responses. The Parties and Advisors must acknowledge that they will not further disseminate the investigation report to any person but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each Party with all responses.

In their responses, Parties must identify any claims of procedural error in the Grievance Procedure, including any claim of conflict of interest or bias by the Investigator. The Title IX Coordinator, in consultation with other College officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the Investigator to interview other Witnesses or consider additional evidence.

b. Appoint an Adjudicator, notify the Parties of the identity of the Adjudicator, and provide not less than five days for a written response from the Parties raising any concerns regarding a conflict of interest or bias on the part of the Adjudicator.

c. Forward the investigation report and the Parties' responses to the Adjudicator in advance of the hearing.
6. Live Hearing

The College shall conduct a live hearing through which an **Adjudicator** will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The **Title IX Coordinator** shall be responsible for scheduling the live hearing (no less than ten days after receiving the written responses to the investigative report); notifying persons who need to be present at the hearing, including the **Parties**, **Advisors**, the **Investigator** and **Witnesses** identified in the investigation report; and providing a copy of the College’s **Title IX Guide for Parties, Advisors and Others** to all participants. **Witnesses** will be requested to provide testimony at the hearing. The **Title IX Coordinator** is required to limit attendance at the hearing, consistent with the Family Educational Rights and Privacy Act (FERPA), to **Parties, Advisors, Witnesses**, the **Investigator**, the **Adjudicator**, other College **Title IX Coordinators**, staff to facilitate technology for the hearing and the Office of General Counsel or its designee. If there are others that a **Party** wishes to have present at the hearing to provide testimony, the **Party** must notify the **Title IX Coordinator** within 3 days of receiving notice of the hearing.

Some important features of hearings include the following:

- a. Under Title IX, the College has no authority to compel **Parties, Witnesses** or **Advisors** to be present for a hearing.

- b. At the request of a **Party**, the **Parties** will be in separate rooms with technology to allow the **Parties** and **Adjudicator** to see and hear **parties/witnesses** answering questions.

- c. The **Adjudicator**, not the **Investigator**, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The **Adjudicator** will not be the **Title IX Coordinator** or the **Investigator**.

- d. The **Adjudicator** may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the **Parties** and their **Advisors** during the hearing and shall generally preside over the hearing and enforce the rules of decorum.

- e. The **Adjudicator** may ask questions of the **Parties**, their **Advisors** and any **Witnesses**.

- f. The **Adjudicator** shall rule on the relevance of evidence offered or of any question asked of a **Party** or **Witness** prior to the question being answered, especially during cross-examination. The **Adjudicator** may also admit evidence not produced during the investigation, provided such evidence is relevant, there is good cause for its failure to be produced during the investigation, and its admission does not constitute an unfair surprise to a **Party**.

- g. The **Adjudicator** may request input from the College concerning possible sanctions, either during the live hearing or during the period between the
close of the hearing and the issuance of the Adjudicator’s written determination. Information on sanctions provided by the College after the close of the hearing will be provided to the Complainant and Respondent at the same time it is provided to the Adjudicator, and the Parties will have five days to provide a written response to the information on sanctions provided by the College.

h. The College’s Office of General Counsel shall attend the hearing and may provide information or advice to the Adjudicator or guidance to the participants during the hearing as needed.

i. Parties must have an Advisor at the hearing. If a party does not have an Advisor at this stage of the process, the College will appoint one for the Party at no cost to the Party.

j. The Title IX regulations require that Advisors (and not the Parties) may question other Parties and Witnesses, following the College’s rules of decorum.

k. A video or audio recording or transcript shall be made of the hearing and made available to the Parties for inspection and review.

7. Standard of Proof and Determination of Responsibility

The College uses a preponderance of the evidence standard (“more likely than not”) in making determinations of responsibility, for both Students and Employees.

The Adjudicator shall issue a written determination, which shall include the following:

- Identification of all the allegations potentially constituting Sexual Harassment as defined in the Title IX regulations and this policy;
- A description of the procedural steps taken from receipt of the Formal Complaint through the determination, including notifications to the Parties, interviews with Parties and Witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent;
- A statement as to whether remedies designed to restore or preserve equal access to the College’s education programs and activities will be provided to the Complainant; however, the Adjudicator shall not identify such remedies. The Title IX Coordinator shall work with the Complainant to design remedies consistent with the Adjudicator’s findings.
- The College’s procedure and permissible bases for the Complainant and Respondent to appeal the determination (or dismissal).

The written determination shall be provided to the Parties simultaneously. The determination concerning responsibility becomes final either on the date that the College provides the Parties with the written determination of the results of the
appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal period expires. A complaint filed with the Office of Civil Rights or Maine Human Rights Commission is not an appeal for purposes of determining when a finding of responsibility becomes final.

8. Remedies, Supportive Measures and Sanctions

a. Remedies

As noted in Section G above, “remedies” are measures used to ensure that the Complainant has equal access to the College’s education programs and activities following an Adjudicator’s determination. Such remedies may include the measures described under Section M, Supportive Measures, and may include other appropriate measures, depending upon the determination and the needs of the Complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the Complainant.

b. Supportive Measures

As noted in Section M, the Title IX Coordinator may continue and/or adjust Supportive Measures for the Complainant following the conclusion of the Grievance Procedure, based on the Complainant’s needs at that time.

c. Sanctions

a) Students

- The following are examples of the types of sanctions that may be imposed on a Student Respondent when there is a determination that they are responsible for one or more violations of this policy:

- Warning: A formal written statement that the Student’s behavior was unacceptable and a warning that future violations of College policies and rules will result in more severe action.

- Probation: A formal statement that any future violations of College policies and rules will result in possible suspension or expulsion. Terms of the probation will be specified and may include denial of social privileges; exclusion from activities; housing restrictions/loss; referral to counseling or other supports; and/or other measures deemed appropriate.

- Suspension: Termination of student status for a definite period or for an indefinite period with the right to re-apply after a specific length of time. Suspension may include specific conditions for the Student’s return. A student returning from suspension remains on disciplinary probation for the remainder of the Student’s Colby career. Other restrictions may be imposed as deemed appropriate.
• Expulsion: Permanent separation from the College.

• Withholding Diploma: The College may withhold a Student's diploma for a specified period of time and/or prohibit participation in commencement and activities associated with commencement if the student has disciplinary charges pending, or as a sanction if the student is found responsible for an alleged violation.

• Revocation of Degree: In extraordinary circumstances, the College reserves the right to revoke a degree awarded by the College for Sexual Harassment committed by a Student prior to graduation if a finding of responsibility is not concluded until after graduation or in other aggravating circumstances.

• Other Actions: Such other action as the Adjudicator may reasonably deem appropriate. Examples include, but are not limited to:
  • Mandated counseling or substance use counseling.
  • No contact order(s).
  • Apology.
  • Facilitated meeting with Complainant and/or other affected individuals (only with agreement of Complainant and other affected individuals).
  • Campus or community service.
  • Restitution (for damages related to Sexual Harassment incident).
  • Housing sanctions (including, but not limited to, loss, revocation or restriction of privilege to live in College housing or specific types of housing, alteration of status in housing lottery).
  • Loss of existing, or loss of opportunity for leadership positions, campus employment, extracurricular activities and/or off-campus study.
  • Loss of social privileges, such as the ability to attend or participate in social, extracurricular and/or alumni activities and events.
  • No contact orders and/or no trespass orders on campus or at College events for a pre-determined or indefinite period of time.

b) Faculty and Staff

(a) Staff. The following are examples of the types of sanctions that may be imposed on a staff member Respondent when there is a determination that they are responsible for one or more violations of this policy.

• Written warning.
• Probation.
• Demotion.
• Suspension with or without pay.
• Termination.
• Forfeiture of pay increase.
• Loss of supervisory responsibilities.
• Performance improvement/performance management plan.
• Counseling.
• Training.
• Apology or facilitated meeting(s).
• No contact orders and/or no trespass orders on campus or at College events for a pre-determined or indefinite period of time.
• Loss/relocation of office.
• Loss of College housing.
• Loss of other privileges.

(b) Faculty. Sanctions for faculty must be processed in compliance with the faculty disciplinary process, as described in the Faculty Handbook, and will not be decided by the Adjudicator. However, determinations of responsibility for a Title IX violation may not be re-heard or adjudicated again as part of the faculty disciplinary process. In addition to the sanctions in 2.a. above, faculty may also face sanctions that include, but are not limited to the following:

• Loss of department, division or program chair.
• Loss of research funds or other funds.
• Loss of named chair.
• Restrictions on interaction with department/program.
• Loss of tenure.

9. Appeals

Parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of Formal Complaints.

Appeals are allowed on the following grounds:

a. Procedural errors that affected the outcome of the matter;

b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

c. The Title IX Coordinator wrongfully concluded that the Formal Complaint did not constitute Sexual Harassment under this Policy and dismissed the Formal Complaint;

d. The Title IX Coordinator, Investigator or Adjudicator had a conflict of interest or bias for or against complainants or respondents generally, or the individual Complainant or Respondent, that affected the outcome of the matter; or
e. A sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a Party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the Adjudicator.

An appeal must be filed in writing within 10 days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX Coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

a. Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer – the Dean of the College (for Student Respondents), the Provost (for faculty Respondents), or the Vice President for Administration and Chief Financial Officer (for staff Respondents). In the event of a conflict of interest or bias, or unavailability, other officers of the College may serve as appeals officers.

b. The Title IX Coordinator shall provide a copy of the appeal to all other Parties.

c. The other Parties shall have 7 days to submit a written statement addressing the appeal.

d. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other College officials/College counsel in making their decision.

e. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result and provide it simultaneously to the Parties. The officer may: 1) deny the appeal; 2) grant the appeal and send back the matter to the Adjudicator for further consideration; 3) grant the appeal and send back the matter for a new live hearing before a new Adjudicator; 4) grant the appeal by revising the sanction; or 5) grant the appeal of a dismissal of a Formal Complaint and order that an investigation be conducted.

Records

Records in connection with Sexual Harassment Reports, Formal Complaints and proceedings shall be maintained for a minimum of seven years from resolution of the incident, or six years from date of last attendance or employment at the College by any Party, whichever is later, including but not necessarily limited to the following:

1. Each Sexual Harassment investigation including any determination regarding responsibility and any audio recording of hearings; any disciplinary sanctions imposed on the Respondent; and any remedies provided to the Complainant;
2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom;

4. All materials used to train Title IX Coordinators, Investigators, Adjudicators, individuals reviewing appeals, and any person who facilitates informal resolutions; and

5. Records of any actions, including any Supportive Measures provided in response to a Report or Formal Complaint of Sexual Harassment (and if Supportive Measures are not provided, the basis for such decision).

The Title IX Coordinator shall be responsible for the required recordkeeping.

Training

The College shall ensure that training required by the Title IX regulations is provided to Title IX Coordinators, Investigators, Adjudicators, individuals reviewing appeals, and any individuals who facilitate informal resolutions. Such training shall include, but may not be limited to the following:

1. The definitions of Sexual Harassment under Title IX regulations and this policy;

2. The scope of the College’s education programs and activities;

3. How to conduct investigations and the Grievance Process, including hearings, appeals and informal resolution processes;

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

5. Adjudicators shall receive training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant’s sexual predisposition or prior sexual behavior are not relevant;

6. Investigators shall also receive training on issues of relevance to create investigative reports that fairly summarize relevant evidence; and

7. Training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

The Title IX Coordinator shall ensure that training materials shall be posted on the College’s website.
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?
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.

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).

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 should 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.
HOW TO PLAY

↑ or W = JUMP
→ or D = MOVE RIGHT
← or A = MOVE LEFT
↓ or S = PICK UP POWER-UP
SPACE = USE POWER-UP
C = USE COSMO
(25+ GEARS)

BACK TO TITLE SCREEN
STUDENT AND NEW EMPLOYEE SEXUAL MISCONDUCT, INTIMATE PARTNER VIOLENCE, AND HARASSMENT

Central to Colby’s effort to create a respectful and knowledgeable campus is our mandatory sexual misconduct prevention programming for first-year and second-year students. This programming engages students with this important topic as they adjust to their new community. During the fall semester, the mandatory sexual misconduct prevention programming for first-year students consists of a presentation during orientation week and a two-session interactive sexual misconduct prevention training.

Using a national model entitled Speak About It, the students are introduced to issues including sexual communication, sexual consent, sexual violence, risk reduction, and dating violence. This a mandatory part of the orientation programming.

The two-session sexual misconduct prevention training engages the students in a sustained discussion about the complex issues introduced by Speak About It. The sessions are led by a team of trained sexual violence prevention peer educators. The peer-led training sessions give students a comprehensive understanding of Colby’s sexual misconduct policies and procedures and introduce you to the basic skills necessary to safely intervene in incidents of sexual misconduct before they escalate. The training also gives the students the tools to effectively support a friend who may have experienced sexual misconduct.

Second-year Colby students are required to register for and attend one 90-minute peer-led sexual misconduct prevention training session. This training is designed to build upon the peer-led training sessions that were completed as a first-year student and focus more extensively on developing bystander intervention skills.

Colby’s Sexual Violence Prevention Peer Educators hold regular office hours during the fall prevention training cycle. These office hours provide space and time for student-to-student engagement about how we define, experience, and respond to Sexual Misconduct at Colby.

During new employee orientation Colby’s Harassment and Sexual Harassment Policy and Complaint Procedures are provide to new employee and discussed.

Posters are used as a way to continually keep the message fresh in the minds of the Colby community.

HARASSMENT AND SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURES

The right of free expression 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

Harassment is defined as unwelcome hostile or intimidating remarks, spoken or written (including, for example, e-mail, 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 or expression, pregnancy, religion, age,
ancestry or national origin, physical or mental disability, marital status, genetic information, veteran’s status, or any other basis prohibited by state, federal or local law.

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.

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.

Retaliation Prohibited

Colby prohibits retaliation against anyone who makes a good faith report of conduct in violation of Colby’s discrimination or harassment policies. Further, Colby will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of such conduct.

Procedures for Harassment Complaints Against a Student

Harassment or retaliation 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 the Office of the Dean of the College. In accordance with Title IX, instances of sexual harassment should be reported to Megan Hatch (ext. 4266, mshatch@colby.edu), who is Colby’s Title IX Coordinator. 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 the College’s webpage https://www.colby.edu/deanofthecollege/deanofstudents/studentconduct/. 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 the College will consider, and if appropriate impose, supportive measures to protect a student who claims he or she has been a victim of harassment, including sexual harassment.

Procedures for Title IX Harassment Complaints Against a Faculty or Staff Member

A complaint of harassment or retaliation 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 Megan Hatch (ext. 4266, mshatch@colby.edu), who is Colby’s Title IX Coordinator. If the complainant is uncomfortable reporting the complaint to the Title IX Coordinator, the complaint should be made to the Deputy
Title IX Coordinator for the faculty – Carol Hurney (ext. 4787, cahurney@colby.edu), or the Deputy Title IX Coordinator in Athletics -- Jacqui Schuman (ext. 4941, jschuman@colby.edu). The Title IX Coordinator will have the complaint investigated promptly, typically using an external investigator. The investigation and adjudication process for Title IX complaints is set forth more fully here (https://www.colby.edu/sexualviolence/)

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 XIII of the Faculty Personnel Procedures set forth in the Faculty Handbook.

**Title IX Sexual Harassment**

As required by Title IX regulations, the College will respond promptly to reports and complaints of sexual harassment as defined under Title IX, including: sexual assault, dating violence, domestic violence, stalking, quid pro quo sexual harassment by an employee, hostile environment sexual harassment, and retaliation connected to reporting or participating in the Title IX process.

Colby’s Title IX Sexual Harassment Policy (https://www.colby.edu/sexualviolence/) addresses Title IX Sexual Harassment against (1) any student enrolled at the College and participating in the College’s education programs and activities; (2) any individual, including alumni, faculty, and staff, attempting to participate in the College’s education programs and activities; (3) applicants for enrollment or employment at the College. This policy covers sexual harassment that occurs during the course of the College’s education programs and activities (including College-approved student organizations), whether they take place on campus or elsewhere in the United States.

After a finding of responsibility through the Title IX hearing procedures (described in the Title IX Sexual Harassment Policy), the application of any sanctions (but not the finding of responsibility itself) must be processed in compliance with the faculty disciplinary process (Section XIII of Faculty Personnel Procedures in this handbook).

In accordance with the Title IX regulations and as a general rule, sexual harassment which occurs in a foreign study program or in the United States but off-campus in a non-College education program or activity is not covered by the Title IX Policy. Acts of sexual misconduct outside of Title IX are addressed in other policies, including those described above.

**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: [http://sor.informe.org](http://sor.informe.org) or by contacting the Maine State Police at (207) 657-3030.

**CLERY FIRE SAFETY REPORT**

*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.*

**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.

**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.

**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 Robert Williams — Director of Security 859-5530
## ANNUAL FIRE STATISTICS FOR 2019

<table>
<thead>
<tr>
<th>Resident Hall</th>
<th>Total Fires</th>
<th>Date/Time Of Fire</th>
<th>Cause Of Fire</th>
<th>Category 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>1</td>
<td>02/06/2019</td>
<td>Burn marks on outside of door</td>
<td>Intentional</td>
<td>0</td>
<td>0</td>
<td>$300</td>
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<tr>
<td>Senior Drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dana</td>
<td>1</td>
<td>12/05/2019</td>
<td>Pile of paper lit on fire in bathroom</td>
<td>Intentional</td>
<td>0</td>
<td>0</td>
<td>$5.00</td>
</tr>
<tr>
<td>Runnals Drive</td>
<td></td>
<td></td>
<td></td>
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## ANNUAL FIRE STATISTICS FOR 2018

<table>
<thead>
<tr>
<th>Resident Hall</th>
<th>Total Fires</th>
<th>Date/Time Of Fire</th>
<th>Cause Of Fire</th>
<th>Category of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coburn</td>
<td>1</td>
<td>07/03/2018</td>
<td>Candle caught drapes on fire</td>
<td>Unintentional</td>
<td>1</td>
<td>0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Mayflower Hill Drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
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## ANNUAL FIRE STATISTICS FOR 2017

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<tr>
<th>Resident Hall</th>
<th>Total Fires</th>
<th>Date/Time Of Fire</th>
<th>Cause Of Fire</th>
<th>Category of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>0</td>
</tr>
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</table>

**THERE WERE NO FIRES IN 2017**
## STUDENT HOUSING FIRE SAFETY CHART

<table>
<thead>
<tr>
<th>On-Campus Building Name</th>
<th>#Annual Evacuation/Drills</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>2</td>
<td>X X X X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Alfond Commons*</td>
<td>2</td>
<td>X X X X X</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>AMS</td>
<td>2</td>
<td>X X X X X</td>
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<tr>
<td>Drummond</td>
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<td>X X X X X</td>
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<tr>
<td>East Quad</td>
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<td>X X X X X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Foss/Woodman</td>
<td>2</td>
<td>X X X X X</td>
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<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Goddard-Hodgkins</td>
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<td></td>
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<tr>
<td>Grossman</td>
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<td>X X X X X</td>
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<tr>
<td>Heights</td>
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<td></td>
<td></td>
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<tr>
<td>Hillside Complex:</td>
<td></td>
<td>X</td>
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<td></td>
<td>X</td>
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<td>Taylor</td>
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<td>Johnson</td>
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<td></td>
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<td>C O</td>
<td>S P R</td>
<td>H A Z</td>
<td>Fire Extinguisher Devices</td>
</tr>
<tr>
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</tr>
<tr>
<td>Mary Low/Coburn Perkins-Wilson</td>
<td>2</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Pierce</td>
<td>2</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Piper</td>
<td>2</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Roberts</td>
<td>2</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Treworgy</td>
<td>2</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>West Quad</td>
<td>2</td>
<td>X X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<td>X</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)
*Opened September 2018
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>Alfond Commons</td>
<td>First Floor Lounge</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 by AMS Hall</td>
</tr>
<tr>
<td>Williams Hall</td>
<td>North Lawn across the access road by AMS Hall</td>
</tr>
<tr>
<td>Johnson Hall</td>
<td>East Lawn on Roberts Row by Miller Library</td>
</tr>
<tr>
<td>Mary Low/Coburn Hall</td>
<td>Southeast Lawn by Hall and Mayflower Hill Drive</td>
</tr>
<tr>
<td>Perkins/Wilson Hall</td>
<td>West 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>Grossman</td>
<td>South Lawn Between Grossman and Bixler Drive</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>Facility Services</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.
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/Panel
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 persons 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 paperwork, 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 hung 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) 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 Facility Services).
- Space heaters (again, unless specifically approved by Facility Services 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 stored 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 that 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.

**Fireplaces 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 207-859-5504.
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.*

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 Department of Security and Facility Services 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.

Community Advisors and Students
Community Advisors 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.

Procedures for Students and Employees in Case of a Fire

- Immediately report the fire to Colby Security — ext. 5911 by on-campus phone, 207-859-5911 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 area that 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.

Responsibility for Fire Safety and Conclusion
Remember, 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 207-859-5911. 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.
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 website 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, 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 link to Blackboard Connect can be found on the MyColby page, look for “Emergency Contact Information (Blackboard Connect Emergency System)” or by clicking on this link:

https://my.colby.edu/ICS/Campus_Life/Emergency_Contact_Information.jnz

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 Department of Security 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 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.
- Supervisors shall work with any employees with a disability to develop evacuation procedures that accommodate the impacted employee’s disability. The Dean of Students and the Office and Campus Life shall work with any students with a disability to develop evacuation procedures that accommodate the impacted student’s disability.
EMERGENCY PROCEDURES

Active Shooter

Call Campus Security, ext. 5911 or 911

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, gender, 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 THE 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 and type of weapons held by the shooter/s
   * Number of potential victims at the location
   * Physical description of the shooter/s

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 OF 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

DEPARTMENT OF JUSTICE
TNA-POLICE FAIRFAX COUNTY VIRGINIA
National Retail Federation RILA
EMERGENCY PLANNING AND PREPAREDNESS

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

- College President
- Administrative Vice President/Chief Financial Officer
- Provost and Dean of Faculty,
- Dean of the College
- Vice President and Dean of Student Advancement
- Vice President of Planning
- Vice President for College Advancement
- Vice President and Dean of Admissions and Financial Aid
- Vice President, General Counsel, and Secretary of the College
- Vice President of Communications
- Assistant Vice President for Facilities and Campus Planning
- Director of Capital Projects and Construction
- Director of Operations and Maintenance
- Supervisor of Mechanical and Electrical Services
- Steam Plant Engineer in Charge
- Supervisor of the Building Trades
- Vice President of Human Resources
- Director of Safety
- Director of Recruitment and Employment
- General Manager of Dining Services
- Director of Security
- 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 Clery Act, the Department 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 Department of Security 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 Department of Security, 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.

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. Timely warnings will be sent using the Emergency Notification System described above.

A copy of the timely warnings will be filed in the corresponding case file. 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?**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Director</td>
<td>Robert Williams</td>
<td>207-859-4000</td>
</tr>
<tr>
<td>Safety Director</td>
<td>Wade Behnke</td>
<td>207-859-5504</td>
</tr>
</tbody>
</table>
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

- All firearms and ammunition on campus must be stored at the Security Department.
- A firearm storage request form must be completed and signed upon the initial request to store a firearm or ammunition.
- A Colby Card must be presented to store or retrieve a firearm.
- Any student may submit a firearm for immediate storage at the Security Department. In order for the firearm to be returned to the student by the Security Department, the requirements of this policy must be met, and the student must provide proof of a firearm safety course or a valid State of Maine hunting license.
- Names of students storing firearms will be shared with the Dean of Students Office.
- Access to the firearms storage locker will be controlled by the Security Department.
- Students wishing to access their firearm must contact the Security Department in advance to make an appointment to retrieve their firearm.
- Firearms must have actions cleared, and chambers and magazines empty with a gun lock in place.
- Ammunition to be stored at the Security Department must be in a durable container, clearly marked with the owner’s name and housing assignment number. Ammunition will be limited to 50 rounds for rifles and 25 rounds for shotguns.
- Magazines that hold more than the standard number of rounds are prohibited.
- Firearms must be transported to and from the Security Department in a protective case.
- The Security Department reserves the right to refuse to release any firearm to an individual for any reason.
- The Security Department reserves the right to require that firearms be shipped off campus at the owner’s expense.
- The Security Department is not responsible for items damaged or lost.
- Except for law enforcement, concealed weapons and handguns of any type are prohibited on campus.
• This policy shall not apply to Law enforcement officials, supervised educational programs approved in advance by the President of the College or their designee, and persons or programs otherwise approved by the President of the College or their designee.

• This policy shall apply to any campus properties, off-campus properties, buildings, parking lots and any other grounds owned, operated or under the control of Colby College.

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:

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

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

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.

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.

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.

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

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

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 and State Drug Laws
The possession, use, or distribution of illicit drugs is prohibited by state and 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.

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.

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.

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.

MARIJUANA LEGALIZATION IN MAINE
Recreational adult-use marijuana became legal in Maine on January 30, 2017, but it is not legal for marijuana to be sold. However, the use or possession of marijuana is not permitted on Colby College property.

The law allows an individual (over the age of 21) to possess as much as 2.5 ounces of marijuana. One ounce of marijuana is the equivalent of about 60 marijuana cigarettes, or joints. You can also give a person up to 2.5 ounces as long as you don’t take anything in return.

The law prohibits using marijuana in public, whether you smoke it or eat it. You could be fined up to $100 for using marijuana in public.

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

- Katie Sawyer, 207-859-4460; katie.sawyer@colby.edu) is Colby’s Coordinator of Alcohol and Drug Programs. Students with questions or concerns about alcohol or drug use are encouraged to contact her.
- College Health and Counseling Services (207-859-4460) provides mental health counseling services.
- Disciplinary matters are overseen by the College’s Assistant Dean of Conduct and Accountability/Title IX Coordinator (207-859-4256).

Colby College employees may access up to eight counseling sessions for alcohol/drug issues through the College’s Employment Assistance Program (EAP). Employees interested in this benefit should contact the confidential EAP at 1-800-554-6931. More information is also available on HR's [EAP webpage](#).
MISSING STUDENT POLICY AND NOTIFICATION PROCEDURES

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 of Security will be immediately notified of all missing-student reports. Upon receiving such notification, the dispatcher, with direction from the Director, Associate 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.

Students may identify a contact person(s) whom Colby shall notify within 24 hours of a determination by the Department of Security or a law enforcement agency that the student is missing. The contact will be kept confidential.

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.

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.