ANNUAL CLERY REPORT

2013

Campus Crime, Fire, Alcohol, and Illegal Drugs
for
Students and Employees of Bowdoin College
and
Prospective Students and Employees

Bowdoin College
Office of Safety and Security
9 Bath Road
Brunswick, ME 04011
(207)725-3458
www.bowdoin.edu/security
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INTRODUCTION

Bowdoin College is a safe campus, Brunswick is a safe town, and Maine is a safe state. Violent crime is exceedingly rare. Property crimes like theft are more common. Bowdoin has a vigilant security department and Brunswick has a fine police force, but no college campus is a crime-free utopia.

It serves no purpose to victimize yourself with unwarranted fear. Most crimes are crimes of opportunity that are easily prevented with simple common sense and calm awareness. Don't walk alone at night in secluded or poorly lit areas...don't engage in reckless high-risk behavior...don't prop your doors open...don't leave your bicycle unlocked...don't leave valuables unattended...don't leave drinks unattended at a party...and don't leave yourself defenseless and vulnerable by taking illicit drugs or becoming intoxicated.

Bowdoin does everything it reasonably can to create a safe environment, but ultimately you alone are responsible for your safety. Although campus safety is a community responsibility, your safety is largely determined by your choices. Together, with the common good in mind, we create a safe community by being aware, reporting suspicious activity and caring for each other's well-being.

Never hesitate to call the Office of Safety and Security at 725-3500 when you need help, when you sense that something is wrong, or if someone is in danger. Listen to your intuition and take positive action.

The Office of Safety and Security is committed to your safety. You can rely on us as we rely on you. With your help, we will keep Bowdoin one of the safest college campuses in the country.

THE OFFICE OF SAFETY AND SECURITY

Safety and Security provides 24-hour service and protection to the Bowdoin community with a staff of approximately 18 full-time and 12 part-time and casual officers. Security officers are generally assigned to campus patrol operations, the communications center, and the Museum of Art. The Bowdoin Shuttle provides additional monitoring capability during evening hours and is supported by five drivers, and three student dispatchers.

The campus is patrolled by officers in vehicles, on foot, and on bicycle. The 24-hour communications center answers emergency and routine calls for service and monitors a network of security cameras and life safety alarm systems. Numerous blue light emergency phones dot the campus to provide a quick and easy means to obtain help. The Bowdoin Shuttle provides safe student transportation after dark within a one-mile radius of campus.
Safety and Security responds to and investigates reported incidents and policy violations. Excellent interdepartmental relationships are maintained with the Town of Brunswick, police, fire and rescue, the Maine State Police, the county of Cumberland, and federal law enforcement agencies for operational and training support.

Bowdoin has an all-hazards campus emergency management plan and conducts annual scenario-based drills to test our readiness to respond to any campus emergency. A campus-wide mass notification system informs students, faculty and staff of campus emergencies within minutes, providing specific safety information and instructions.

We are proud of the strong relationships we have with faculty, staff, students and the Town of Brunswick. Only with the confidence, trust and support of the entire campus community can we ensure that Bowdoin remains the very safe and special place that it is.

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

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires the distribution of an annual security report to all current faculty, staff, and students, and notice of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Bowdoin College, and on public property within or immediately adjacent to and accessible from the campus. 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.

ANNUAL REPORT 2013 - CAMPUS CRIME, FIRE, ALCOHOL, AND ILLEGAL DRUGS

This 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 Safety and Security.

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

Crime statistics, compiled throughout the year, are published annually, and this report is updated as necessary. You may obtain a paper copy of this report by contacting Safety and Security, Rhodes Hall, 207-725-3458.
DEVELOPING INFORMATION FOR THIS REPORT

The preparation of crime statistics on an annual basis involves coordinating among Safety and Security, the Office of the Dean of Student Affairs, and the Brunswick Police Department for collecting statistics. This coordination also occurs in statistical gathering of data from those with “significant responsibility for students and campus activities.” Safety and Security updates all campus safety and security information for submission to the Student Handbook and the campus crime report. Safety and Security contacts appropriate law enforcement agencies with jurisdiction over campus and non-campus properties to collect annual statistics. Safety and Security prepares a daily crime log describing reported incidents. A copy of the daily log may be obtained at Safety and Security, 9 Bath Road, Brunswick, Maine, or it may be viewed online at the Safety and Security webpage.

CAMPUS ENFORCEMENT AUTHORITY

Safety and Security is composed entirely of non-sworn campus security officers. Safety and Security officer law enforcement authority is limited to that which is granted to any private citizen under Title 17-A, Section 16 of the Maine Revised Statutes Annotated. Safety and Security officers do not have arrest powers.

Safety and Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Bowdoin College. Officers conduct investigations of all incidents and submit detailed reports. Safety and Security coordinates with the Brunswick Police Department in the investigation of crimes occurring on campus, as outlined in a memorandum of understanding between the College and the Brunswick Police Department. Safety and Security officers have the authority to issue parking tickets, which are billed through the Bursar’s Office.
CAMPUS SECURITY AUTHORITIES

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

Bowdoin Campus Security Authorities

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Athletics 725-3326</td>
</tr>
<tr>
<td></td>
<td>11 North Campus Drive</td>
</tr>
<tr>
<td></td>
<td>(Directors and Coaches)</td>
</tr>
<tr>
<td>Office of Residential Life</td>
<td>Office of Residential Life 725-3225</td>
</tr>
<tr>
<td></td>
<td>6 South Campus Drive</td>
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<tr>
<td></td>
<td>(Directors)</td>
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<tr>
<td>Office of Student Activities</td>
<td>Office of Student Activities 725-3201</td>
</tr>
<tr>
<td></td>
<td>8 Polar Loop</td>
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<tr>
<td></td>
<td>(Directors and Student Advisors)</td>
</tr>
<tr>
<td>Events and Summer Programs</td>
<td>Events and Summer Programs 725-3433</td>
</tr>
<tr>
<td></td>
<td>5 High-rise Row</td>
</tr>
<tr>
<td></td>
<td>(Directors, Coordinators and Staff)</td>
</tr>
<tr>
<td>Student Employment</td>
<td>Student Employment 725-3971</td>
</tr>
<tr>
<td></td>
<td>261 Maine Street</td>
</tr>
<tr>
<td></td>
<td>(Manager and Staff)</td>
</tr>
<tr>
<td>Health Services</td>
<td>Health Services 725-3770</td>
</tr>
<tr>
<td></td>
<td>11 North Campus Drive</td>
</tr>
<tr>
<td></td>
<td>(Director)</td>
</tr>
<tr>
<td>Dean of Student Affairs</td>
<td>Dean of Student Affairs 725-3149</td>
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<td></td>
<td>6 South Campus Drive</td>
</tr>
<tr>
<td></td>
<td>(Deans, Advisors and Staff)</td>
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<tr>
<td>Dean for Academic Affairs</td>
<td>Dean for Academic Affairs 725-3578</td>
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<tr>
<td></td>
<td>253 Maine Street</td>
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<tr>
<td></td>
<td>(Deans, Directors and Staff)</td>
</tr>
<tr>
<td>McKeen Center</td>
<td>McKeen Center 798-4133</td>
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<tr>
<td></td>
<td>14 North Campus Drive</td>
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<tr>
<td></td>
<td>(Director and Staff)</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Dining Services 725-3211</td>
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<tr>
<td></td>
<td>13 South Street</td>
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<tr>
<td></td>
<td>(Director, Managers and Staff)</td>
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<tr>
<td>Resource Center for Sexual and</td>
<td>Resource Center for Sexual and Gender Diversity 798-4223</td>
</tr>
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<td>Gender Diversity</td>
<td>30 College Street</td>
</tr>
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<td></td>
<td>(Director and Staff)</td>
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<tr>
<td>Outing Club</td>
<td>Outing Club 725-3346</td>
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<tr>
<td></td>
<td>39 Harpswell Road</td>
</tr>
<tr>
<td></td>
<td>(Directors)</td>
</tr>
<tr>
<td>Off-Campus Study</td>
<td>Off-Campus Study 725-3473</td>
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<tr>
<td></td>
<td>29 College Street</td>
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<tr>
<td></td>
<td>(Director)</td>
</tr>
<tr>
<td>Upward Bound</td>
<td>Upward Bound 725-3559</td>
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<tr>
<td></td>
<td>3400 College Station</td>
</tr>
<tr>
<td></td>
<td>Bridget Mullen</td>
</tr>
<tr>
<td>Tamara Spoerri</td>
<td>Tamara Spoerri 725-3838</td>
</tr>
<tr>
<td></td>
<td>Title IX Coordinator</td>
</tr>
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<td></td>
<td>3500 College Station</td>
</tr>
<tr>
<td></td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Meadow Davis</td>
<td>Meadow Davis 721-5189</td>
</tr>
<tr>
<td></td>
<td>Deputy Title IX Coordinator</td>
</tr>
<tr>
<td></td>
<td>Moulton Union, 2nd Floor</td>
</tr>
<tr>
<td></td>
<td>Associate Director of Student Affairs</td>
</tr>
<tr>
<td>Nicki Pearson</td>
<td>Nicki Pearson 725-3329</td>
</tr>
<tr>
<td></td>
<td>Deputy Title IX Coordinator</td>
</tr>
<tr>
<td></td>
<td>11 North Campus Drive</td>
</tr>
<tr>
<td></td>
<td>Associate Director of Athletics and Senior Women's Administrator</td>
</tr>
<tr>
<td>Mark Fisher</td>
<td>Mark Fisher 725-3763</td>
</tr>
<tr>
<td></td>
<td>Manager of Environmental Health and Safety</td>
</tr>
<tr>
<td>9 Bath Rd</td>
<td>9 Bath Rd</td>
</tr>
</tbody>
</table>
Emergency Procedures

TO CONTACT SAFETY and SECURITY:

Emergencies: x3500 or 725-3500  
Non-Emergencies: x3314 or 725-3314

Location: Rhodes Hall – 9 Bath Road  
www.bowdoin.edu/security

FIRES
- Activate the nearest fire alarm pull station
- Call Safety and Security at 725-3500
- Notify occupants and help those needing assistance in the immediate area
- Help confine the fire by closing the doors as you exit
- Evacuate the building through the nearest exit
- Do NOT reenter the building until authorized to do so by emergency personnel

BUILDING EVACUATION
- When the building alarm is activated, evacuation is mandatory – do not assume it is a drill
- Do NOT use elevators, or shut down your computer
- Take only personal belongings (i.e., keys, jacket, bag)
- Close doors along your route as you exit
- Move all personnel to a safe area

SUSPICIOUS OBJECT OR PACKAGE
- Do NOT touch or disturb the object or package
- Do NOT use your cell phone near the object or package
- Evacuate the immediate area
- Call Safety and Security at 725-3500

BOMB THREATS
- Get as much information as possible from the caller
- Call Safety and Security at 725-3500
- Follow instructions from emergency personnel

SUSPICIOUS BEHAVIOR
- Do NOT physically confront the person
- Do NOT let anyone into a locked room/building
- Do NOT block a person’s access to an exit
- Call Safety and Security at 725-3500

MEDICAL EMERGENCIES
- Call Safety and Security at 725-3500
- If certified in First Aid and/or CPR, begin administration
- Do not attempt to move the person unless necessary

GAS LEAKS, FUMES, OR VAPORS
- Do NOT pull the fire alarm
- Do NOT use light switches or electrical equipment
- Call Safety and Security at 725-3500
- Clear the area immediately if instructed to do so by the emergency dispatcher

PERSON WITH A WEAPON
- If possible, exit the building immediately and call Safety and Security at 725-3500
- If you cannot exit – clear the hallway immediately and/or remain behind closed doors in a barricaded room, if possible. Stay away from windows. Call Safety and Security at 725-3500
- Evacuate the room only when instructed
- Do NOT attempt to confront or apprehend the person, unless as a last resort to protect yourself or others
- Your options: RUN-HIDE-FIGHT

WATER LEAK OR FLOODING
If you can do so safely:
- Secure vital equipment, records, and hazardous materials
- Shut off nonessential electrical equipment
- Move all personnel to a safe area
- Call Work Order for assistance with flood clean-up at 725-3333 during business hours, or 725-3314 after hours

OIL OR HAZARDOUS MATERIALS SPILL
- If the incident is indoors, close all doors in order to isolate the area if it is safe to do so
- From a safe area, call Safety and Security at 725-3500
- Be prepared to provide the following information:
  - Name of the material
  - Quantity of material
  - Time of the incident
  - Location of the incident
  - If anyone was injured or exposed to material
  - If a fire or explosive is involved
- Evacuate if necessary
IMPORTANT CAMPUS TELEPHONE NUMBERS

Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowdoin Security (Non-Emergency)</td>
<td>207-725-3314</td>
</tr>
<tr>
<td>Bowdoin Emergency</td>
<td>207-725-3500</td>
</tr>
<tr>
<td>Brunswick Police Department</td>
<td>911 (207-725-6620)</td>
</tr>
<tr>
<td>Brunswick Fire and Rescue</td>
<td>911</td>
</tr>
<tr>
<td>Mid Coast Hospital</td>
<td>207-729-0181</td>
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<tr>
<td>Parkview Adventist Medical Center</td>
<td>207-373-2000</td>
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<tr>
<td>Mid Coast Walk-In Clinic</td>
<td>207-406-7500</td>
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<td>Bowdoin Counseling Services</td>
<td>207-725-3145</td>
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<td>Abused Women</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>Civil Liberties Union</td>
<td>207-774-5444</td>
</tr>
<tr>
<td>Human Rights Comm.</td>
<td>207-624-6050</td>
</tr>
<tr>
<td>Sexual Assault Support Center</td>
<td>1-800-822-5999</td>
</tr>
<tr>
<td>Substance Abuse Resource Ctr.</td>
<td>1-800-499-0027</td>
</tr>
<tr>
<td>Maine Drug Enforcement</td>
<td>207-822-0380</td>
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<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>AIDS Hotline</td>
<td>1-800-851-2437</td>
</tr>
<tr>
<td>Maine Department of Human Services</td>
<td>1-800-482-7520</td>
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TTY (Telewriter) Phones

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<thead>
<tr>
<th>Service</th>
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<tr>
<td>Burton-Little House (Admissions)</td>
<td>207-798-7116</td>
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<tr>
<td>Health Services</td>
<td>207-798-7113</td>
</tr>
<tr>
<td>Security Communications Center</td>
<td>207-725-3887</td>
</tr>
<tr>
<td>Hawthorne-Longfellow Library, Front Desk</td>
<td>207-798-7115</td>
</tr>
<tr>
<td>Moulton Union, 2nd Floor, Deans’ Office</td>
<td>207-725-3884</td>
</tr>
<tr>
<td>Smith Union, Information Desk</td>
<td>207-798-6038</td>
</tr>
</tbody>
</table>

REPORTING PROCEDURES

If you observe a crime or suspicious situation, or see a safety problem, immediately notify Safety and Security. Your awareness is essential to campus crime prevention. For non-emergency or business calls, dial 725-3314. For security emergencies, dial 725-3500.

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

On-Campus Reporting

When members of the Bowdoin community receive a report of criminal activity on campus, they should
immediately contact Safety and Security. They may also contact a designated Campus Security Authority
who will then consult with Safety and Security.

Off-Campus Reporting

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

When a Bowdoin student is involved in an off-campus offense, Safety and 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 Safety and Security on any
incidents occurring on campus or in the immediate neighborhoods and business areas surrounding
campus. Safety and Security officers may respond to student-related incidents that occur in proximity to
campus. Safety and Security officers have direct radio communications with the Brunswick Police, Fire
and Rescue services to facilitate rapid response to any emergency situation.

CONFIDENTIAL 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
Bowdoin College system or the criminal justice system, you may still want to consider making a
confidential report. With your permission, Safety and Security and/or a law enforcement agency can file
a report on the details of the incident without revealing your identity. The purpose of a confidential
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 Bowdoin College. To file
an anonymous confidential report, call Safety and Security at 725-3314, or write to 6040 College Station,
Brunswick, ME 04011. You may also file a report in person by visiting Safety and Security, Rhodes Hall,
or by contacting any Campus Security Authority.
### BOWDOIN COLLEGE RESIDENTIAL FIRE AND CAMPUS CRIME STATISTICS

#### FIRE STATISTICS – RESIDENTIAL HALLS

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment</th>
<th>Number of Deaths</th>
<th>Value of Property Damaged by Fire</th>
<th>Case Number</th>
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<tbody>
<tr>
<td>2012</td>
<td>MacMillan House</td>
<td>1</td>
<td>1</td>
<td>3/04</td>
<td>0330</td>
<td>Plastic bowl left on hot burner</td>
<td>0</td>
<td>0</td>
<td>$20.00</td>
<td>03042012-000161</td>
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<tr>
<td></td>
<td>Helmreich House</td>
<td>1</td>
<td>1</td>
<td>8/4</td>
<td>1510</td>
<td>May be related to contractor debris left in a metal trash can on the front porch.</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>08042012-000627</td>
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<td>Cleaveland St. Apts. A-D</td>
<td>1</td>
<td>1</td>
<td>4/6</td>
<td>1930</td>
<td>Tin foil grease from broiling fish</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>04062012-000240</td>
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<td>Brunswick Apts. E-J</td>
<td>1</td>
<td>1</td>
<td>12/12</td>
<td>1640</td>
<td>Plastic bowl ignited by kitchen stove</td>
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<td>0</td>
<td>$20.00</td>
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<td>Harpswell Apts.</td>
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<td>9/2</td>
<td>0900</td>
<td>Malfunctioning Lighter</td>
<td>1</td>
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<td>09092011-000567</td>
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<td>2010</td>
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#### CLERY CRIME STATISTICS

<table>
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<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On-Campus</th>
<th>Non-Campus Property</th>
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<td>CRIMINAL HOMICIDE</td>
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<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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*2010 – Changed from 0 to 1 because of an internal investigative review
**2011– Changed from 0 to 2 because of an internal investigative review

CRIME DEFINITIONS

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

Negligent Manslaughter - The killing of another person through gross negligence.

Sex Offenses: Forcible - Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

There are four types of forcible sex offenses:

• **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

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

• **Sexual Assault with an Object** - The 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 against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are a finger, bottle, handgun, stick, etc.

• **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”
Sex Offenses: Non-forcible - Unlawful, non-forcible sexual intercourse.
Only two types of offenses are included in this definition:

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

- **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

**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.

**Aggravated Assault** - Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Simple Assault** - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Burglary** - The unlawful entry of a structure to commit a felony or a theft. Uniform Crime Reporting (UCR) classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

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

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

**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.

**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.

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

**Illegal Weapons Possession** - 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. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law 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, manufacture, 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs barbiturates, Benzedrine).

**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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.


**GEOGRAPHIC DEFINITIONS**

**Campus:**

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Residence:**

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

**Non-campus building or property:**

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

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

**List of non-campus buildings and properties:**

(1) Bethel Point Marine Laboratory, Little Ponds Wild Life Sanctuary, 90 Little Ponds Road, Harpswell (Great Island), ME (marine research & recreation sailing team & sea kayak programs of Outing Club); wet lab (wooden structure), dry lab (green trailer) & pier/ramp/float

(2) Coastal Studies Center, 240 Bayview Road, Orr’s Island, ME (academic research & recreation); farmhouse, barn, marine lab, terrestrial lab, pier/ramp/float
(3) Outing Club Cabin, Elliotsville Road, Elliotsville, ME

(4) Bowdoin Scientific Station (Biological Field Station), Kent Island, Bay of Fundy, Parish of Grand Manan, New Brunswick, Canada (Also Sheep and Hays Islands) (academic research)

(5) Merritt Island, lower end of New Meadows River and Mountain Road, West Bath, ME (educational and recreational use); no buildings

(6) Smith Boathouse, Sawyer Park Road, Brunswick, ME (site of the Rowing Club); private float system

Public Property:

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


CRIME PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS PROGRAMS

Blue Light Emergency Phones

Blue light emergency phones are located throughout the Bowdoin campus. Either a blue light or yellow emergency call box will help you identify these phones. To contact Safety and Security with one of these phones, simply press the large red button on the phone. When an emergency phone is activated, the Safety and Security dispatcher will be alerted and an officer will be sent to the location of the phone. No dialing or conversation is required. If possible, try to describe the nature of the emergency to the dispatcher. A list of all blue light phone locations can be found at:

Blue Light Emergency Phones

The Bowdoin Shuttle (207)725-3337

The Bowdoin Shuttle provides safe and convenient transportation for Bowdoin students. The shuttle operates within an approximate one-mile radius of the campus center, an area that includes downtown Brunswick, and many off-campus student apartments. Hours of operation are Sunday through Wednesday, 6 p.m. to 2 a.m. and Thursday through Saturday, 6 p.m. to 3 a.m.

The Bowdoin Shuttle provides service when the College is in session, seven days-a-week. The College employs professional shuttle drivers.

For more information on The Bowdoin Shuttle go to:

Bowdoin Shuttle
Security Alerts

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, Safety and Security prepares and distributes security alerts via e-mail and the Safety and Security portion of the Bowdoin web site. E-mails are sent to all members of the Bowdoin College community and all alerts are contained on the web site. To view current security alerts go to: Security Alerts.

Lighted Pedestrian Crosswalks

Several of the crosswalks surrounding campus have been equipped with flashing lights embedded in the pavement or flashing crosswalk warning signs-activated by the press of a button. These lights alert drivers and safeguard pedestrians. All members of the Bowdoin community are encouraged to use these safety devices day and night.

Reflective Bracelets

Popular reflective slap bracelets for pedestrian safety are available at the Office of Safety and Security. These bracelets, available in a variety of colors, bear the Bowdoin wordmark and the telephone numbers for Safety and Security and the Bowdoin Shuttle.

Self-Defense Instruction

The Office of Safety and Security periodically offers a four-hour FAST Defense® course presented by a certified instructor. The Safety and Security website also lists several self-defense courses available in the greater Brunswick area.

Campus Lighting

Lighting fixtures on campus are monitored for malfunctions. Work orders are submitted to affect repairs and these work orders are given priority. Areas where lighting could be enhanced to improve safety are reported to the Facilities Department for evaluation. Safety and Security officers also monitor Town streetlights on public ways in neighborhoods bordering the campus. Malfunctioning streetlights are immediately reported to Central Maine Power Company via a faxed trouble report. All members of the Bowdoin community are encouraged to report lighting safety concerns to the Facilities Department or to the Office of Safety and Security.

Bicycle Locks and Registrations

The use of bicycles on campus is encouraged as a safe and efficient mode of transportation. Bicycles parked outside should always be locked to a bike rack with a strong lock. U-bolt locks are recommended and are available for purchase at the Bowdoin Bookstore. Bicycles should not be locked to trees, railings, and light or sign posts. Bicycles may also be stored inside designated bicycle storage rooms available in many dorms.

To help deter theft and assist us in returning lost and stolen bicycles promptly, all bicycles used by students, faculty and staff on campus must be registered with Safety and Security. There is no charge.
for registering your bicycle and bicycles only need to be registered once. You can easily register at: Bicycle Registration.

**Laptop Theft Prevention**

Bowdoin College has purchased a large number of STOP anti-theft security plates from www.stoptheft.com and we offer them at no-cost to Bowdoin students, faculty and staff. STOP is a patented Anti-Theft, Recovery and Inventory Management System.

STOP’s Mission is to prevent crime through a highly visible tagging system. The system makes potential thieves think twice about stealing STOP-tagged equipment as illicit resale will be very difficult and the equipment can be easily traced, increasing the chance of recovery in the event your laptop is stolen.

STOP security plates are secured with a high-strength "super glue" type gel that creates an exceptionally strong bond and permanently embeds a "stolen property" tattoo into the device casing. If the plate is removed, the tattoo is easily seen by potential buyers, repair technicians, and law enforcement.

Contact the Office of Safety and Security at 725-3458 for more information or to set up an appointment, or visit the Security office in Rhodes Hall to have your free STOP security plate installed on your laptop and have your laptop registered in a worldwide database.

**Bowdoin Cable Network (BCN)**

Safety and Security works with BCN on programming promoting campus safety awareness and crime prevention.

**Weekly Security Report – Bowdoin Orient**

A weekly security report informs the Bowdoin community of all criminal activity and other incidents taking place on campus and offers crime prevention and personal safety information. Safety and Security also works with the Orient on weekly news stories and features highlighting campus safety issues. The Bowdoin Orient is published each Friday during the academic year.

**Speaking Engagements**

Members of Safety and Security regularly visit on-campus and off-campus 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 Safety and Security administrative offices at 207-725-3458.

**EMERGENCY NOTIFICATION SYSTEM**

The Bowdoin Emergency Notification System (Blackboard Connect) currently uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is, would be able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addresses on file for each person.
In the event of a campus emergency, the College will, without delay, alert the Bowdoin 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 - students through the Registrar's Office, and faculty and staff through Human Resources hrforyou. This system is tested semiannually, in coordination with recommended informational updates.

Shelter-in-Place Procedure

The general procedure during a life-threatening emergency is to remain inside the building you are in and seek a place of safety. Remain in a locked interior room and stay away from windows. Leaving a building may expose you to danger.

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

Evacuation Procedures

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

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

Profile Of An Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good Practices for Coping With an Active Shooter Situation:

• Be aware of your environment and any possible dangers
• Take note of the two nearest exits in any facility you visit
• If you are in an office, stay there and secure the door
• If you are in a hallway, get into a room and secure the door
• As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her

CALL 911
WHEN IT IS SAFE TO DO SO!

How to Respond When an Active Shooter is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate (RUN)
   a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
      • Have an escape route and plan in mind
      • Evacuate regardless of whether others agree to follow
      • Leave your belongings behind
      • Help others escape, if possible
      • Prevent individuals from entering an area where the active shooter may be
      • Keep your hands visible
      • Follow the instructions of any police officers
      • Do not attempt to move wounded people
      • Call 911 when you are safe

2. Hide Out (HIDE)
   a. If evacuation is not possible, find a place to hide where the active shooter is likely to find you.

   b. Your hiding place should:
      • Be out of the active shooter’s view
      • Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
• Not trap you or restrict your options for movement

c. To prevent an active shooter from entering your hiding place:
   • Lock the door
   • Blockade the door with heavy furniture

b. If the active shooter is nearby:
   • Lock the door
   • Silence your cell phone and/or pager
   • Turn off any source of noise (i.e., radios. Televisions)
   • Hide behind large items (i.e., cabinets, desks)
   • Remain quiet

c. If evacuation and hiding out are not possible:
   • Remain calm
   • Dial 911, if possible, to alert police to the active shooter’s location
   • If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter (FIGHT)
   a. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
      • Acting as aggressively as possible against him/her
      • Throwing items and improvising weapons
      • Yelling
      • Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement’s purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in where the last shots were heard.

• Officers usually arrive in teams of four (4)
• Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets and other tactical equipment
• Officers may be armed with rifles, shotguns, handguns
• Officers may use pepper spray or tear gas to control the situation
• Officers may shout commands, and may push individuals to the ground for their safety

How To React When Law Enforcement Arrives:

• Remain calm, and follow officers’ instructions
• Put down any items in your hands (i.e., bags, jackets)
• Immediately raise hands and spread fingers
• Keep hands visible at all times
• Avoid making quick movements toward officers such as holding 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 form which officers are entering the premises
Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a planned evacuation route to a safe area

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies)

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism: vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal: comments about “putting things in order”
- Behavior which suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
• Escalation of domestic problems into the workplace; talk of severe financial problems
• Talk of previous incidents of violence
• Empathy with individuals committing violence
• Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

U.S. Department of Homeland Security
Washington, DC  20528
cfsteam@hq.dhs.gov
www.dhs.gov

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Safety and 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 Safety and Security, a campus security authority, or to the Brunswick 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. Safety and Security issues timely warnings for the following incidents:

• Criminal Homicide
• Aggravated assault
• Sex Offenses
• Robbery
• Burglary
• Motor Vehicle Theft
• Major incidents of Arson
• Other crimes as determined necessary by Director of Safety and Security, or designee

Safety and 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 Bowdoin College community has been mitigated by the apprehension.
• A report was not filed with Safety and Security, or if Safety and 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 Safety and Security to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following means:

• 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 Bowdoin campus.
Bowdoin students can enter their campus emergency contact information numbers at
Student - Emergency Contact Information

Faculty and staff can enter their campus emergency contact information numbers at
Faculty and Staff Emergency Contact Information

- College email and voicemail
- Safety and Security website: Security Alerts
- College Digest
- College Orbit
- Fliers posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks, and administrative buildings.
- Local area radio and television stations and print media.

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

Safety and Security also maintains a daily crime log that contains crimes reported to the department. The daily crime log is available at the Safety and Security administrative offices in Rhodes Hall, or on the Safety and Security website.

EMERGENCY PREPAREDNESS

Bowdoin College is committed to open communications and coordinated emergency management of incidents occurring in our community. Our Campus Emergency Management Team (CEMT) operates under the principles of the National Incident Management System (NIMS) and the Incident Command System (ICS). Planning, exercises, and actual campus incident response drive our application of various degrees of ICS coordination and oversight. It is our intent to hone our readiness and continuously improve our incident response by paying close attention to the needs of our organization and constituents, and by applying lessons learned from local, national and international crisis responses.

Bowdoin College has a detailed all-hazards Campus Emergency Management Plan (CEMP) in place to manage the anticipated issues associated with a declared disaster on campus, defined as an event that has the potential to:

- Seriously impair or halt the operations of the College; or
- Result in mass casualties or extensive property damage; or
- Significantly impact the campus community or geographic region.

Examples of potentially disastrous circumstances could include a major storm, extensive fire or explosion, chemical release, prolonged utility failure, act of violence or terrorism, or epidemic disease. This planning conforms with the most recent recommendations of the Department of Homeland Security (DHS), and is coordinated with parallel efforts by local, county and state law enforcement, and emergency response agencies. The key components of the plan include:

- Preventative measures designed to protect the overall safety of the campus community;
- Phased decision-making guidance based upon real-time reporting at the international, national, regional, state, and local levels;
• Providing continuity of services for the on-campus population for the duration of any emergency; and
• Recovery and returning to normal operations as soon as feasible.

This is a public copy of the Bowdoin College Campus Emergency Management Plan (CEMP). The CEMP is reviewed and updated regularly and drills are conducted at the end of each academic year to emphasize a topical issue of concern and test the College’s response measures. A detailed description of the exercise is provided to Campus Emergency Management Team members for their review prior to the announced drill date, and the results of the exercise are documented in an after-action report to campus security authorities.

ANNUAL EMERGENCY EXERCISE

The College typically conducts an annual exercise of the Campus Emergency Management Plan (CEMP) at the close of the academic year. This exercise - tabletop, functional, or live - includes the membership of the Campus Emergency Management Team (CEMT) and representatives of local response agencies, as appropriate to the scenario. Exercise scenarios conducted to date have included potential terrorist activities, a release of hazardous materials, an explosive device, an active shooter, arson, missing persons, an extended power outage, and an international travel crisis.

On October 17, 2012, a timed tabletop exercise was conducted to assess the College’s emergency response to the report of an active shooter on campus. The results of the CEMT’s response to this scenario were incorporated into the revised NIMS-based CEMP.

MUTUAL AID AGREEMENTS

Bowdoin College (Facility) maintains Mutual Aid Agreement with the Brunswick Police Department, Brunswick Fire Department and Parkview Adventist Medical Center (Agencies). These agreements, which were updated and signed in 2008, specify the following:

The Facility will provide access to and copies of its emergency planning documents, including at least annual updates; familiarize the Agencies with the physical layout of the facility, including access and emergency egress routes, and the location and properties of the hazardous materials being handled at the facility; and include the Agency’s personnel in its emergency planning process, training and exercises. The named Agencies will provide services as needed or requested by the College within the specification of its charter and profession, in this case fire, rescue and emergency medical response services.

CAMPUS EMERGENCY MANAGEMENT PLAN (CEMP)

1. What is a Disaster?

A disaster is any event that may seriously impairs the operation of the College, causes mass casualties, and/or results in severe property damage. Such events may include major storms, catastrophic fires or explosions, large-scale chemical releases, epidemic diseases, or terrorist actions. The CEMP is not intended to address isolated or small-scale incidents, such as an individual accident or act of violence, minor oil or chemical spills, or a single-building fire.
2. How is the Plan activated?

The Plan is activated upon report of any event determined by the College Administration to be a disaster, rather than an isolated emergency. Once activated, key College personnel are notified of the event, and they or their designated alternates are convened as the **Campus Emergency Management Team (CEMT)** to assess and coordinate the College’s response to the disaster.

3. Who is involved in the College’s response?

The CEMT membership includes senior representatives of the College Administration, Facilities Management, Safety and Security, Residential Life, Academic Affairs, Student Affairs, Human Resources, Dining Services, Information Technology, Health Services, and Public Affairs. The College also maintains mutual aid agreements with local fire and police departments, hospitals, and emergency responders, who are contacted as needed depending on the event. In addition, state and federal law enforcement, environmental, and emergency management agencies would be contacted as the situation demanded.

4. What are the priorities of the responders?

All emergency response actions are governed by the following protocols:

- **Initial Assessment** of the event to determine response actions;
- **Life Safety** of individuals is to be assured immediately;
- **Protection of Property** by limiting and controlling the extent of the event;
- **Population Welfare** of persons in need of shelter and care; and
- **Recovery** to normal operations as soon as feasible.

5. What facilities does the College have to deal with a disaster?

Upon declaration of a disaster, an **Emergency Operations Center (EOC)** is activated. The EOC is where the CEMT convenes, establishes communications, and centralizes its response efforts in conjunction with outside agencies. The Security Communications Center in Rhodes Hall is responsible for routing emergency information. Farley Field House is a designated Red Cross emergency and evacuation shelter, both for the College and the surrounding community.

6. How will I know when a disaster has been declared, and what to do?

The College community and any potentially affected populations will be notified directly through their workplace, email and voicemail, by automated messages via the emergency notification system, and/or by public announcements through the media, that an event has occurred and what actions should be taken. Follow up information will be provided in a similar fashion through the Office of Communications and Public Affairs. In any event, the directions of the On-Scene Commander (typically the senior Fire or Police officer present) are to be followed immediately.

7. What can I do to prepare for a disaster?

Be aware of the physical conditions of your workplace, such as knowing where the fire exits and alarm boxes are located. Have a contingency plan to address personal concerns, such as necessary medications and emergency contact numbers, in the event of an evacuation or isolation. Report any unusual activities or concerns to Security at **207-725-3500**. Above all, remain calm and follow the instructions of the College Administration and the emergency responders.
8. Who can answer my questions about the College’s emergency planning?
For more information, please contact:

Randall Nichols, Director
Office of Safety and Security
725-3458
rnichols@bowdoin.edu

Carol McAllister, Associate Director
Office of Safety and Security
798-7136
cmcallis@bowdoin.edu

Mark Fisher, Manager
Office of Environmental Health and Safety
725-3763
mfisher@bowdoin.edu

**CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT**

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

### On-Campus Student Housing Fire Safety Informational Chart

<table>
<thead>
<tr>
<th>Building Name</th>
<th>#Annual Evacuation/ drills</th>
<th>Primary Rallying Point</th>
<th>Secondary Rallying Point</th>
<th>Evacuation Plans &amp; Placards</th>
<th>SA</th>
<th>RB</th>
<th>NG</th>
<th>CO</th>
<th>SPR</th>
<th>HAZ</th>
<th>Fire Extinguisher Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appleton Hall</td>
<td>Fall</td>
<td>Main quad in front of Hubbard Hall</td>
<td>Traffic circle, South Campus Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Baxter House</td>
<td>Fall</td>
<td>Side Lawn between Baxter and Stowe</td>
<td>Front lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Boody-Johnson</td>
<td>Spring</td>
<td>Front lawn</td>
<td>North side parking lot</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>Brunswick Apartments</td>
<td>Spring</td>
<td>Brunswick quad</td>
<td>Front lawns across Longfellow St</td>
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<td>Burnett House</td>
<td>Spring</td>
<td>Page St parking lot</td>
<td>Across Page St, behind Mustard House</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Chamberlain Hall</td>
<td>Spring</td>
<td>Lawn between Chamberlain and Craft Center</td>
<td>Lawn between Chamberlain and Thorne Halls</td>
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<td>X</td>
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<tr>
<td>Cleaveland Street-10</td>
<td>Spring</td>
<td>Rhodes rear parking lot</td>
<td>Lawns across Cleaveland St</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Coleman Hall</td>
<td>Spring</td>
<td>H-L Library quad</td>
<td>Traffic circle, South Campus Drive</td>
<td>X</td>
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<td>X</td>
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</tr>
<tr>
<td>Coles Tower</td>
<td>Spring</td>
<td>Lawn between Coles and Craft Center</td>
<td>Front lawn of Baxter House</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>College Street-30</td>
<td>Fall</td>
<td>Lawn in front of Counseling Services</td>
<td>Rear parking lot</td>
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<td>X</td>
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<tr>
<td>Harpswell Street Apts</td>
<td>Spring</td>
<td>Watson Arena parking lot</td>
<td>Soccer fields</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
</tr>
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<td>Building Name</td>
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<td>SPR</td>
<td>HAZ</td>
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</tr>
<tr>
<td>Helmreich House</td>
<td>Spring</td>
<td>Rear parking lot</td>
<td>Parking lot between Helmreich and Mustard Houses</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Howard Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Front lawn of Baxter House</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Howell House</td>
<td>Spring</td>
<td>Rear parking lot</td>
<td>South side yard</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
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<td>Hyde Hall</td>
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<td>Main quad in from of Hubbard Hall</td>
<td>South Campus Drive</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Ladd House</td>
<td>Fall</td>
<td>Front lawn</td>
<td>Rear lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>MacMillan House</td>
<td>Spring</td>
<td>Front lawn of Quinby House</td>
<td>West side lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Maine Hall</td>
<td>Fall</td>
<td>Main quad in front of the Chapel</td>
<td>North Campus Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Mayflower</td>
<td>Spring</td>
<td>Sidewalk across Belmont St</td>
<td>Down Belmont St towards campus</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tr>
<tr>
<td>Apartments</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Moore Hall</td>
<td>Fall</td>
<td>Coe quad</td>
<td>East side parking area</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Osher Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Parking lot across Coffin St</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<tr>
<td>Pine Street</td>
<td>Spring</td>
<td>Main parking lot</td>
<td>Cemetery across Pine St</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>X</td>
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</tr>
<tr>
<td>Apartments</td>
<td></td>
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<td></td>
<td>X</td>
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<td>X</td>
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<td></td>
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<tr>
<td>Quinby House</td>
<td>Spring</td>
<td>Front lawn</td>
<td>Ashby House parking lot</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Reed House</td>
<td>Spring</td>
<td>East parking lot</td>
<td>West side lawn</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Russwurm House</td>
<td>Fall</td>
<td>East parking lot</td>
<td>Front lawn of Baxter House</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Smith House</td>
<td>Fall</td>
<td>In front of garage</td>
<td>Convenience store parking lot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Stowe Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Playground across South St</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Stowe House Inn</td>
<td>Spring</td>
<td>Main parking lot</td>
<td>Rear parking lot</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
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<tr>
<td>West Hall</td>
<td>Fall</td>
<td>Lawn behind Ladd House</td>
<td>Playground across South St</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Winthrop Hall</td>
<td>Fall</td>
<td>Lawn in front of Adams Hall</td>
<td>Main quad in front of Mass Hall</td>
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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)

Building Coordinator: Lisa Rendall, ext. 3589

Definitions:

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

Fire drill – A supervised practice of a mandatory evacuation of a building for a fire.
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-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.

FIRE SAFETY REPORT LOG

1. 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.

2. An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.

3. An institution must make the fire log for the most recent 60-day period open to the public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

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

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year, and annually submit to the Secretary of Education a report on same, including:

   - Number and causes of fires reported
   - Number of fire-related injuries that required treatment at a medical facility
   - Number of fire-related deaths
   - Value of fire-related property damage

   An annual letter with this information is submitted to the Secretary of Education.
2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems.

The *Life Safety Response Guidelines* (part of the Residential Fire Drill Policy) from the Office of Environmental Health and Safety provides a building-by-building inventory of the campus fire safety systems. All residential buildings are equipped with sprinkler systems.

3. Document the number of regular mandatory supervised fire drills.

Supervised fire drills are conducted by Safety and Security once per semester.

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

The following guidance documents are available pursuant to this provision:

- *Residential Fire Drill Policy and Emergency Action Plan* from the Office of Environmental Health and Safety or at:
- *Holiday Decorations Policy* and *Campus Fireplace Use Policy* from the Office of Facilities Management.
- *General Emergency Procedures* brochure from Human Resources at 725-3837.

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

Significant updates were made to the campus fire safety systems in 2007-08, including the installation of: CO detectors in all residential spaces; ADA compliant strobes and alarms for specific students; and a wireless reporting system, to allow all campus buildings to enunciate alarms directly to the Communications Center.

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

All campus fire reports are recorded and maintained electronically by the Office of Safety and Security in conjunction with the Office of Environmental Health and Safety.

**Students and employees should report all fires to the Office of Safety and Security at 725-3500.**

For more information, please contact:

Mark Fisher, Manager  
Office of Environmental Health and Safety  
725-3763  
mfisher@bowdoin.edu

Randall Nichols, Director  
Office of Safety and Security  
725-3458  
rnichols@bowdoin.edu
HEALTH AND SAFETY IN COLLEGE RESIDENTIAL HALLS

The following fire safety code and college policy violations are subject to disciplinary action either by administrative decision of a College official and/or action of the Judicial Board:

Care of rooms, common areas, and furnishings: All residents are responsible for keeping their room, suite, or apartment and all common areas in their building or apartment complex in acceptable condition in accordance with the Facilities Management Residence Hall Policy.

Cooking/Kitchens: In certain locations, the College provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students are allowed to use a microwave oven or coffeemaker in their room. Residents are responsible for food or other personal belongings left in the kitchen area. All food and trash must be properly disposed of and students should check to be sure that ovens are turned off after use.

- **Appliances permitted.** Microwave ovens of 1000 watts or less and not larger than one cubic ft. in size; Energy Star-rated refrigerators less than four cubic ft. in size; stereo equipment; computer equipment; coffeemakers; curling and clothing irons; hair dryers; desk fans; extension cords; lamps; television sets; VCRs; DVD players.
- **Appliances not permitted.** Any appliance with exposed heating elements; such as hot plates; toasters; toaster ovens; gas stoves or burners; camping stoves; space heaters; tanning lamps; and all halogen lamps. Appliances that exceed 1000 watts, including personal air conditioners, are prohibited. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed in appropriate by the Director of Residential Life must be removed from College spaces.

Fire Safety: The following fire safety code and college policy violations will be subject to sanction by administrative decision or by the Judicial Board; and may, if the violation results in personal injury to others, damage to College property, or is a repeat offense of the same violation, be reported to the civil authorities for prosecution or fine:

- **Setting of a Fire.** This includes intentional or accidental fires, even those caused by cooking or smoking in approved areas.
- **Setting off Fire Alarms.** This includes intentional or accidental fire alarms, even those caused by cooking or smoking in approved areas.
- **Failing to Evacuate.** When an alarm sounds all occupants MUST vacate the building immediately; to remain in the building during an active alarm is a violation of state and federal fire codes. This includes all residences and academic buildings.
- **Tampering with, Misusing, or Defeating Fire Protection Equipment.** This includes, but is not limited to: removing or covering emergency exit lights or signage; hanging items of any kind from sprinkler heads or piping; propping open fire doors; disabling or covering smoke detectors, or Improperly discharging fire extinguishers or fire hoses. The improper discharge of a fire extinguisher is a significant environmental health concern due to the chemical suppressants it contains (normally consumed when properly applied to a fire) being a severe respiratory irritant, and a distinct hazard to persons with sensitive respiratory conditions.
- **Possessing and/or Using Flammable Materials.** This includes, but is not limited to: camp-stove fuel, fireworks, smoking materials, certain holiday decorations, gasoline, paint thinners, lamp oils, lighter fluid, scented plug-ins, candles, and incense.
• **Tampering with Any Wiring.** This includes, but is not limited to: electrical equipment, building wiring, cable TV, computer wiring, or overloading electrical outlets with multiple plugs. Only UL-approved grounded (three prong) electrical extension cords with an integral surge protector (such as those used for computers) are allowed; ungrounded (two-prong) extension cords of any kind are prohibited.

• **Causing or Contributing to a Fire Safety Hazard.** This includes, but is not limited to: storage of materials in exits, stairwells, hallways, or passageways in any manner that obstructs egress; storing an excessive amount of waste paper or other flammable materials; having ceiling hangings of any kind, or wall hangings covering more than 50 percent of the wall space; and having an excessive amount of personal furniture in any College space. Personal furnishings must be UL-labeled for fire resistance where applicable.

• **Any violation of Town of Brunswick Fire Department regulations.**

• **Any violation of the Holiday Decorations policy (available from the Office of Residential Life).**

**BUILDING ACCESS AND SECURITY**

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open.

Buildings are secured on a set lock-up schedule. Entry after scheduled hours is only available to faculty, staff, and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled regularly by Safety and Security officers, and many entrances are monitored by security cameras.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Safety and Security and Brunswick Police, as necessary.

All Bowdoin residence halls and undergraduate apartments are secured with an electronic card access system (OneCard) that allows authorized students to gain access to a building by swiping their card through a card reader located on exterior and interior doors.

Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by Safety and Security.

Safety and Security will admit a specific individual or group to a building or room after hours, on weekends, vacations and holidays, only if the office has received authorization from an authorized department representative prior to the date the facilities are to be used. The person in charge of the room or area involved should forward the authorization for an individual or group to Safety and Security. A dean, director, department head, or his/her designate must sign the authorization. Authorized persons must not allow non-authorized individuals to enter.

All members of the Bowdoin community are expected to immediately report suspicious activity, suspicious persons, or crimes in progress within campus buildings and throughout the campus.

**Special Residential Programs**

Bowdoin College hosts many non-matriculated students during the academic year and summer months for participation in special athletic and education programs. The Office of Events and Summer Programs oversees the participants' orientation and housing arrangements. Each participant is given a unique,
temporary identification and key card. Orientation materials include information relative to campus safety and security. Additionally, visitors are encouraged to view Safety and Security’s public website, which details additional policies and information, including the most recent Clery Campus Crime Report.

**NOISE ORDINANCE**

The College exists so that a community of scholars can fully participate in the learning process. Students and groups may not engage in excessive noise that obstructs academic classes, College business and faculty offices, the neighboring non-Bowdoin community, and other campus activities.

The following guidelines comprise the College’s noise ordinance:

1. Musical instruments, stereos, radios, televisions, and other electronic devices should be played at a level acceptable to individuals within the same room and that does not disturb community and non-Bowdoin neighbors. Students may not place speakers in windows or direct sound out of windows in a way that disturbs the peace of the community.
2. Other kinds of noise must be kept at levels that do not impinge on the rights of others.
3. Noise and other entertainment at all parties and other non-academic gatherings should be restricted to College non-business hours (between 12:30 p.m. and 1:30 p.m. and 5:00 p.m. to 1:00 a.m.). Any exceptions to this must be cleared through the dean’s office.
4. Residents of Bowdoin College housing must maintain music and other noise at levels that do not disturb adjacent areas. Music should be inaudible from buildings after midnight on weeknights and after 1:00 a.m. on weekends.
5. Students may not engage in organized political expression (rallies, drumming, speak-outs, etc.) in which the noise level disrupts the educational processes of the College.
6. The Dean of Student Affairs must approve exceptions to the above.
7. Violations of this ordinance will subject students/groups to College disciplinary action.

**Noise in the Town of Brunswick**

In addition to being thoughtful of fellow students, all students should be considerate of local Brunswick residents. Many Brunswick residents live in the same neighborhoods as students and they deserve the same respect. Students hosting parties should be particularly cognizant of noise levels at their event and remind their guests to be quiet as they leave the event.

**Town of Brunswick Disorderly Property Ordinance**

The purpose of this ordinance is to protect the health, safety, and welfare of the residents of the Town of Brunswick by eliminating the proliferation of properties harboring occupants who disturb the peace and tranquility of their neighborhoods.

To read the complete Disorderly Property Ordinance please click on the link below:

[Disorderly Property Ordinance](#)

**WEAPONS POLICY**

Bowdoin 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.**

Because these weapons may pose a clear risk to persons and property on the campus, violation of the regulations may result in administrative action from the college and/or prosecution under the appropriate state or federal laws.

No person shall be permitted to carry firearms or other weapons, concealed or not concealed, with or without a concealed weapon permit, while on properties owned or controlled by the College, without the express written permission of the Director of Safety and Security.

A student residing in property owned by the College who wishes to bring any weapon to campus must check it in with the Office of Safety and Security for storage immediately upon arriving at the College and may check it out just before its use. A weapons storage request form (available at the Office of Safety and Security) must be completed and approved prior to storing a weapon in the storage facility.

The Office of Safety and Security reserves the right to refuse any weapon to an individual if, at the time of pick up, the individual is believed to be under the influence of any drug or intoxicating substance, or if an officer believes the individual's judgment is impaired to the extent that the person may pose a threat to himself/herself or others. The Office of Safety and Security is not responsible for items damaged or lost.

**The Director of the Office of Safety and Security may seize or deny permission to possess any weapon on campus property which he deems to present a danger to the campus community.**

**Guidelines for authorized secure weapons storage**

1. Requests for authorization to store weapons on campus are to be directed to the Director of Safety and Security.
2. Access to the weapons storage room will be controlled by the Office of Safety and Security.
3. Students wishing to access their weapons must contact the Office of Safety and Security in advance, (207) 725-3314.
4. Firearms must have actions cleared and chambers and magazines empty and secured with a cable gun lock. Ammunition should be transported and stored in a durable container.
5. Students must have weapons in a protective case when transporting them to and from the Office of Safety and Security.
6. Students must present their Bowdoin photo identification to a security officer to be checked against a Master Access List.
7. Students will sign a log sheet recording access to their weapon.

Please direct any questions regarding this policy to the Director of Safety and Security at (207) 725-3458.

**ALCOHOL AND ILLEGAL DRUGS**

**Introduction**

As an institution of higher education, Bowdoin is committed to providing an environment in which students can further their own intellectual, social, moral, and physical development and in which all members of the campus community can work together in pursuit of knowledge and understanding. The
abuse of drugs and alcohol is antithetical to that mission. Bowdoin prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Bowdoin’s property or as any part of Bowdoin’s activities. Furthermore, the College strives to eliminate other community issues that are often a result of problematic drinking behavior, such as violence, sexual assault, improper conduct, and vandalism to personal and College property.

As part of its educational mission, the College is committed to enhancing the development of responsible attitudes and behavior regarding the consumption of alcoholic beverages and to devising policies and providing the information and education that will reduce dangerous drinking (such as “drinking games,” which encourage the rapid ingestion of large amounts of alcohol). In keeping with this commitment, Bowdoin intends to inform its community of state and College regulations, provide campus resources to assist individuals with substance-related problems, promote discussion and increase awareness of alcohol-related issues, and ensure the health and safety of members of the Bowdoin community. Enforcement strategies are balanced with an expectation of personal responsibility for behavior and compliance with applicable laws and policies.

Bowdoin College believes that bystanders hold tremendous influence to intervene in dangerous situations, both acute and habitual. Any member of the community who observes another member involved in dangerous drinking should feel a responsibility to discourage the behavior and to help the intoxicated individual. If someone is intoxicated and non-responsive to physical or verbal stimuli, emergency medical services should be sought immediately. When the safety and health of an individual is at risk, Bowdoin urges erring on the side of caution and calling for help. Waiting means taking a chance with the life of another. Similarly, if someone is regularly misusing or abusing alcohol, intervene by having a conversation or bring it to the attention of another. Staff are available in Counseling, Health Services, the Dean’s Office, Residential Life, and Human Resources to assist.

Bowdoin College is committed to helping students who have questions or concerns about drugs or alcohol, and related problems. The Counseling Service and the Dudley Coe Health Service staff are available resources on campus. In particular, the College has a relationship with a local substance abuse counselor who meets with students and assists with community education. Health Services and Counseling staff members will maintain the confidentiality of any student seeking help for an alcohol or drug problem. Confidentiality is broken only when a student is in imminent physical or psychological danger and it is necessary to provide for his or her safety.

Ultimately, the specific alcohol regulations established by Bowdoin College are intended to honor both the rights of the individual and the standards of the community, and are designed to encourage responsible drinking and behavior by clearly stating what is expected of those who choose to consume or serve alcohol. Individuals who make the personal choice to drink will be held fully accountable for their actions. Violators of the alcohol policy are subject to disciplinary consequences. Students or employees experiencing substance abuse problems may be referred to a number of college and/or area resources.

The following pages inform students and employees about physical and medical consequences of alcohol and drug use, relevant state and federal laws, and Bowdoin’s policies and disciplinary sanctions. This information is published for the guidance of students and employees and to satisfy part of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226.

Physical and Medical Effects of Alcohol and Drugs

Alcohol is a drug that is absorbed into your bloodstream and transmitted to virtually all parts of your body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect your alertness, judgment, and physical coordination, making it dangerous for you to drive and participate in certain sports, and impairing your ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering your
ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make you dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases your risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical abnormalities and mental retardation. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.

As the American College Health Association says in *Alcohol: Decisions on Tap*: Abusing alcohol can cripple your chances for a good life. Too much drinking even once can cause you pain and harm the lives of others. It can result in sports injuries, car accidents, fights, unplanned parenthood, sexual assault, and sexually transmitted diseases. Over time, too much drinking leads to slow, steady damage to your body and mind.

Controlled substances have a number of physical and mental effects, summarized in Appendix A of the Federal Register, Vol. 55, No. 159, page 33590.

**ALCOHOL POLICY**

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

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

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

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

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

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

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

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

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

3. **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.

4. **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.

5. **Student Activity Fees**

Student groups cannot use student activity fees or any other College funds for the purchase of alcohol, without permission of the Office of the Dean of Student Affairs.

6. **Restricted Areas**

Drinking in public places (including outdoor areas, residence hallways, stairwells, etc.) or outside private rooms is prohibited by College policy and Maine state law. Except under special circumstances, alcoholic beverages are not permitted in Kresge Auditorium, Hawthorne-Longfellow Library, Pickard Theater, Morrell Gymnasium, Farley Field House, Dayton Arena, Hatch Science Library, Watson Arena, academic or other buildings, and facilities where the primary function of the building would be intruded upon or potentially impaired through the use of individuals consuming alcoholic beverages.

7. **Parties/Social Functions**

The College allows parties/social functions with alcohol on Friday and Saturday nights while classes are in session.

a. All parties or social events must be conducted in accordance with Maine state laws as noted above.

b. **Registration**

1.) Students sponsoring a party or social event at which alcohol will be served or which may draw attention to itself due to noise or other circumstances must complete a party registration form and receive signed approval. No events with alcohol are permitted in First Year residence halls. When the event is planned for a College House, residence hall, apartment, or campus common space, approval must be obtained from the Director of Residential Life or his/her designee. Party registration forms must be submitted to the appropriate College official by noon Thursday. Forms submitted after this deadline will be considered on a case-by-case basis.

2.) Registration regulations pertain to events planned for all College facilities, including College Houses, residence halls, and apartments.

3.) Small, intimate gatherings may be held in residence hall private rooms or apartments. Civility and respect for other residents is essential; thus gatherings in private rooms in the residence halls must not adversely affect the immediate environment. A small gathering of this sort need not be registered with the College, unless it may draw attention to itself due to noise or other circumstances. Such gatherings are, however, subject to all other regulations regarding alcohol use described in this policy.

4.) The College recognizes that there are legitimate occasions when a spontaneous gathering of individuals may occur that would ordinarily violate the provisions of 7.b.1. above due to the fact that the gathering was not planned or registered in advance. In such cases, which should constitute the exception rather than the rule, it is the responsibility of the individual or individuals hosting the gathering to contact the dean-on-call through Security (ext. 3314) at the time of the gathering in order
to request permission to host a spontaneous party or social event, as defined in 7.b.1. above. Upon consultation with the host(s), the dean-on-call will either approve or deny permission for the gathering, based upon adherence to alcohol policy regulations and other relevant considerations. Such spontaneous gatherings shall be subject to the same regulations governing approved parties registered in advance.

c. Responsible hosts/sponsors must be named prior to any party or social event, and be clearly identified and available at the function. All hosts must abstain completely from drinking alcohol immediately prior to and over the course of the event. Hosts may call Bowdoin College Security for assistance with any alcohol violations or difficult situations that may arise during an event. Bowdoin Security will conduct a pre-party check with the hosts and check in periodically at approved social functions to ensure that the event is operating in accordance with the Alcohol Policy, fire code regulations, noise ordinances, and the details stipulated on the party registration form. Security officers will address violations they observe and will request the name and identification number of any student believed to be engaged in underage drinking or in violation of other aspects of the Alcohol Policy or Bowdoin College Social Code. Although Security will make every effort to work with hosts to address and remedy alcohol violations or other problems, officers are authorized to close parties at which violations of policy or other serious problems are evident. Should Bowdoin Security come across an unregistered event at which alcohol is present, such events will be closed immediately. Party hosts are also responsible for ensuring that all messes are cleaned and common areas are restored to their original appearance following a social event. Violations of alcohol regulations discovered by Security will be reported to the Office of the Dean of Student Affairs and appropriate disciplinary action will ensue. Hosts are responsible and liable for the conduct of their guests at parties. Hosts may face disciplinary action for Alcohol Policy violations that occur at parties they sponsor, and, under certain circumstances, may face criminal or civil proceedings. Individuals responsible for organizing or hosting an unregistered event may likewise be held responsible and liable for alcohol-related violations committed by their guests, and face additional sanctions for failing to register the event in accordance with the guidelines specified in items b.1. through b.4. above.

d. In order to minimize the potential for conflict between academic and social priorities, the College will approve parties or other social events involving alcohol for Friday and Saturday nights only. Under unusual circumstances, occasional exceptions to this regulation may be permitted. However, the granting of such exceptions would require both a compelling rationale and substantive assurance that the proposed event would not compromise the assumed academic priorities of individuals involved in or otherwise affected by the event. Any requests for exceptions to this regulation must be submitted to the Director of Residential Life or his/her designee at least one week in advance of the proposed event.

e. Due to fire safety ordinances, the total number in attendance at a party or social event must not exceed the legal capacity of the facility. Fire capacity information is available on the party registration form.

f. Everyone attending a party or social function where alcohol is served must carry valid identification that verifies their date of birth. Bowdoin students must also carry College ID. This is important for the individuals involved and for the protection of the event’s hosts.

g. Alcohol shall be served only to party guests who are twenty-one (21) years of age or older. It is the responsibility of the host(s) to verify the legal age of all guests consuming alcohol, and to provide for adequate control over the distribution of alcohol at the party so that minors and intoxicated persons are not served.

h. Alcohol must be served in a professional manner by designated bartenders only. In unlicensed premises, bartenders must be twenty-one (21) years of age or older.

i. Alcohol is limited to beer or wine in quantity appropriate to the number of individuals attending the event who are twenty-one (21) years of age or older. Hard liquor and drinking games are not allowed. The appropriate quantity of alcohol to be available at any given party or social function will be determined beforehand through consultation between party host(s) and the Director of Residential Life or her/his designee. If beer is to be provided from kegs, kegs must be registered with the Director of
Residential Life (i.e., keg serial numbers provided before the party). Other common sources (including, but not limited to, party balls, punch bowls, etc.) are not permitted without the permission of the Director of Residential Life or her/his designee.

j. Alternative (i.e., non-alcoholic) beverages must be available in quantity appropriate to the number of guests at the event. Non-alcoholic beverages must be visible, readily accessible, and available in reasonable quantity throughout the party or event. Imitation alcoholic beverages, if served, must also be registered with the Director of Residential Life or her/his designee and cannot be provided to minors.

k. Food must be available in quantity appropriate to the number of guests at the event.

l. Intoxicated individuals must not be served alcohol.

m. Due to Brunswick town ordinance, hosts must not serve alcohol after 1:00 a.m.

n. Hosts must not serve alcohol before 7:30 p.m. unless special permission is provided by the Director of Residential Life or her/his designee.

o. Events involving alcohol are not permitted during final exam and reading periods.

p. Events involving alcohol are required to be registered during Senior Week.

q. Advertising of parties or social events must not depict the presence of alcohol.

r. Hosts of parties or social functions cannot charge admission that directly or indirectly allows or signifies access to alcohol, nor can money be solicited or collected from guests at any time during the event for the purchase of alcohol. It is illegal to sell liquor in Maine without a license.

s. Alcohol must not be used as a “prize” at any function.

t. Hosts are responsible for clean-up immediately following an event. This includes the outside of the party location.

u. Hosts are responsible for removing kegs from the party space by Monday afternoon. If kegs are not removed by this time they will be confiscated.

8. Pub Regulations

a. Jack Magee’s Pub is an officially licensed College establishment where beer and wine are sold to individuals who are twenty-one (21) years of age or older, and is subject to the same state laws that govern commercial establishments in Maine. No one may bring any alcohol into the Pub.

b. Pub managers and bartenders may request proof of age from any person attempting to purchase or consume alcohol. If appropriate documentation is not supplied, Pub personnel will refuse any sale of alcoholic beverages.

c. Only Bowdoin College student identification and/or an official Maine or other state identification will be accepted as verification of legal age.

d. If, in the judgment of any Pub bartender, an individual appears intoxicated, additional service will be refused.

e. Should the need arise, Bowdoin Security may be called for assistance. Instances of misbehavior or violations of College policies or State law by Bowdoin students may be reported to the Office of the Dean of Student Affairs for possible disciplinary action.

DISCIPLINARY PROCEDURES

Bowdoin College is neither a police agency enforcing the law nor a sanctuary protecting those who violate laws regarding alcohol or other drugs. The College is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. In accordance with these goals, the College acknowledges its obligation to provide clear standards of behavior regarding the use of alcohol, to determine levels of disciplinary sanction
appropriate to the nature of any given alcohol-related infraction, and to address consistently violations of alcohol regulations that come to its attention.

Although any alcohol-related violation is subject to disciplinary consequences, the College is most urgently concerned with those behaviors and accompanying attitudes that threaten the physical or psychological safety or well-being of self or others, infringe upon the rights of others, or are otherwise disruptive to the community. Following established guidelines, members of the Dean of Student Affairs staff will determine disciplinary action resulting from conduct violations, with possible referral to the Judicial Board and, in some cases, criminal or civil authorities. Sanctions imposed by the College may range from a warning letter for a relatively minor first-time violation, to immediate suspension or dismissal for egregious violations or a pattern of multiple offenses. Students may also be expected to pay restitution for any and all damages occurring as a result of their behavior.

Bowdoin College Security Officers will note and report all alcohol violations that come to their attention whether observed at parties or other social events, in campus public spaces, or during routine “walk-throughs” of residence halls. All other members of the community (proctors or other students, faculty, administrators, or support staff) may call attention to suspected violations of the Alcohol Policy, and are expected to play an appropriate role in enhancing the safety and well-being of members of the community. Reports of violations or suspected violations of the Alcohol Policy will be made to the office of the dean of student affairs.

Above all, it must be emphasized that Bowdoin students are responsible for their personal behavior as well as the conduct of their guests in all private spaces at the College and campus facilities. The ingestion of alcohol or other drugs in no way constitutes an excuse for behaviors that violate College policy or Maine state laws, or otherwise infringe upon the rights of others.

**ASSESSMENT AND TREATMENT**

Since alcohol is a psychoactive substance that presents the possibility of addiction and other negative physical and psychological consequences, the College feels a responsibility to provide assessment and treatment (within certain parameters) to those individuals whose alcohol-related behaviors indicate the potential for such consequences. Such individuals who come to the attention of the College will be referred, usually by the Office of the Dean of Student Affairs, to either Bowdoin’s Health Service or Counseling Service for a substance use evaluation. This evaluation may result in a recommendation for treatment, which could take place individually or in a group, either on-campus or at an outside agency, depending on the particular circumstances and needs of the individual.

**ILLEGAL DRUG POLICY**

Bowdoin College expects its students and employees to comply with all the requirements of Maine state law. As such, the possession, trafficking, or use of illegal drugs and/or drug paraphernalia as defined in the statutes of Maine law are prohibited and subject the violator to disciplinary action by the College as well as possible prosecution by local, state, and/or federal authorities. Bowdoin College will not take responsibility for students or employees who disregard the various drug laws, nor will students’ educational status render them immune from the legal processes.

Students whose illegal drug use comes to the attention of the Office of the Dean of Student Affairs will generally be referred to the Counseling Service or another drug treatment program. Depending on the circumstances, the student may also be subject to disciplinary action.

Students who sell illegal drugs will be subjected to disciplinary action by the College. If the Office of the Dean of Student Affairs receives reliable information or other evidence that a student has been or is currently involved in the trafficking of illegal drugs, or has been or is in possession of such amounts or associated paraphernalia as to make this a reasonable presumption, then the student will be asked to resign from Bowdoin College. Should the student refuse to resign, then the Dean of Student Affairs may
temporarily suspend the student pending a formal hearing by the Judicial Board for permanent dismissal.

Students who are accused of placing illegal drugs in the beverages or food of others will be subject to the same disciplinary procedures as those accused of selling illegal drugs. Drug use will be considered an exacerbating, not a mitigating, condition in Social Code violations.

The following people can serve as resources for drug-related problems:

**Bernie Hershberger, Director, Counseling Center: ext. 3145**
**Sandra Hayes, Director, Health Services: ext. 3770**

**DRUG-FREE WORKPLACE ACT**

The Drug-Free Workplace Act of 1988 requires recipients of federal monies to provide and maintain a drug-free workplace. In compliance with this federal provision, students and employees should review the College’s alcohol and illegal drug policies for a detailed description of standards of conduct, health risks, community resources for support and treatment, and institutional disciplinary and criminal sanctions.

Bowdoin has no intention of intruding into the private lives of its employees; however, the College does retain the right and responsibility to expect both students and employees to conduct themselves in a manner that will not jeopardize the health and safety of others. Some of the drugs that are illegal under state or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

Any student under the influence of illegal drugs or who possesses or consumes illegal drugs at Bowdoin is subject to College disciplinary procedures and action, up to and including dismissal from the institution. The illegal manufacture, distribution, or sale of illegal substances on the premises is strictly prohibited and will constitute an offense warranting dismissal. Any illegal substance found shall be turned over to an appropriate law enforcement agency.

As part of the drug-free awareness program, Bowdoin will continue to advise and inform students and employees of the dangers of drug use and abuse in the workplace. Upon request, Bowdoin will offer non-financial assistance to students and employees seeking treatment or rehabilitation services. Referrals for assistance are available from the College Counseling Service.

**COUNSELING AND TREATMENT**

The Bowdoin College Counseling Service is staffed by mental health professionals trained in psychiatry, psychology, social work and counseling who are prepared to assist students experiencing difficulties related to the use of alcohol or drugs. The Counseling Service provides two free confidential sessions with an off-campus licensed alcohol and drug counselor to any student who thinks their alcohol or drug use may be getting out of hand. Students may also consult with the licensed substance abuse counselor or another clinician at the Counseling Service if they are concerned about a friend or family member’s alcohol or drug use. The Counseling Service staff also meets with students who are mandated for a three session alcohol and drug evaluation with a licensed alcohol and drug counselor. Typically the Office of the Dean of Student Affairs initiates these referrals following a series of alcohol/drug related infractions. In this case, students are responsible for the evaluation fee ($300) and a report will be generated at the conclusion of the assessment that will be sent to the Counseling Service where it will remain confidential. Only a brief summary will be shared with the Office of the Dean of Student Affairs to verify that a student has been evaluated and that a treatment or follow up plan is in place.

Additional referrals for substance abuse treatment are also available through community resources such as Alcoholics Anonymous (AA), Al-Anon, Narcotics Anonymous (NA), intensive outpatient chemical dependency treatment and also inpatient hospitalization for chemical dependency.
Where to Get Help:
**Health Center Staff:** 725-3770
**Counseling Services Staff:** 725-3145

Community resources:
Alcoholics Anonymous for Bath-Brunswick, hotline 882-1000 or 1-800-255-1060
Addiction Resource Center, Brunswick, 373-6950
Mid Coast Hospital, 729-0181
Parkview Adventist Medical Center, 729-1641

Inpatient Rehabilitation Services:
Mercy Hospital, Portland, 879-3600

**FEDERAL DRUG LAWS**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

**A. Denial of Federal Benefits 21 U.S.C. 862**

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

**B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853**

Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

**C. Federal Drug Trafficking Penalties 21 U.S.C. 841**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

**D. Federal Drug Possession Penalties**

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

**ALCOHOL POISONING**

The Bowdoin College Office of Safety and Security is responsible for your health and safety first. We have a relationship with our student body that is based on trust and mutual respect. Students will usually be the first to see that a fellow student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call Bowdoin Security at 725-3500. We rely on you. We are here to help our students and keep them safe.

**How alcohol poisoning can be fatal:**
- Intoxication increases the gag reflex. An intoxicated person who has passed out can choke on their own vomit.
- Alcohol is a depressant, inhibiting the brain’s ability to function. When a person has consumed too much alcohol the brain will start to shut down. Extremely intoxicated people may stop breathing or their heart may stop beating.
- Because it takes time for alcohol to enter the blood stream, some people tend to drink more than their body can handle because they don’t yet feel the effects.

**Signs and Symptoms of Alcohol Poisoning:**
- Unconscious or semiconscious
- Breathing at a rate of 8 breaths per minute or slower
- Breaths come every 8 seconds or slower
- Skin is cold, clammy, bluish, and/or pale
- Confused or altered mental state
- Vomiting
- Seizures

**What to do for someone with alcohol poisoning:**
- NEVER leave the person alone
- Don’t allow the person to “sleep it off”
- To avoid choking, have the person lie down on his side or on his stomach
- Have someone get the Proctor/RA on duty
- Have someone call Security at 725-3500 (X3500)
- Keep the person awake. If the person falls asleep or passes out, wake them up
- Don’t give the person any medications; mixing medicine with alcohol can be fatal

**Safe Drinking Advice:**
- Never leave your drink unattended or with someone you don’t know and trust.
- Know who is pouring your drink and watch them pour it.
- Don’t drink anything that has an abnormally salty taste. The drink might contain GHB, a known date rape drug.
- Don’t drink anything that appears abnormally cloudy, because it could contain a drug.
- Alternate drinking alcoholic and non-alcoholic beverages. This will help keep you hydrated and allow your body time to process the alcohol.
- Eat well. Food absorbs some of the alcohol and slows its entry into the bloodstream.
- Go to parties with trusted friends who can be counted on to watch out for one another and see that you arrive home safely.
- Use a sober designated driver or invite a friend who agrees to stay sober.
DATE RAPE DRUGS

What are date rape drugs?
These are drugs that are sometimes used to assist a sexual assault. Sexual assault is any type of sexual activity that a person does not agree to. It can include touching that is not okay; putting something into the vagina; sexual intercourse; rape; and attempted rape. These drugs are powerful and dangerous. They can be slipped into your drink when you are not looking. The drugs often have no color, smell, or taste, so you can't tell if you are being drugged. The drugs can make you become weak and confused -- or even pass out -- so that you are unable to refuse sex or defend yourself. If you are drugged, you might not remember what happened while you were drugged. Date rape drugs are used on both females and males.

The three most common date rape drugs are:

- Rohypnol
- GHB
- Ketamine

These drugs also are known as "club drugs" because they tend to be used at dance clubs, concerts, and "raves."

The term "date rape" is widely used. But most experts prefer the term "drug-facilitated sexual assault." These drugs also are used to help people commit other crimes, like robbery and physical assault. They are used on both men and women. The term "date rape" also can be misleading because the person who commits the crime might not be dating the victim. Rather, it could be an acquaintance or stranger.

What do the drugs look like?

- Rohypnol comes as a pill that dissolves in liquids. Some are small, round, and white. Newer pills are oval and green-gray in color. When slipped into a drink, a dye in these new pills makes clear liquids turn bright blue and dark drinks turn cloudy. But this color change might be hard to see in a dark drink, like cola or dark beer, or in a dark room. Also, the pills with no dye are still available. The pills may be ground up into a powder.

What effects do these drugs have on the body?
These drugs are very powerful. They can affect you very quickly and without your knowing. The length of time that the effects last varies. It depends on how much of the drug is taken and if the drug is mixed with other drugs or alcohol. Alcohol makes the drugs even stronger and can cause serious health problems -- even death.

Are these drugs legal in the United States?
Some of these drugs are legal when lawfully used for medical purposes. But that doesn't mean they are safe. These drugs are powerful and can hurt you. They should only be used under a doctor's care and order.
• Rohypnol is NOT legal in the United States. It is legal in Europe and Mexico, where it is prescribed for sleep problems and to assist anesthesia before surgery. It is brought into the United States illegally.

• Ketamine is legal in the United States for use as an anesthetic for humans and animals. It is mostly used on animals. Veterinary clinics are robbed for their ketamine supplies.

• GHB was recently made legal in the United States to treat problems from narcolepsy (a sleep disorder). Distribution of GHB for this purpose is tightly restricted.

Is alcohol a date rape drug? What about other drugs?
Any drug that can affect judgment and behavior can put a person at risk for unwanted or risky sexual activity. Alcohol is one such drug. In fact, alcohol is the drug most commonly used to help commit sexual assault. When a person drinks too much alcohol:

• It's harder to think clearly.

• It's harder to set limits and make good choices.

• It's harder to tell when a situation could be dangerous.

• It's harder to say "no" to sexual advances.

• It's harder to fight back if a sexual assault occurs.

• It's possible to black out and to have memory loss.

The club drug "ecstasy" (MDMA) has been used to commit sexual assault. It can be slipped into someone's drink without the person's knowledge. Also, a person who willingly takes ecstasy is at greater risk of sexual assault. Ecstasy can make a person feel "lovey-dovey" towards others. It also can lower a person's ability to give reasoned consent. Once under the drug's influence, a person is less able to sense danger or to resist a sexual assault.

Even if a victim of sexual assault drank alcohol or willingly took drugs, the victim is NOT at fault for being assaulted. You cannot "ask for it" or cause it to happen.

How can I protect myself from being a victim?
• Don't accept drinks from other people.

• Open containers yourself.

• Keep your drink with you at all times, even when you go to the bathroom.

• Don't share drinks.

• Don't drink from punch bowls or other common, open containers. They may already have drugs in them.

• If someone offers to get you a drink from a bar or at a party, go with the person to order your drink. Watch the drink being poured and carry it yourself.

• Don't drink anything that tastes or smells strange. Sometimes, GHB tastes salty.
• Have a nondrinking friend with you to make sure nothing happens.

• If you realize you left your drink unattended, pour it out.

• If you feel drunk and haven't drunk any alcohol -- or, if you feel like the effects of drinking alcohol are stronger than usual -- get help right away.

Are there ways to tell if I might have been drugged and raped?

It is often hard to tell. Most victims don't remember being drugged or assaulted. The victim might not be aware of the attack until 8 or 12 hours after it occurred. These drugs also leave the body very quickly. Once a victim gets help, there might be no proof that drugs were involved in the attack. But there are some signs that you might have been drugged:

• You feel drunk and haven't drunk any alcohol -- or, you feel like the effects of drinking alcohol are stronger than usual.

• You wake up feeling very hung over and disoriented or having no memory of a period of time.

• You remember having a drink, but cannot recall anything after that.

• You find that your clothes are torn or not on right.

• You feel like you had sex, but you cannot remember it.

What should I do if I think I've been drugged and raped?

• Get medical care right away. Call 911 or have a trusted friend take you to a hospital emergency room. Don't urinate, douche, bathe, brush your teeth, wash your hands, change clothes, or eat or drink before you go. These things may give evidence of the rape. The hospital will use a "rape kit" to collect evidence.

• Call the police from the hospital. Tell the police exactly what you remember. Be honest about all your activities. Remember, nothing you did -- including drinking alcohol or doing drugs -- can justify rape.

• Ask the hospital to take a urine (pee) sample that can be used to test for date rape drugs. The drugs leave your system quickly. Rohypnol stays in the body for several hours, and can be detected in the urine up to 72 hours after taking it. GHB leaves the body in 12 hours. Don't urinate before going to the hospital.

• Don't pick up or clean up where you think the assault might have occurred. There could be evidence left behind -- such as on a drinking glass or bed sheets.

• Get counseling and treatment. Feelings of shame, guilt, fear, and shock are normal. A counselor can help you work through these emotions and begin the healing process. Calling a crisis center or a hotline is a good place to start. One national hotline is the National Sexual Assault Hotline at 1-800-656-HOPE.

Source: www.medicinenet.com
COUNSELING SERVICES

Counseling Service’s mission is to promote students’ well-being, within a safe, confidential environment, through a full range of psychological support and consultation services.

Location: 32 College Street, Herbert Ross Brown House 725-3145

Hours: Monday-Friday, 8:30 a.m. - 5:00 p.m.

Schedule an Appointment: Call 725-3145 or stop by in person during business hours. Emergency Hour: 4-5 p.m. (M-F) Emergency hour is for urgent situations requiring immediate attention. No appointment is necessary, but please call ahead, if possible. Your emergency hour appointment will take place with the counselor assigned to emergency hour on that day.

Services for Students

We provide psychological services such as Individual and Group therapy; Crisis Intervention; Psychiatric Consultation and Monitoring; as well as relevant programs, workshops, classes, and retreats. Please call 725-3145 with any questions.

Individual Therapy

Given the diverse needs of the student community at Bowdoin, the Counseling Service offers both short and longer term individual therapy. Short-term therapy focuses on helping students to effectively manage a discrete challenge or to make a desired change in their life. In comparison, longer-term therapy focuses on a student’s growth and development beyond the redress of a circumscribed challenge. Currently, the Counseling Service has no limits on the number of sessions a student may be seen, however, at times an off-campus referral may be made for long-term, intensive psychotherapy requiring more than one session per week.

A student and their counselor will decide in partnership whether a short or longer term clinical contract best answers the student’s presenting needs; an open dialog between student and counselor will help to shape clinical goals as a student’s needs change. Individual therapy sessions are a maximum of 50 minutes long and usually occur on a weekly or bi-weekly basis.

Group Therapy

Group therapy is an important clinical adjunct to individual psychotherapy treatment. Past examples of groups have included body-image/eating disorders, children of alcoholics, academic self-management, loss and grief. A member of the Counseling Service staff facilitates group sessions. Please ask your individual counselor for a referral or call 725-3145 to inquire about on-going groups or to suggest a group topic. We would be happy to refer you to a member of the Counseling Service staff to discuss your idea and explore options for implementation. Off-campus referrals for relevant groups may be another option.

Psychiatric Services

The College has psychiatrists on staff at the Counseling Service to provide assessment, prescriptions, and medication monitoring. Appointments for a psychiatric consultation will be made through your counselor/therapist.
Counseling Confidentiality Policy

The issues of confidentiality are paramount. As counselors, we work to respect a student's trust and keep session information private by restricting access to records or information. Creating a trusting environment by respecting student privacy encourages honesty on the part of the student and helps create a safe, trusting environment for the process of psychotherapy. Within the Counseling Service, we may discuss students in a supervisory setting, but information will not be given to anyone outside the Counseling Service without a student's Formal Consent or permission - except in one circumstance. Law and professional ethics require us to intervene when in our judgment there is imminent risk of danger to harm self or others, for example, suicide, assault, and child or elder abuse. In emergencies, when someone is physically at risk, confidentiality must take second place; however, we would discuss the alternatives with you before taking any action that might breach confidentiality.

Students in Distress

Over the past several years, college counseling centers across the U.S. have experienced striking increases in the number of students seeking treatment for psychological problems as well as amplification of symptom severity manifested by these students. Bowdoin is no exception. Utilization of our Counseling Service has increased by approximately 50% in the past five years. In the 2001-02 academic year, one in five students sought individual counseling at our office. Forty to fifty percent of students in any given class seek on-campus psychological counseling at some point during their time here. Utilization of psychiatric medication consultations has increased tenfold since 1995. Several Bowdoin students are hospitalized annually for psychiatric conditions, while others require psychologically-related medical leaves. Suicidal ideation and self-injurious behaviors are common here and on campuses nationwide. In a recent survey of college counseling centers, 80 of 274 (30%) of schools that responded experienced at least one student suicide in a one-year period. Despite increased utilization of psychological services, many students in distress, especially those with substance abuse or eating disorders, neither seek nor receive treatment.

In the face of these national patterns and day-to-day experiences with troubled students, many faculty and staff members have expressed concern and requested information to assist them in identifying problems and helping students locate professional support. At Bowdoin, by virtue of our small size and academic values, we have committed ourselves to support students in their growth as total human beings. This document is designed to assist faculty and staff to recognize typical signs exhibited by students in distress, to communicate effectively with such students, and to refer them to appropriate campus resources.

Community Resources

Alcoholics Anonymous for Bath-Brunswick, 882-1000 or 1-800-255-1060
Addiction Resource Center, Brunswick, 373-6950
Mid Coast Hospital, 729-0181
Parkview Adventist Medical Center, 729-1641

Employee Assistance Program:
Anne Funderburk, L.C.S.W., 9 Everett Street, Brunswick, 729-7710

Inpatient Rehabilitation Services:
Mercy Hospital, Portland, 879-3600
MISSING STUDENT POLICY

Bowdoin College will actively investigate any report of a missing student and take appropriate action to ensure all notifications and actions comply with legal mandates. Investigation of such reports will be initiated immediately and procedures will be governed by federal, state, and local law, as well as internal Office of Safety and Security standard operating procedures.

1. Policy Administration

   a. Emergency Contact Designation:
      Each matriculated Bowdoin College student must pre-identify an emergency contact for any situation deemed an emergency with respect to a student’s well-being. Prior to the start of each semester, all Bowdoin College students are required to complete the emergency contact fields during the online course enrollment process, found at the Office of the Registrar web page at Office of the Registrar. At any time during the school year, students may update this information by obtaining and submitting a form at the Registrar’s Office in Moulton Union. This form may also be downloaded through links found on both the Registrar and Office of Safety and Security’s web page.

      For the purposes of this policy, the emergency contact would be notified in the event that a determination is made by campus or local authorities that the student is “missing” for a period of more than 24 hours. Not later than 24 hours after the time that the student is determined to be missing, the College is legally required to notify a custodial parent or guardian of any student who is under 18 years of age, and not an emancipated individual. Emergency contact information will be held confidentiality for use by the institution, and shared only on a need to know basis in the best interest of the student’s welfare.

   b. Inter-Departmental Coordination:
      Due to the need for data collection, timely communications, student management, and individual and campus-wide safety and security, the procedures for implementing this policy require close coordination among the Registrar’s Office, the Dean of Student Affairs, and the Office of Safety and Security.

2. Policy Procedures:

   a. Investigation/Determination of Missing:
      Without delay, the Office of Safety and Security will initiate an extensive missing person investigative process, as outlined in the Department’s Standard Operating Procedure (SOP) manual, Section D-8. The SOP contains checklists and investigative strategy to gather all pertinent report information to ascertain the gravity of the situation and further investigate.

      Engaging non-College authorities and resources in the investigation of a missing student report will be at the discretion of the Director of Safety and Security. While the Director will work closely with all appropriate Departments, and, when appropriate, law enforcement agencies, to investigate the students’ whereabouts, the final determination of a student as “missing” will be made by the Director, who will then ensure that the appropriate internal and external notifications are made.

   b. Notifications Upon Determination of “Missing”:
      Upon the Director’s determination that a student is missing, the appropriate law enforcement agencies will be notified of the missing person status within 24 hours, if not sooner. Also during this timeframe, the Director will coordinate with the Dean of Student Affairs to ensure that notification is made to the student’s designated emergency contact.
If, at any point during this process, a potential real threat to campus constituencies is identified, the Director will initiate the dissemination of appropriate information and actions necessary to safeguard the campus community. Procedures outlined in the Campus Emergency Management Plan will be employed.

c. **Action by the Office of the Dean of Student Affairs:**
   When the Office of the Dean of Student Affairs is made aware of a concern that a student may be “missing” or non-responsive to attempts to be contacted, appropriate action will be taken to assist with locating the student, including coordination with the Office of Safety and Security and other College resources.

The complete policy may be viewed under the Missing Student Policy in the student handbook.

[Missing Student Policy](#)

**WORKPLACE VIOLENCE PREVENTION**

Bowdoin College will not tolerate any form of violence in the workplace. Workplace violence may be defined as either physical or verbal aggression and may occur in various forms, including verbal threats and assaults. It is very important that all employees and supervisors are aware of this policy and report directly to Safety and Security any or all incidents that they perceive as potentially violent. The appropriate supervisor or department head should also be notified. In an effort to prevent workplace violence at Bowdoin College, all reported threats will be thoroughly investigated through a cooperative effort by the appropriate supervisors, department heads, Human Resources and Safety and Security.

Caution and common sense can minimize the risk of workplace violence. All employees should keep in mind the following **Personal Safety Tips:**

- Never open the door of your office to a stranger before or after regular business hours.
- Notify Safety and Security if working exceptionally early or late hours alone.
- When alone, do not mention this fact to telephone callers.
- Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
- Report any strange or threatening looking individuals to Safety and Security.
- Make a mental note of suspicious strangers in case a later crisis does occur.

Any employee who engages in any form of workplace violence will be subject to disciplinary action up to and including immediate termination of employment. Supervisors must document any event or report of workplace violence in their areas and advise Security of the same, even if the threat or situation does not at first seem serious. The report should be thorough and contain as many detailed facts as possible including:

- name of person reporting the incident
- name of the employee alleged to have been violent or threatening
- date of the report and incident
- location where the incident occurred
- name(s) of the potential victims
- name(s) of witnesses
- description of details of the incident
- specific description of verbal or physical violence that occurred
- details that might assist in identification (e.g., license plate number, etc.)
DISCRIMINATION POLICY

Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment of others because of race, ethnicity, nation of origin, religious affiliation, gender, age, sexual orientation, gender identity and/or expression, physical disability, or other characteristics has no place in an intellectual community. If members of the Bowdoin community experience or witness any apparent incident of harassment or discrimination by students, faculty, or staff, they may discuss their concerns or request advice from deans, academic advisors, proctors, or resident advisors. Such incidents violate both the ideals of the College and its Social Code and may be subject to appropriate disciplinary sanctions. When such incidents violate the statutes of the State of Maine, criminal prosecution may be pursued.

HAZING POLICY

A learning community has a distinctive set of values and qualities meant to support individual growth and development. At Bowdoin, we value traditions, rituals, and rites of passage because they remind community members of their connections to one another and to the past and future of the College; they can build important bonds between groups and individuals. Athletic team or student organization initiations or traditions, however, that attempt to build these bonds between members must do so in an affirming way without coercion of any kind. In a learning community such as ours, we value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation.

College Policy and Maine Law

Hazing is strictly prohibited at Bowdoin by College policy and by Maine law. Violation of the hazing policy may subject an individual or recognized organization or team to disciplinary action, either administrative or via the Judicial Board, with penalties up to and including suspension or dismissal for individuals and suspension or termination in the case of a student organization or team. In addition to incurring serious College-imposed consequences for violations of Bowdoin policy, students and organizations may be subject to criminal prosecution by legal authorities for violation of the Maine injurious hazing law, which defines “injurious hazing” as: “any action or situation which recklessly or intentionally endangers the mental or physical health of a student enrolled at an institution in this State.”

Bowdoin defines hazing more broadly as: Any activity that is part of an initiation, participation, or affiliation in a group that 1) physically or psychologically humiliates, degrades, abuses, or endangers—regardless of a person’s willingness to participate; 2) results in the disruption of the educational process or the impairment of academic performance; or 3) violates College policy or state law. This applies to behavior on or off campus. Note: Hazing does not include actions or situations that are subsidiary to officially sanctioned and supervised College activities such as athletic training and events, e.g. running extra laps at practice. Examples of hazing include but are not limited to the following: physical threats or abuse of any kind; encouraging or requiring a person to consume alcohol, drugs, or foreign or unusual substances; forcing a student into a violation of the law or College policy such as indecent exposure, theft, or trespassing; confining a person or taking a person to an outlying area and dropping him/her off; servitude such as encouraging or requiring a person to run personal errands; requiring a shaved head or the wearing of conspicuous apparel in public; and depriving a person of sleep.

Identifying Hazing

Hazing is a form of victimization. It is premeditated and not accidental. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological discomfort or harm or of activities that demonstrate disregard for another person’s dignity or well-being. A level of coercion is
often involved, i.e. those being hazed either couldn’t or didn’t feel they could opt out because of the peer pressure involved and the desire to belong to the group.

The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Here are some key questions to consider:

- Is a person or group being singled out because of status?
- Are the activities being planned in advance?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Is there a concern about safety?
- Is there a level of coercion and peer pressure involved and how easily are people able to opt out?
- Will current members refuse to do exactly what the new members are being asked to do?
- Do the activities interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Is alcohol involved?
- Is there a sexual element to the activity?
- Do any activities violate College policy or federal, state or local law?

Some incidents of hazing are more serious than others. Generally, the greater the actual or potential physical or psychological harm, the more severe the hazing. Hazing incidents typically involve perpetrators (the planners and organizers), bystanders (those who participate but were not hazed or involved in the planning or organizing), and victims (those who were hazed). All involved are responsible for their behavior, but consequences will generally differ based on the seriousness of the incident and one’s level of responsibility, planning, or participation.

There are new-member activities that are positive and/or educationally valid, e.g. community service projects, movie nights, ropes course training, tournaments around team history, etc. Ask if you would have any reservations describing the activity to parents, grandparents, a professor, dean, police officer or judge; or ask how you would feel if the activity was photographed and appeared in the Orient or on Facebook, YouTube, or local TV. If either or both would unsettle you, then the activity probably constitutes hazing.

Hazing has dangerous potential to harm individuals, to damage organizations and teams, and to undermine the educational mission of the College and the fundamental values of our learning community. As such, no student, College employee, College volunteer, student organization, athletic team, or other College-recognized group or association shall conduct or condone hazing activities, consensual or not.

Taking Action

When in doubt about an activity, ask a dean or a coach or other College employee who works with student organizations or teams. They can provide additional examples of behaviors that might constitute hazing, examples of positive group bonding activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support.

At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security if they encounter activities that put others in physical or psychological harm or discomfort as long as they can do so without jeopardizing their own safety or the safety of others. By stepping up and taking action, bystanders are frequently able to put an
end to inappropriate behavior before things get out of hand. Bowdoin students and employees should notify appropriate College officials (Security, deans in the Office of Student Affairs, coaches or other College officials who have responsibilities for student organizations) of any perceived instance of hazing as defined by College policy and/or law and do so as soon as possible so the activity can be stopped or the allegations can be investigated.

Reports may be made directly or anonymously by submitting an anonymous letter to an appropriate College official or asking a College official that the report remain anonymous.

**STUDENT SEXUAL MISCONDUCT POLICY AND PROCEDURE**

The health, safety and well-being of students is the College’s primary concern. If you or someone you know may be the victim of any form of Sexual Misconduct, you are strongly urged to seek immediate assistance from the appropriate community resource. Assistance can be obtained 24 hours a day, seven days a week from:

* Police (Town of Brunswick): **911 or (207) 725-6620**
* Sexual Support Services of Midcoast Maine: **(800) 871-7741**
* Mid Coast Hospital: **911 or (207) 729-0181**
* Parkview Adventist Medical Center: **911 or (207) 373-2000**

You are also strongly urged to contact the Advisor to the Student Sexual Misconduct Board (the “Advisor”), Meadow Davis, who is the designated Title IX Deputy Coordinator for the purposes of this Policy, by telephone at (207) 721-5189 or by email at mdavis1@bowdoin.edu, as soon as reasonably possible to report any Sexual Misconduct you believe may have occurred. The Advisor can help connect students to the resources available on campus and in the community as well as explaining the processes available through this Policy.

This Policy covers complaints of alleged Sexual Misconduct by Bowdoin College students. If you or someone you know may be the victim of Sexual Misconduct by a member of the College’s faculty or staff, you may report such misconduct or file a Complaint with the College’s Title IX Coordinator. Bowdoin College’s Title IX Coordinator is the Director of Human Resources, Tamara Spoerri, who can be reached at the Office of Human Resources (in person in the McLellan Building First Floor, by telephone at (207) 725-3838 or by email at tspoerri@bowdoin.edu).

Further information about Title IX and sex discrimination in education is available from the Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100 (by Customer Service Hotline: (800) 421-3481; fax: (202) 453-6012; TDD: (877) 521-2171; email: OCR@ed.gov; or on the web at [Office for Civil Rights](https://www2.ed.gov/about/offices/list/ocr/)).

**I. INTRODUCTION**

**A. Overview of College Procedures**

Sexual Misconduct, as defined by this Student Sexual Misconduct Policy and Procedures (this “Policy”), comprises a broad range of behavior that will not be tolerated in the College’s community of trust. For purposes of this Policy, “Sexual Misconduct” includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, each as more fully defined below. Sexual Misconduct is a serious offense that violates College policy and federal law and may also be subject to criminal prosecution. The College encourages students to report Sexual Misconduct promptly to local law enforcement agencies and under these administrative provisions for the timely and fair resolution of Sexual Misconduct Complaints.
As a recipient of federal funds, the College is required to and does comply with Title IX of the Education Amendments of 1972, 20 USC 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs and activities. Sexual Misconduct, as defined by this Policy, is a form of sex discrimination prohibited by Title IX. Students who have experienced instances of Sexual Misconduct may receive support from a variety of sources, including the Office of the Dean of Student Affairs, Women's Resource Center, Resource Center for Sexual and Gender Diversity, Counseling Services, Health Services, Sexual Assault Support Services of Midcoast Maine (SASSMM), and Safe Space. The College urges all of its students to become familiar with available support services and obtain this support. College students are eligible to receive support regardless of whether they elect to pursue administrative remedies under these procedures.

The College offers alternative options to address cases of alleged Sexual Misconduct within the framework of the College’s administrative processes. The options are designed to provide an opportunity for parties to present their versions of the incident and to understand the nature of the incident and its effects on each party and the College community. The options differ in their procedures, degree of formality, and potential results.

The initiation of procedural options is normally coordinated through the Advisor to the Student Sexual Misconduct Board. However, nothing in these procedures precludes the Dean of Student Affairs or other College officials from taking appropriate action to enforce College policy or comply with applicable law in response to a report of Sexual Misconduct. This would include, but not be limited to, restricting contacts between the parties, initiating housing or academic accommodations, or ordering interim suspensions. The College may take appropriate protective and administrative action even in situations where the student who alleges that Sexual Misconduct has been committed against him/herself is absent. Use of these procedures does not preclude the use of other dispute resolution options outside the College, including civil and/or criminal proceedings.

Instances in which a current Bowdoin College student is alleged to have committed Sexual Misconduct may be resolved through the procedures outlined herein. These procedures apply to all students who are currently matriculants, 12 College Exchange or Special Students at Bowdoin College. Instances in which a non-student College employee is alleged to have committed Sexual Misconduct will be resolved through the appropriate College department, e.g., Human Resources or Academic Affairs. The Office of the Dean of Student Affairs will assist students in accessing support and resources in these other instances involving a non-student College employee.

**B. Definitions**

“Advisor” means Advisor to the Student Sexual Misconduct Board. This person is appointed by the Dean of Student Affairs and is designated as the Title IX Deputy Coordinator for purposes of this Policy.

“Board Chair” means the Chair of the Student Sexual Misconduct Board. The Chair is the Dean of Student Affairs or his/her designee.


“Complainant” means the individual who alleges that Sexual Misconduct has been committed against him/herself or against another individual.

“Complaint” means the document prepared by the Advisor, and signed by the Complainant, that sets forth the name of the Respondent, and the date, location and nature of the alleged Sexual Misconduct.
“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the Respondent knows or reasonably should have known of such Incapacitation. The use of alcohol or other drugs will never function to excuse behavior that violates this Policy. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. In addition, certain states have designated a minimum age under which a person cannot give Effective Consent.

“Expert Witness” means any individual who has expertise, training or special knowledge that is relevant to the specific details of a Sexual Misconduct case.


“Force” means physical force, violence, threat, intimidation or coercion.

“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, Incapacitation is determined by how the alcohol [or other drug] consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments.

“Investigator” means the neutral fact-finder, who, during the course of a Sexual Misconduct investigation, typically conducts interviews with the Complainant, the Respondent, and each third-party Witness and completes the Investigative Report. The Investigator decides, based on his/her investigation, whether there is substantial basis for a hearing.

“Investigative Report” means the report, submitted to the Advisor, the Complainant and the Respondent. The report generally includes summaries of all interviews, copies of all other evidence, and a detailed written analysis of the events in question.

“Respondent” means the individual student who is alleged to have committed one or more acts of Sexual Misconduct.

“Sexual Misconduct” is a broad term encompassing “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse,” as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate sexual relationship. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex.

“Non-Consensual Sexual Contact” means Sexual Contact that occurs without Effective Consent.

“Non-Consensual Sexual Intercourse” means Sexual Intercourse that occurs without Effective Consent.

“Sexual Contact” means the deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person’s intimate parts.

“Sexual Exploitation” means taking sexual advantage of another person without Effective Consent, and includes, without limitation, causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person; recording, photographing or transmitting identifiable images of private sexual activity and/or the intimate parts (including genitalia, groin, breasts or buttocks) of another person; allowing third parties to observe private sexual acts; engaging in
voyeurism; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection.

“Sexual Harassment” means unwelcome conduct, based on sex or gender stereotypes, which is sufficiently serious that it unreasonably or substantially interferes with a student’s College employment, academic performance or participation in College programs or activities or creates a living, learning or working environment that a reasonable person would find intimidating, hostile or offensive. Sexual Harassment, if severe, pervasive, or objectively offensive, may include, for example, unwelcome physical contact, sexually explicit comments in person or via phone, letter, note, gift, text message, email or other electronic medium, sexual advances, requests for sexual favors, unwelcome invitations to engage in sexual activity, unwelcome commentary about an individual’s body or sexual activities, threatening to engage in an unwelcome sexual act with another person, engaging in indecent exposure, and stalking or cyber-stalking. Title IX and this Policy prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. In evaluating any Complaint of Sexual Harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute Sexual Harassment. The conduct in question must be objectively intimidating, hostile or offensive and interfere with a person’s right to equally participate in programs and activities of the College.

“Sexual Intercourse” means penetration (anal, oral or vaginal) by a penis, tongue, finger or an inanimate object.

“Witness” means any individual who can attest first-hand to the specific details of an alleged Sexual Misconduct case.

C. Geographic Jurisdiction
Bowdoin students are responsible for their behavior on and off campus and are expected to comply with the Bowdoin College Academic Honor Code and Social Code, including the Sexual Misconduct Policy, in all circumstances. Therefore, this Policy applies to any allegation of Sexual Misconduct against a Bowdoin student, regardless of where the alleged Sexual Misconduct occurred. Although there is no geographical limitation to invoking this Policy, Sexual Misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate.

D. Procedural Options
The College has established two procedures to address cases of alleged Sexual Misconduct based on the filing of a written Complaint with the Office of the Dean of Student Affairs: Formal and Informal Resolution. Details of these procedures and any limitations on their use are outlined below.

E. Timing of Complaints and Availability of Procedures
Any person may file a Complaint of Sexual Misconduct against a Bowdoin College student under this Policy. So long as the Respondent is matriculated as a Bowdoin College student, there is no time limit to invoking this Policy. Nevertheless, students are encouraged to report alleged Sexual Misconduct immediately in order to maximize the College’s ability to obtain evidence and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant evidence and Witness testimony and may impair the College’s ability to enforce this Policy.

Under no circumstances will the College allow an impending graduation to compromise its resolution processes. The conferral of a degree may therefore be postponed or deferred, if necessary, until proper resolution of any Sexual Misconduct charges, provided that a hearing opportunity will be scheduled for the earliest practicable date that can accommodate the parties and their Witnesses.
F. Retaliation
It is a violation of College policy to retaliate against any person making a Complaint of Sexual Misconduct or against any person cooperating in the investigation of (including testifying as a Witness to) any allegation of Sexual Misconduct. For these purposes, “retaliation” includes intimidation, threats, and other adverse action against any such Complainant or third party. Retaliation should be reported promptly to the Advisor and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of Sexual Misconduct.

G. Other Related Misconduct
In accordance with this Policy, the Student Sexual Misconduct Board is empowered to hear allegations of, and to impose sanctions for, Sexual Misconduct and any alleged violations of the Bowdoin College Academic Honor Code and Social Code directly related to the alleged Sexual Misconduct or any alleged violations of this Policy. Such related misconduct may include, without limitation, violations of the rules of privacy and/or confidentiality as articulated herein, violations of the Dean’s or Advisor’s directive(s) and/or protective action(s), and/or violations of the Bowdoin College Academic Honor Code and Social Code that occurred in the course of the alleged Sexual Misconduct.

College students who appear before the Student Sexual Misconduct Board, whether as parties to the proceedings or as Witnesses, are expected to provide truthful testimony in accordance with the College's Academic Honor Code and Social Code, and failure to do so may result in the initiation of a case with the Judicial Board.

H. Criminal Proceedings
Because Sexual Misconduct may constitute both a violation of this Policy and criminal activity, Bowdoin encourages students to report alleged Sexual Misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the Complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The Complainant in such cases may request that the Advisor identify a member of the Dean’s Office to assist the Complainant in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a Complaint of Sexual Misconduct under this Policy is independent of any criminal investigation or proceeding and (except that the College’s investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceeding to commence its own investigation and take interim measures to protect the Complainant and the Bowdoin community, if necessary, as described in Section II.D., below.

II. THE PROCESS: INITIAL STEPS

A. Intake Meeting with Complainant
Upon receipt of notice of any allegation of Sexual Misconduct, the Advisor will first schedule an individual intake meeting with the Complainant in order to provide to the Complainant a general understanding of this Policy and to identify forms of support or immediate interventions available to the Complainant. The intake meeting may also involve a discussion of any accommodations that may be appropriate concerning the Complainant’s academic, College housing, and/or College employment arrangements.
B. Complainant Wishes to Pursue Formal or Informal Resolution

At the initial intake meeting with the Complainant, the Advisor will seek to determine how the Complainant wishes to proceed, i.e., whether the Complainant wishes to pursue Formal Resolution, Informal Resolution or does not wish to pursue resolution of any kind. If the Complainant wishes to proceed with either Formal or Informal Resolution, the Advisor will determine the name of the Respondent, and the date, location and nature of the alleged Sexual Misconduct, and will schedule an individual intake meeting with the Respondent in order to provide to the Respondent a general understanding of this Policy and to identify forms of support or immediate interventions available to the Respondent.

If the Complainant wishes to proceed with Formal Resolution, the Advisor will promptly prepare and forward a formal Complaint, signed by the Complainant, to the Investigator for investigation, in accordance with Section III.C., below. The formal Complaint will set forth the name of the Respondent, and the date, location and nature of the alleged Sexual Misconduct.

A Complainant may choose to file a formal Complaint of Sexual Misconduct, but to participate in the process solely as a Witness and may decline to provide pre-hearing submissions, to attend the pre-hearing meeting, to attend the hearing for the testimony of the Respondent or other Witnesses, to call Witnesses, to pose questions of the Respondent or other Witnesses, or to make opening or closing statements, as described in Section III.K., below.

If the Complainant wishes to proceed with Informal Resolution, the Advisor will promptly refer the Complainant to the Student Sexual Misconduct Board Chair to initiate Informal Resolution proceedings, in accordance with Section IV, below.

C. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If the Complainant does not wish to pursue Formal or Informal Resolution and/or requests that his or her Complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the Complainant’s Complaint consistent with the Complainant’s request(s). If the Complainant requests that his or her name or other identifiable information not be disclosed to the Respondent, the Advisor will inform the Complainant that the College’s ability to respond may be limited and that Title IX prohibits retaliation. If the Complainant requests that his or her Complaint not be resolved, such request shall be in writing and include a waiver of investigation and resolution. The College will evaluate the Complainant’s request(s) for confidentiality or no action in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Advisor may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant’s request(s) against the following factors: the seriousness of the alleged Sexual Misconduct; the Complainant’s age; whether there have been other complaints of Sexual Misconduct against the same Respondent; and the Respondent’s right to receive information about the allegation if the information is maintained by the College as an “education record” under FERPA. The Advisor will inform the Complainant if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the Complaint not be resolved, the Advisor reserves the authority to undertake an appropriate inquiry, issue a “no-contact” order, and take other reasonably necessary measures, including the interim measures described in Section II.D., below.

D. Interim Measures

In all Complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue Formal Resolution, Informal Resolution or no resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community, including taking appropriate interim measures before the final outcome of the investigation and hearing, if any.
Accordingly, at or after the Intake Meeting, the Advisor may impose a “no-contact” order, which typically will include a directive that the Respondent refrain from having contact with the Complainant, directly or through proxies, whether in person or via electronic means, pending the investigation and, if applicable, the hearing. The Advisor, as the Title IX Deputy Coordinator for purposes of this Policy, or the Dean of Student Affairs, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, ordering interim suspensions, and directing appropriate College officials to alter the students’ academic, College housing and/or College employment arrangements. When taking steps to separate the Complainant and the Respondent, the Advisor or the Dean of Student Affairs will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the Complainant to continue in his or her academic, College housing and/or College employment arrangements. Violations of the Advisor’s or Dean’s directives and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

III. FORMAL RESOLUTION

A Complainant may elect to pursue Formal Resolution, which may involve a hearing before a panel of the Student Sexual Misconduct Board, as more particularly described in this section.

The parties may waive minimum time limits set forth in this Policy; the Student Sexual Misconduct Board Chair may extend maximum time limits in his or her sole discretion.

A. Student Sexual Misconduct Board
The Board is composed of students, faculty, and staff, and the Dean of Student Affairs or his/her designee serves as its Chair. The Committee on Governance and Faculty Affairs appoints faculty. Student members will be appointed from current members of the Judicial Board. An ex-officio Board Advisor will be appointed by the Dean of Student Affairs. The Board Chair and Advisor shall ensure all Board members receive annual training that draws on professional and expert resources.

B. The Hearing Panel
The panel shall include one student and two faculty/staff members, one of whom will serve as the presiding chair. The Dean of Student Affairs will serve as Chair of the Student Sexual Misconduct Board and will either serve as the presiding chair or will appoint the presiding chair of a formal hearing. If the Dean of Student Affairs or his/her designee is unavailable, the President shall select the panel members and designate a Board member to preside over the hearing.

C. Investigation
When the Complainant elects to pursue Formal Resolution, the Advisor will prepare and forward the Complaint, signed by the Complainant, to a trained Investigator. The Investigator is a neutral fact-finder, who, during the course of the investigation, typically conducts interviews with the Complainant, the Respondent and each third-party Witness (including Expert Witnesses, where applicable) and where applicable, coordinates with law enforcement agencies to collect and preserve relevant evidence. The completed Investigative Report includes, among other things, summaries of interviews with the Complainant, the Respondent and each third-party Witness; summaries of interviews with Expert Witnesses, where applicable; photographic, electronic and forensic evidence; and a detailed written analysis of the events in question (the “Investigative Report”). A typical investigation will be completed within sixty (60) days. The Investigative Report will be distributed, concurrently, to both of the parties. If a hearing is held, the Board Chair and the Panel will also be provided with a copy of the Investigative Report.

D. Granting/Denying a Hearing
After investigation of a Complaint, if the Investigator determines that there is a substantial basis for a hearing, notice of that determination will be delivered, by the Advisor, to the Complainant, Respondent
and Dean of Student Affairs. The Investigator’s determination of a substantial basis for a hearing is based on whether sufficient facts exist to allow the Student Sexual Misconduct Board to find a violation of this Policy. The Investigator may specify which alleged violations of this Policy (i.e., which type or types of Sexual Misconduct) and, if applicable, which other, related alleged misconduct will go forward to a hearing.

Within five (5) working days of receipt of the Investigator’s determination, the Complainant may appeal a determination denying a hearing to the Dean of Student Affairs or his/her designee whose decision shall be final. If a hearing is denied by the Investigator or by the Dean of Student Affairs or his/her designee on appeal, the Complainant may proceed with Informal Resolution.

E. Complainant Changes Election to Informal Resolution
After reviewing the Investigative Report, the Complainant may elect to pursue Informal Resolution instead of Formal Resolution, by making such request to the Advisor or the Board Chair prior to the hearing date.

F. Respondent Elects to Accept Responsibility
At any time prior to the hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct. In such cases, the Board Chair will propose a resolution to the Complaint and a sanction. If both the Complainant and the Respondent agree to the proposed sanction, the Complaint is resolved without a hearing. If either the Complainant or the Respondent objects to such proposed sanction, a hearing before the Board will be convened for the exclusive purpose of determining a sanction, which determination is not subject to appeal. For purposes of this sanction hearing, all of the other provisions of this Policy relating to the imposition of a sanction for Sexual Misconduct shall apply.

G. Notice of Charges
If a hearing is granted by the Investigator or by the Dean of Student Affairs or his/her designee on appeal, the Advisor on behalf of the Office of the Dean of Student Affairs will commence the Formal Resolution process by providing written notice to the Respondent ("Notice of Charges") stating: (1) the nature of the complaint; (2) the aspects of the Sexual Misconduct Policy and/or Bowdoin College Academic Honor Code and Social Code allegedly violated; (3) the name of the Complainant; (4) the date, time, and place of the pre-hearing meeting at which preliminary matters will be discussed as more fully addressed in Section III.K.c., below; and (5) the names of the Board members selected by the Chair of the Student Sexual Misconduct Board to serve as the hearing panel. The Complainant shall be copied on the Notice of Charges, which shall be delivered in accordance with any method outlined in paragraph I below.

H. Challenges to Panel
A party wishing to challenge the participation of any panel member shall notify the Board Chair of the Student Sexual Misconduct Board in writing, stating the reason(s) for the party’s objection. Such a challenge must be made in writing and delivered to the Board Chair’s office within five (5) working days of receipt of the Notice of Charges. The Board Chair will determine whether the challenge has merit and reserves discretion to make changes in the panel composition at all times. A party wishing to challenge the participation of the Board Chair of the Student Sexual Misconduct Board shall notify the President in writing, stating the reason(s) for the party’s objection, within five (5) working days of receipt of the Notice of Charges. The President will determine if challenges to the Board Chair have merit and will make the final decision whether or not to remove and replace the Board Chair.

I. Delivery of Notice of Charges
The Notice of Charges will be delivered, at the Advisor’s discretion, by e-mail or in person, and will be considered effective immediately upon delivery. The hearing will be scheduled promptly following
delivery of the Notice of Charges. The parties are expected to cooperate in the scheduling of the hearing.

J. Supporters to the Parties
Both the Complainant and the Respondent may each have one Supporter present to support and assist them during the Intake Meeting, Investigation, Informal Resolution or pre-hearing, hearing, and appeal stages of the Formal Resolution process. The Advisor will appoint to each party a Supporter who has completed the training required by the College or students may select and arrange for a Supporter of their choice provided that the Supporter shall be a member of the Bowdoin community, including a student, faculty member, College official or College employee, but shall not be a member of the Dean of Student Affairs or Counseling Service staffs. The Board Chair may disallow a particular Supporter in cases where the Supporter might be a Witness or where the Supporter’s presence, in the Board Chair’s sole determination, would be obstructive to the process. The Supporter is available for emotional and personal support and assistance throughout the process. If a hearing is held, the Supporter will not have an opportunity to make statements to the panel, direct questions to the panel, or direct questions to the Complainant, the Respondent or any other individual participating in the hearing. The Board Chair shall not allow a Supporter’s presence to inhibit the parties’ open testimony or the conduct of the hearing.

K. Hearing Procedures

a. Attendance at Hearing: Should the Complainant or the Respondent fail to appear at the scheduled hearing, the Board Chair may postpone the proceedings or direct that the panel proceed and determine the Complaint on the basis of the Investigative Report and other available information, provided the absent party was duly notified of the scheduled hearing date, as outlined above.

b. Pre-Hearing Submissions: The parties may provide the Board Chair with a list of Witnesses they propose to call, and copies of documents and a description of any other evidence they propose to present at the hearing, on or before a date set by the Chair. In the absence of good cause as determined by the Board Chair in his or her sole discretion, parties may not introduce Witnesses, documents, or other evidence at the hearing that were not provided to the Board Chair by the deadline set by the Board Chair. The parties are also responsible for the attendance of their Witnesses at the hearing. The Board Chair reserves the right to call a Witness not listed by either party. The Board Chair also reserves the right to solicit expert information or call an Expert Witness that might assist the Board in its work. The parties may not call an Expert Witness. The Board Chair will notify both parties prior to the hearing if such Witnesses are called or such expert information is solicited. The prior sexual history of either party is not admissible in the hearing, except testimony submitted by a party concerning his or her own sexual history. Either party may submit evidence of the history of any sexual relationship between the parties. If either party submits such evidence, then the other party has the right to rebut that evidence.

c. Pre-Hearing Meeting and Determination of Witnesses: The Board Chair will schedule individual pre-hearing meetings with the Complainant and the Respondent and their Supporters prior to the hearing date. At the meeting, the Board Chair will review hearing procedures. The Board Chair will also review the list of proposed Witnesses to assist the Complainant and the Respondent in eliminating redundant or irrelevant testimony. At the meetings, the Board Chair will provide the Complainant and the Respondent with a copy of the list of Witnesses, and identification or copies of documents or other evidence submitted by the other party. The College reserves the right, through the Board Chair, (a) to add to or modify the alleged violations specified by the Investigator, at the pre-hearing meeting, and (b) to add Witnesses to the Witness lists at the pre-hearing meeting and/or with reasonable notice prior to the hearing.

d. Pre-Hearing Board Preparation: Once a Board member has been named to a hearing panel, he or she may not publicly or privately discuss the merits of the case with the parties, with anyone acting on the parties’ behalves, or anyone uninvolved in the case. The Board Chair will provide the panelists with a
copy of the Notice of Charges, the Investigative Report, of the list of Witnesses submitted by the parties and any other documents or evidence submitted by the parties. The panel will not be bound by any findings or conclusions in the Investigative Report.

e. Legal Counsel: The Complainant and the Respondent may have an attorney present during the Investigator’s interview or at the hearing only when independent criminal proceedings are pending; otherwise, attorneys shall not participate in the College’s disciplinary process. When attorneys are permitted, they are limited to advisory status to their client with no opportunities to make statements for the record, ask questions, or cross-examine any parties, Witnesses and/or other individuals participating in the investigation or in the hearing. Involved parties must notify the Board Chair that an attorney will be present at least five (5) working days prior to the hearing.

Any attorney for a party wishing to communicate with the College must direct communications to the College’s counsel. The hearing panel, Advisor, and Board Chair reserve the right to consult the College’s counsel on questions of law and procedure at any time.

f. Multiple Students: In cases involving multiple students, the Board Chair has sole discretion in determining whether to hold separate or combined hearings, and, if separate, whether to preside over each hearing.

i. In cases involving more than one Complainant and a single Respondent, the Board may conduct separate hearings for each Complainant or a combined hearing for all Complainants.

ii. In cases involving a single Complainant and more than one Respondent, the Board may conduct separate hearings for each Respondent or a combined hearing for all Respondents.

iii. In cases involving more than one Complainant and more than one Respondent and involving a common set of facts or evidence, the Board may conduct separate hearings or a combined hearing for all of the parties.

g. Conduct of the Hearing: The hearing will not follow a courtroom model, and the rules of evidence and civil or criminal procedure do not apply. Upon timely request by a party or Witness, the Board Chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, the Respondent, or any other Witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statement or other means, where and as determined in the sole discretion of the Board Chair to be appropriate.

The Board Chair has the sole discretion to commence, recess, and reconvene the hearing and may suspend the hearing at any time. The Board Chair will make any procedural decisions during the hearing that are deemed necessary to assure fairness and avoid undue delay. The Board Chair will determine the admissibility, relevance, and materiality of the evidence offered and will determine the order of the Witnesses. The Board Chair may exclude evidence or Witnesses that he/she deems to be cumulative, irrelevant, or disruptive.

Members of the hearing panel will review in advance of the hearing all the written materials provided to them by the Board Chair. The parties will have received or been provided the opportunity to review and copy these materials during earlier stages of the pre-hearing process. The parties will not be expected to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the Investigative Report or other written materials.

Both parties will have the opportunity to present an opening statement at the start of the hearing. Only the Board Chair and the panel may question the individual parties and any Witnesses. However, the
Complainant and the Respondent may ask the Board Chair to pose additional questions to Witnesses present at the hearing or inquire further into specific matters by submitting these requests to the Board Chair in writing or orally, at the discretion of the Chair. The Board Chair may disallow or reframe any questions that are redundant, irrelevant or disruptive. After all Witnesses have been questioned, the Complainant and the Respondent may make a closing statement and request a short recess to prepare it. If, prior to the conclusion of the hearing, the panel determines that unresolved issues exist that would be clarified by the presentation of additional evidence, the Board Chair may suspend the hearing and reconvene it in a timely manner to receive such additional information, call rebuttal Witnesses, or call back Witnesses who have already appeared. A recess may not be based on the failure of Witnesses to appear without good cause or on the proposed introduction of documents or other evidence that could have been presented at the pre-hearing meetings.

**h. Respondent Testimony:** The Respondent shall have the right not to testify during the investigation or hearing; however, the exercise of that right shall not preclude the Investigator from completing the investigation and the panel from proceeding and determining the Complaint on the basis of the Investigative Report and other available information, including any inferences fairly drawn from the Respondent’s failure to testify.

**i. Recording:** The Board Chair will arrange for the hearing to be recorded and may arrange for the preparation of any transcript of the recording that he or she deems appropriate or which a party requests (upon prompt payment by the requester of the transcription fee). Such recording will be arranged through the Office of the Dean of Student Affairs and will become property of the College thereafter. The panel’s post-hearing deliberation will not be recorded. For more information on the privacy of the hearing process, see Section III.K.o., below.

**j. Preponderance of Evidence Standard:** All decisions by the panel will be made by majority vote. The panel first determines whether the Respondent is responsible for the charges, and then, if appropriate, the sanction. A finding of responsibility must be supported by a preponderance of evidence. A preponderance of the evidence means that the information shows that it is “more likely than not” that the Respondent violated this Policy.

**k. Impact Statement:** If the Respondent is found responsible for Sexual Misconduct, the Complainant may present the panel with a statement, either verbally or in writing at the sole discretion of the Board Chair, recommending a sanction (the “Impact Statement”). The Respondent will be provided an opportunity to respond to the statement either verbally or in writing at the sole discretion of the Board Chair. The panel is not bound by these statements in determining a sanction. Individuals other than the Complainant and the Respondent and their Supporters normally are not permitted to participate at the Impact Statement phase of the hearing; however, the Board Chair reserves the discretion to permit the presence of other persons.

**l. Sanction:** The panel may impose any sanction that it finds to be fair and proportionate to the violation and that is authorized for violations of the Sexual Misconduct Policy and/or the Bowdoin College Academic Honor Code and Social Code, including but not limited to social probation, suspension, and indefinite or permanent dismissal. In determining an appropriate sanction, the panel may consider any record of past violation(s) of the Sexual Misconduct Policy, the Bowdoin College Academic Honor Code and Social Code and/or any directives or protective actions, as well as the nature and severity of such past violation(s). The panel will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the Complainant and the Bowdoin community.

**m. Decision:** Within five (5) working days from the conclusion of the hearing (or such longer time as the Board Chair may for good cause determine), the Board Chair will provide concurrently the Complainant, the Respondent, and the Dean of Student Affairs (if he/she is not the Chair) with a copy of the panel’s
Final Outcome Letter. The Final Outcome Letter will set forth, as required by the Clery Act, the name of the Respondent; the violation(s) of this Policy for which the Respondent was found responsible, if any; any essential findings supporting the Panel’s decision on the issue of responsibility; and the sanction imposed, if any. College policy neither encourages nor discourages the further disclosure of the Final Outcome Letter by either the Complainant or the Respondent.

n. Effective Date of Sanction: Sanctions imposed by the Panel are not effective until any timely administrative appeal of the decision is completed. However, if advisable to protect the welfare of the Complainant or the College community, the Panel may include in its Final Outcome Letter that any probation, suspension, or dismissal is effective immediately and shall continue in effect until such time as the Student Appeals and Grievances Committee may determine otherwise. As Chair of the Student Appeals and Grievances Committee, the President may suspend the implementation of the sanction pending exhaustion of appeal, or allow the student to attend classes or other activity on a supervised or monitored basis. The President’s decision may not be appealed.

o. Privacy of the Hearing Process: In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the hearing process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the Investigative Report, the Notice of Charges, and the pre-hearing submissions referenced in Section III.K.b above, documents, testimony or other information introduced at the hearing, and any transcripts of the investigative interviews or hearing itself) may not be disclosed outside of the hearing procedures, except as may be required or authorized by law.

p. Appeals: Either the Complainant or the Respondent may appeal the Panel’s decision by notifying the President of the College, who serves as the Chair of the Student Appeals and Grievances Committee, in writing with any supporting materials within five (5) working days of the Panel’s decision. The Office of the Dean of Student Affairs may provide a written statement to the Student Appeals and Grievances Committee in response to issues raised in the appeal. A case is limited to one appeal.

The Student Appeals and Grievances Committee will limit its review of Student Sexual Misconduct Board decisions to a review of the record of the original hearing, supporting documents, and any statement by the Complainant, the Respondent, and/or the Office of the Dean of Student Affairs regarding any issue raised in the appeal. In order for an appeal to be granted, the appeal must demonstrate one or both of the following:

i. procedural error(s) that may have prejudiced the Board.
ii. evidence unavailable at the original proceeding, which would likely have affected the decision.

Neither the Complainant nor the Respondent may appeal solely on the basis of dissatisfaction with the sanction.

The Student Appeals and Grievances Committee will not be bound by the Student Sexual Misconduct Board finding of responsibility or the sanction. The Student Appeals and Grievances Committee may affirm, reverse, or modify the decision and/or may eliminate, reduce or increase the sanction. If the Student Appeals and Grievances Committee grants the appeal, it may direct the Chair of the Student Sexual Misconduct Board to take appropriate action in light of its decision or direct the Student Sexual Misconduct Board to reconsider the case with appropriate corrections, either of which could eliminate, reduce or increase the sanction.

IV. INFORMAL RESOLUTION

A Complainant may elect to pursue Informal Resolution, as more particularly described in this section. Informal Resolution is a resolution process that does not involve a hearing and is not mediation. The
Respondent is expected to attend the Informal Resolution proceeding, but is not required to participate in the proceeding.

A. Purpose of Informal Resolution
Informal Resolution provides an opportunity for the Complainant to confront the Respondent, in the presence of and facilitated by, a presiding officer, as described in Section IV.B. below, and to communicate his or her feelings and perceptions regarding the alleged Sexual Misconduct, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The Respondent will have an opportunity to respond.

B. Supporters; Presiding Officer
The Complainant and the Respondent each may bring a Supporter to the Informal Resolution. Supporters are assigned or selected and subject to the same restrictions set forth for Supporters in the Formal Resolution process, outlined in Section III.J., above. The Board Chair, or a designee of the Board Chair, will preside over the Informal Resolution, and may elect to be assisted by another member of the Board or staff of the Dean’s Office.

C. Conduct of the Informal Resolution
Upon timely request by a party, the Board Chair may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant or the Respondent by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statements or other means, where and as determined in the sole discretion of the Board Chair to be appropriate.

The Complainant will be given an opportunity to make statements. The Respondent will then be given the opportunity to respond. The Board Chair will then, if applicable, ask clarifying questions. The Complainant and the Respondent may ask the Board Chair to pose additional questions by submitting these requests to the Board Chair in writing or orally, at the discretion of the Board Chair.

D. Outcomes of Informal Resolution
At the conclusion of Informal Resolution, the Board Chair may propose a sanction agreed upon by the parties or may impose a protective order based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the College at the time of the Informal Resolution. Protective actions imposed by the Board Chair may include accommodations to living, academic or employment situations; limitations of contact between the parties; and required counseling for the Respondent.

E. Privacy of Informal Resolution
In order to promote honest and direct communication, information disclosed during the Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College. At the conclusion of Informal Resolution, any documents prepared in anticipation for or disclosed during the Informal Resolution may not be disclosed outside the proceeding, except as may be required or authorized by law.

F. Election of Formal Resolution
Except in cases where a Formal Resolution hearing has already been denied by the Investigator or by the Dean of Student Affairs or his/her designee on appeal, as set forth in Section III.D., above, the College or the Complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.
V. POLICY INTERPRETATION AND AMENDMENTS

Any question of interpretation or application of the Student Sexual Misconduct Policy and Procedures shall be referred to the Dean of Student Affairs or his/her designee for final determination.

The Sexual Misconduct Policy may be amended, in writing, by the President or his/her designee at any time.

Date of last revision: August, 2013

ASSISTANCE FOR SURVIVORS OF SEXUAL ASSAULT AND SEXUAL MISCONDUCT

Sexual assault or sexual misconduct can undermine a person’s autonomy and trust in others.

If it happens to you, seek support. Talking to a trained counselor can help in processing the immediate and longer term emotional impact of an assault. Staff at Counseling Services, Health Services, and Sexual Assault Support Services of Midcoast Maine can provide confidential support. The Office of the Dean of Student Affairs or Security can also provide information to you regarding action under the Sexual Assault and Misconduct Policy or through local authorities.

Know your options: The steps listed below offer optional assistance to a survivor of sexual assault or sexual misconduct. These steps help with immediate and ongoing medical needs and legal issues as well as to provide support to the survivor in regaining a sense of control over his/her life.

- It is important to preserve physical evidence. Do not shower, douche, or change clothing prior to seeking emergency medical care or calling the police.
- Obtain a medical examination as soon as possible. While acute, immediate post-assault treatment is provided in the Parkview and MidCoast hospitals’ emergency rooms, the Peter Buck Center for Health and Fitness offers follow-up care, including health care services for students who have chosen not to seek care immediately after an assault.
- Whether or not the assailant is known to you, document the details of the assault: the person’s clothes, hair, any identifying marks such as scars or tattoos, and the height of the person in relation to you. Keep a record of all you can recall about the events and the location even if you choose not to pursue immediate action.
- Report the incident to the Brunswick Police Department and/or the Safety and Security Office as soon as possible. A student may also contact the dean-on-call or SASSMM Hotline for a general explanation of what to expect at the Emergency Room and when filing a police report. If requested, the dean-on-call will assist the student in notifying Campus Security and the Brunswick Police Department and will continue to support the student as long as the student wishes.
- Remember, delayed reporting makes it more difficult to find and prosecute an assailant. You are advised to file a report with the police, which does not oblige you to press charges or pursue legal action.

Dean, Doctor, and Counselor-on-call Program—ext. 3314 or 3500.

A student who is a survivor of sexual assault or sexual misconduct is urged to call Bowdoin Campus Security. Bowdoin Campus Security will respond at once, and at the same time notify the dean-on-call, doctor-on-call, and the counselor-on-call. All three parties may be reached directly through Bowdoin Campus Security by dialing 3500 from any College phone, or 725-3500 from off-campus, and asking for the dean-on-call or counselor-on-call. The student is not required to give a reason for calling the dean-on-call or counselor-on-call, nor does contacting them oblige the student to make a report with the police.
The dean-on-call, doctor-on-call, or counselor-on-call will contact the student or, if appropriate, will go to the Emergency Room to offer assistance. The student may ask the on-call staff to leave and not become further involved, but should recognize that doing so will make it more difficult for the College to provide coordinated assistance.

The dean-on-call will work to ensure that the resources of the College are available to assist the student. The dean-on-call will work with others to make reasonable efforts to accommodate changes in academic and living arrangements requested by the student because of a sexual assault. The dean-on-call or counselor-on-call will also contact the student in the days following to offer assistance and support and will remain in contact with the student as long as the student wishes.

Resources

The College is committed to providing information regarding on- and off-campus services and resources to survivors of sexual misconduct and sexual assault. Any of the resources listed below can assist a student to access the full range of services available.

On-Campus Resources

- **Bowdoin College Security** (ext. 3314, or for emergencies ext. 3500)
- Dean-on-call, Doctor-on-call, Counselor-on-call (ext. 3314 after hours)
- **Counseling Services** (ext. 3145)
- **Health Services** (725-3770)
- **Employee Assistance Program** (729-7710)
- **Human Resources** (ext. 3837)
- **Office of the Dean of Student Affairs** (ext. 3229)
- Safe Space (contact Residential Life Staff or Dean’s Office for names of student members)
- **Women’s Resource Center** (ext. 3724)
- **Resource Center for Sexual and Gender Diversity** (ext. 7039)
- **Residential Life** (Proctors, RAs, office ext. 3225)

Off-Campus Resources

- **Brunswick Police Department** (911 or 725-6620)
- **Mid Coast Hospital** (729-0181)
- **Sexual Assault Support Services of Midcoast Maine** (SASSMM) (800-871-7741 statewide or 800-822-5999 in local area)
- **Parkview Adventist Medical Center** (729-1641)
- **Family Crisis Services** (800-537-6066, Brunswick Office 442-0106, 24 Hour Hotline 866-834-4357)
- **Rape, Abuse & Incest National Network** (800-656-HOPE)
- **National Domestic Violence Hotline** (800-799-7233)
- **Domestic Abuse Helpline for Men and Women** (888-7HELPLINE)
- **National Dating Violence Helpline** (866-331-9474)

Community Education about Sexual Assault and Sexual Misconduct

The Office of the Dean of Student Affairs will undertake educational efforts to make all students aware of the policies and procedures contained in this document. Such efforts will include:

- Notifying students of the conduct that is proscribed by the Sexual Assault and Misconduct Policy.
- Informing students of the options and procedures for addressing possible violations of the policy.
- Providing special training for professional staff who give advice and administer campus procedures under the policy.
- Sponsoring programs that further awareness of the issues of sexual harassment, sexual assault and sexual misconduct and lead to their prevention.
• Reporting periodically to the community on the number of incidents that have been brought formally or informally to the attention of the Office of the Dean of Student Affairs.

Safe Space

Safe Space is a group of trained students dedicated to supporting people who have experienced sexual harassment, sexual assault, or sexual misconduct. Safe Space offers people who have experienced sexual harassment, sexual assault or sexual misconduct an opportunity to share their experiences in a confidential and supportive atmosphere. Members of Safe Space are trained by counselors from the Sexual Assault Support Services of Midcoast Maine and can be reached through campus mail, e-mail, or by telephone to answer questions and provide support. As part of their mission of support, Safe Space members sponsor a number of activities throughout the year aimed at educating Bowdoin students about sexual harassment and sexual assault. Members are available to discuss these issues with all students and members of the community. Names of members are available from Proctors and Resident Assistants as well as the Office of the Dean of Student Affairs, Counseling Services, Health Services, and Security.

Bowdoin College Anonymous Report Form for Sexual Assault and Misconduct

SEXUAL HARASSMENT POLICY

Sexual Harassment is unwelcome conduct of a sexual nature. Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. In its most extreme form it can include sexual assault. According to the Maine Office of Civil Rights, Sexual Harassment exists when any of four conditions are met:

1. The conduct has either the purpose or effect of “substantially interfering” with a student’s education; OR
2. The conduct creates an “intimidating, hostile or offensive” living, learning, or working environment; OR
3. Submission to the conduct is made a term or condition, either implicitly or explicitly, of obtaining an education; OR
4. Submission or rejection of the conduct is used as a factor in decisions affecting a student’s education or College employment.

Examples of sexual harassment include (but are not limited to): repeated and unwanted invitations to engage in sexual activity, stalking, unwanted letters, e-mail, Instant Messages, notes, gifts, or telephone calls that have explicitly sexual content, and unwanted jokes or comments about sex aimed at ridiculing or demeaning another individual.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in federally assisted education programs and activities. Title IX protects students in connection with the College’s academic, educational, extra-curricular, athletic, and other programs. [see Title IX: Compliance and Grievances for more information on Title IX].

Sexual Harassment by any member of the College community is prohibited. Cases where students are alleged to have sexually harassed another person(s) will be adjudicated by the Judicial Board. Students who believe they have been sexually harassed by a non-student member of the College community, e.g., faculty, staff, alumni, outside vendor, etc., should direct their claim to the Dean of Student Affairs, the Dean for Academic Affairs, or Director of Human Resources.

For more information on the College’s Freedom from Harassment Policy, please consult the Human Resources Website.
Note on Sexual Harassment

According to the Maine Office of Civil Rights, sexual harassment exists when any of four conditions are met:

1. The conduct has either the purpose or effect of “substantially interfering” with a student’s education.
2. The conduct creates an “intimidating hostile or offensive” living, learning or working environment.
3. Submission to the conduct is made a term or condition, either implicitly or explicitly, of obtaining an education.
4. Submission or rejection of the conduct is used as a factor in decisions affecting a student’s education or college employment.

TITLE IX: COMPLIANCE AND GRIEVANCES

The Director of Human Resources is the individual designated by the College to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns about Title IX, Section 504 or other aspects of the College’s equal opportunity or affirmative action or harassment policy should be directed to:

Tamara Spoerri
Title IX Coordinator
Director of Human Resources
Human Resources office – McLellan Building First Floor
3500 College Station
Brunswick, ME 04011
(207)725-3838
tspoerri@bowdoin.edu

For students, the College has a deputy Title IX Coordinator:
Meadow Davis
Deputy Title IX Coordinator
Associate Director of Student Affairs
Moulton Union, 2nd Floor
Brunswick, ME 04011
(207)721-5189
Mdavis1@bowdoin.edu

For athletic inquiries regarding Title IX, the Deputy Coordinator is:
Nicki Pearson
Deputy Title IX Coordinator
Associate Director of Athletics & Senior Women’s Administrator
Head Coach Women’s Field Hockey
Buck Center
Brunswick, ME 04011
(207)725-3329
npearson@bowdoin.edu

If an employee or student experiences any unlawful harassment, violence or discrimination, (s)he should promptly report it to a supervisor or department head, or to one of the Title IX Coordinators listed above. An investigation of the matter will be initiated and appropriate action taken. No employee may retaliate against someone who files a complaint of unlawful harassment; such retaliation will subject the
offender to additional charges and sanctions under the policy. However, if the College determines that an intentionally false or malicious complaint has been made under this policy, disciplinary action will be taken against the individuals filing the complaint or providing false information regarding the complaint. Sexual harassment, which encompasses sexual harassment and sexual violence, is illegal under state and federal law. Working in a harassment-free environment is the right of every Bowdoin College employee.

I. GRIEVANCE PROCEDURE FOR STUDENT COMPLAINTS REGARDING SEX DISCRIMINATION AND DISCRIMINATION ON THE BASIS OF PHYSICAL AND MENTAL DISABILITY

1. Resolution by Informal Negotiation
A student who feels he/she has been discriminated against because of sex or disability should first seek a resolution of this problem through informal negotiation. The student can bring his/her concern to the attention of the department chair or administrator in whose department the problem has occurred or to the attention of the dean for academic affairs. The department chair, administrator, or dean who has been informed of the problem will then seek to discuss the issue with all parties concerned and achieve a resolution satisfactory to all.

If no resolution is reached through informal negotiation, the department chair, dean, or administrator should inform the dean of student affairs who will refer the problem to a grievance committee. At this time, the student alleging discrimination will be asked to prepare a written statement of allegations.

2. The Grievance Committee for Student Complaints of Sex Discrimination or Discrimination on the Basis of Physical or Mental Disability
A. Composition
The composition of the grievance committee for student complaints regarding sex discrimination or discrimination on the basis of disability in cases regarding academic affairs will differ from that of the grievance committee for student complaints regarding non-academic affairs. The grievance committee for student complaints regarding academic affairs consists of four faculty members and two students, with equal representation of men and women, in addition to the chair, the dean for academic affairs serving ex officio. The grievance committee for student complaints regarding non-academic affairs consists of four faculty members and four students, with equal representation of men and women in addition to the chair, the dean for academic affairs serving ex officio. In either case, the faculty members of the grievance committee are chosen by the Faculty Governance Committee, and the student members are chosen by the Student Assembly Executive Board. In case any member of the committee is unable to participate in a hearing because of a conflict of interest, an alternate member chosen by the procedure outlined above will replace him/her.

B. Conduct of Hearings
Grievance hearings will be conducted by the grievance committee. Both the student who brings the grievance and the faculty member or administrator against whom the grievance is lodged are free to make statements and bring witnesses. The grievance committee may seek additional information or testimony it finds relevant to resolving the complaint.

A student may be represented at the hearing by a member of the Bowdoin faculty or staff or by another student. Parties may have legal counsel present only with the consent of the committee.

A written record will be kept of all hearings before this committee. The record will indicate the persons present, will summarize the assertions presented to the committee, and will state the conclusion of the committee together with the reasons for arriving at that conclusion.

C. Recommendation of the Committee
When all parties to the grievance have completed their presentations and the grievance committee has solicited all information it finds relevant, the committee shall make a recommendation to the president regarding the appropriate resolution of the grievance.
II. PROCEDURES FOR OTHER GRIEVANCES
Other grievances that students may have concerning their professors ought first to be discussed with the professor involved, then with the student’s academic advisor. The problem may also be brought to the attention of a member of the student affairs staff, who may decide to handle it personally or may choose to refer the matter to the dean of student affairs and the dean for academic affairs. In responding to student grievances, the deans must balance two considerations: the importance of protecting the professor’s academic freedom and authority to conduct the class as he or she sees fit, and the student’s right to be fairly treated.

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.

The Brunswick Police Department provides direct access to their Sex Offender Registry at Brunswick Police or by contacting the department at (207) 725-6620.

The Maine State Police Sex Offender Registry can be accessed at Maine Sex Offender Registry or by contacting the Maine State Police at (207) 657-3030.
Bowdoin College is a member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Maine College and University Security Directors Association (MCUSDA) for operational coordination, support, and training.

Please Note: The information in this publication was accurate at the time of publication. However, Bowdoin 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.

The Campus Crime, Fire, Alcohol, and Illegal Drugs report for Bowdoin College is available online at www.bowdoin.edu/security.