Campus Crime, Fire, Alcohol, and Illegal Drugs

For the Students, Faculty, and Staff of Bowdoin College and Prospective Students and Employees (2017, 2018, and 2019)
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MISSION STATEMENT

The mission of the Bowdoin College Office of Safety and Security is to serve the common good by doing for people—with fairness, dignity, and respect—to foster a safe and secure campus community that supports the educational, personal, and professional goals of all students, employees, and visitors.

The Bowdoin College Office of Safety and Security is accredited by the International Association of Campus Law Enforcement Administrators (IACLEA).
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 likely. 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 drinks unattended at a party. And don’t leave yourself defenseless or 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 personal 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 207-725-3500 when you need help, when you sense that something is wrong, or when someone is in danger. Listen to your intuition and act.

The Office of Safety and Security is committed to your safety. With your help, we will keep Bowdoin one of the safest college campuses in the country.

Randy Nichols, Executive Director  
Office of Safety and Security  
207-725-3474  
rnichols@bowdoin.edu

Tim Hanson, Associate Director  
Office of Safety and Security  
207-798-7136  
thanson@bowdoin.edu

Aaron Bailey, Assistant Director  
Office of Safety and Security  
207-798-4358  
abailey@bowdoin.edu
THE OFFICE OF SAFETY AND SECURITY

The Office of Safety and Security provides 24-hour/365-day service and protection to the Bowdoin community with a staff of 35 composed of administration, security officers, casual officers, and support staff. 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 bicycle (IPMBA certified), and on foot. 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.

The Office of Safety and Security responds to and investigates reported incidents and/or policy violations and submit detailed reports. Excellent interdepartmental relationships are maintained with the Town of Brunswick police, fire and rescue, the Maine State Police, Cumberland County, 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.

SECURITY OFFICER TRAINING

The Field Training Evaluation Program is a seven-week, 280-hour, standardized training curriculum. Campus patrol officers are assigned to field training officers who train and mentor all new personnel. An additional 80-hour block of instruction occurs for those personnel who are cross-trained as security communications center operators. Museum security officer training is a separate standardized 120-hour training program, administered by a field training officer, covering museum security methods and practices, and cultural property protection. Security officers attend mandatory semi-annual in-service training, and security officers are afforded opportunities to attend career advancement and specialty training, i.e., leadership, supervision, bicycle patrol, defensive tactics, property management.

CAMPUS ENFORCEMENT AUTHORITY

The Office of Safety and Security is composed entirely of non-sworn campus security officers. Security officer law enforcement authority is limited to that which is granted to any private citizen under Title 17-A, Section 16 (Warrantless arrests by a private person) of the Maine Revised Statutes Annotated. Likewise, the authority to use a reasonable degree of non-deadly or deadly force is limited to that which is granted to any private citizen under Title 17-A, Section 108 (Physical force in defense of a person) of the Maine Revised Statutes Annotated.

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Bowdoin College. Safety and Security coordinates with the Brunswick Police Department in the investigation of crimes occurring within the College’s Clery geography, as outlined in a memorandum of understanding between the College and the Brunswick Police Department. Security officers have the authority to issue parking tickets within the College’s Clery geography.
DACA AND UNDOCUMENTED STUDENTS
Bowdoin College welcomes DACA and undocumented students. Safety and Security personnel do not enforce immigration laws or make inquiries about the immigration status of students or employees. For more information, visit Bowdoin’s Inclusion and Diversity website.

MEMORANDUM OF UNDERSTANDING WITH LOCAL LAW ENFORCEMENT
The Bowdoin College Office of Safety and Security has entered into a Memorandum of Understanding (MOU) with the Brunswick Police Department to memorialize the collaboration between the College and local law enforcement related to the response to, and investigation of, incidents of sexual violence involving students of Bowdoin College. The responsibilities and obligations of the College are governed by federal law, including but not limited to the Clery Act and Title IX; regulations promulgated under federal law and guidance to institutions of higher education provided by the Office of Civil Rights of the United States Department of Education. The goal of the MOU is to improve the coordination of efforts to provide timely response and investigation for students who are victims of sexual violence, including the crime of sexual assault, and the facilitation of criminal prosecution and/or College disciplinary proceedings.

BUILDING ACCESS AND SECURITY
The Bowdoin College campus is open to the public. Academic and administrative 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. Administrative buildings are normally locked during non-business hours and on weekends. Keys for employee access may be obtained from One Card Office upon proper authorization. To ensure the safety and the security of College facilities, equipment and material, employees should ensure that their work area/office is closed and locked during non-business hours.

It is against College policy to purposefully allow unauthorized access to College buildings (i.e., prop doors open, tape over automatic locking mechanisms, etc.).

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

Buildings are patrolled continually by safety and security officers, and many building entrances and other internal and external areas are monitored by security cameras. Residential Life staff members perform regular assigned building checks, in addition to regular patrol checks made by safety and security.

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

All Bowdoin residence halls and undergraduate apartments are always to be kept locked. Buildings 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.

The Office of 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 the Office of 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.

MAINTENANCE OF CAMPUS FACILITIES
College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security officers regularly patrol the campus and report malfunctioning lights, camera, and other unsafe conditions to the facilities department for prompt repair.

IMPORTANT PHONE NUMBERS

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<thead>
<tr>
<th>EMERGENCY NUMBERS</th>
<th>GENERAL NUMBERS</th>
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<tbody>
<tr>
<td><strong>Bowdoin Security (Emergency)</strong></td>
<td>Bowdoin College</td>
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<td>Bowdoin Security (Non-Emergency)</td>
<td>President</td>
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<tr>
<td>Brunswick Police/Fire/Medical (Emergency)</td>
<td>Office of the Dean for Academic Affairs</td>
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<tr>
<td>Brunswick Police Department (Non-Emergency)</td>
<td>Office of the Dean of Student Affairs</td>
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<td>Mid Coast Hospital</td>
<td>Office of Residential Life</td>
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<td>Mid Coast Walk-In Clinic</td>
<td>Athletics</td>
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<td>Bowdoin Counseling Services</td>
<td>Bookstore</td>
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<td>Family Crisis Services – Domestic Abuse</td>
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<td>Alcoholics Anonymous</td>
<td>Bowdoin Career Planning</td>
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<td>Planned Parenthood</td>
<td>Bowdoin Shuttle</td>
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<td>American Civil Liberties Union (ACLU)</td>
<td>Campus Scheduling</td>
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<td>Maine Human Rights Commission</td>
<td>Center for Learning and Teaching</td>
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<td>Sexual Assault Support Services of Mid Coast Maine (SASSMM)</td>
<td>Copy Center</td>
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<td>Substance Abuse Resource Ctr.</td>
<td>Counseling Service</td>
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<td>Maine Drug Enforcement / District Task Force (Cumberland County)</td>
<td>Dining Service</td>
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<td>Adult and Child Abuse</td>
<td>Dinner Menu Hotline</td>
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<td>National Abortion Hotline</td>
<td>Events Office</td>
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<td>AIDS Hotline</td>
<td>Hatch Science Library</td>
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<tr>
<td>Human Services Department – Portland Office</td>
<td>Health Services</td>
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<tr>
<td><strong>TTY (TELEWRITER PHONES)</strong></td>
<td>Information Desk, Smith Union</td>
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<td>Information Technology</td>
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<tr>
<td>Burton-Little House (Admissions)</td>
<td>• Help Desk</td>
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<td>Health Services</td>
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<td>Security Communications Center</td>
<td>Mail Center</td>
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<tr>
<td>Hawthorne-Longfellow Library, Front Desk</td>
<td>Office of the Registrar</td>
</tr>
<tr>
<td>Moulton Union, 2 Floor, Dean’s Office</td>
<td>Student Activities</td>
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<td>Student Aid Office</td>
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REPORTING PROCEDURES

Whether you are the victim of a crime, a witness on behalf of a victim unable to report, a witness to a crime, observe a suspicious situation, or see a safety problem, it is important to report to Safety and Security. These reports will help ensure that timely warnings are issued for the safety of the campus community and that accurate statistics are included in this annual security and fire safety report.

The Office of Safety and Security is responsible for the reporting and follow-up of any criminal incident that occurs within Bowdoin’s Clery geography, and 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 (see the off-campus reporting information below). Persons directly involved may be contacted during the investigation by email, phone, and/or in-person interview, and will be notified once the investigation is complete.

OFF OR ON-CAMPUS REPORTING

On-Campus Reporting
When members of the Bowdoin community receive a report of criminal activity on campus, they should immediately contact the Office of Safety and Security or other campus security authority.

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 that jurisdiction. The Brunswick Police Department will generally inform Bowdoin security of off-campus situations involving students. Law enforcement authorities routinely work with and communicate with the College on any incidents occurring on or off campus. Students may be subject to arrest by the local police and face college disciplinary action through the Division of Student Affairs.

TYPES OF REPORTING FOR VICTIMS OR WITNESSES

We are here to help you as a victim or a witness and reporting as soon as possible is best.

1. Review the types of reporting options you have and select the options that you most comfortable with.
2. Decide who you want to contact and make the report.

Voluntary Reporting
When filing a report on a voluntary basis as a victim or witness you agree to provide your contact information.

Confidential Reporting
When filing a report on a confidential basis as a victim or witness, the Office of Safety and Security and/or a law enforcement agency can file a report on the details of the incident without revealing your identity.

Anonymous Reporting
You may report a crime, incident, or information using this Anonymous Reporting Form.

CONTACT OPTIONS FOR REPORTING CRIMES

- Phone (not anonymous): Safety and Security, 207-725-3500; Title IX, 207-721-5189; Brunswick Police Department, 9-1-1; or other campus security authority.
- Online Forms (anonymous options): Anonymous Reporting Form or Title IX Anonymous or Voluntary Incident Report Form.
- Email (not anonymous): Randy Nichols, Executive Director of Safety and Security; Benje Douglas, Title IX Coordinator.
- Campus mail: Randy Nichols, Office of Safety and Security; Benje Douglas, Title IX Coordinator; or other campus security authority.
- Mail: Bowdoin College Office of Safety and Security, 6040 College Station, Brunswick, ME 04011.
Reporting to a Pastoral or Licensed Professional Counselor
Pastoral and Licensed Professional Counselors are identified as confidential resources, who may not share information without an individual’s informed consent unless there is imminent danger to self or others, or as otherwise required by law. A Pastoral Counselor is a person who is associated with a religious order or denomination, is a person recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. A Licensed Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the Bowdoin community and who is functioning within the scope of the counselor’s license or certification. Pastoral and Professional Counselors, when acting in those capacities, are not campus security authorities. Although we encourage reporting for statistical purposes, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics.

UNFOUNDED CRIMES
Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process. If a crime is reported as occurring on-campus, in on-campus residential facilities, in or on non-campus buildings or property, or on public property, and the reported crime is investigated by sworn law enforcement authorities and found to be false or baseless, the crime is “unfounded.”

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
FERPA is a 1974 federal law that protects the privacy of student education records. FERPA affirms the right of access to one’s own educational records, or to the education records of one’s minor child. It also outlines, with some exceptions, an individual’s right to have these records secured from public access.

The Overlap Between FERPA and the Clery Act
Because FERPA specifically protects the status of education records, other records —such as those maintained by campus police— are not protected under this law. However, if those same law enforcement records were shared with education officials for conduct code proceedings, this new documentation would become protected as part of the student’s educational record. While personally identifiable educational records are protected under FERPA, the Clery Act requires statistical reporting that includes non-personally identifiable information. As such, the right to privacy covered by FERPA will not prevent the disclosure of non-personally identifiable data for the purposes of Clery Act compliance, even if the identity of involved persons remains.

ANNUAL SECURITY AND FIRE SAFETY REPORT PREPARATION
The Executive Director of the Office of Safety and Security submits crime and fire statistics to the Department of Education (DOE) by October 1 of each year and distributes of the Annual Security and Fire Safety Report (ASFSR) to all current students and employees, and notice of its availability to prospective students and employees, as required by the Clery Act. The ASFSR includes statistics for the previous three years concerning reported Clery crimes that occurred within the College’s Clery geography, 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. This report includes all Clery crimes reported to the Office of Safety and Security, campus security authorities, and law enforcement agencies, regardless of the ultimate disposition of the reported crime, institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and the Fire Safety Report for fires in campus residential buildings.

DEVELOPING INFORMATION FOR THIS REPORT
The annual preparation of crime statistics involves coordination in the gathering of statistical data from those with significant responsibility for students and campus activities which includes the Office of Safety and Security, Campus Security Authorities, the Brunswick Police Department (BPD), the Cumberland County Sheriff’s Department (CCSO), the Maine State Police (MSP), and the Royal Canadian Mounted Police (RCMP). The Executive Director of the Office of Safety and Security or designee is responsible for the contents of the ASFSR, crime and fire statistics, and the public crime and fire logs. The Executive Director contacts the appropriate law enforcement agencies with jurisdiction over campus and non-campus properties by email to collect annual statistics. The Office of Safety and Security updates all campus safety and security information for submission to the Student Handbook and the Annual Security Fire Safety Report.
CLERY PUBLIC CRIME AND FIRE LOGS

Clery public crime and fire logs are updated continually and posted under the security reporting tab on the Office of Safety and Security website. Once within the site you may view the public crime log for the most current month or by individual years. The public fire log is only available by individual years. You may also examine these logs by visiting the administrative office of the Office of Safety and Security, 9 Bath Rd, Brunswick Maine, during business hours, Monday-Friday 8:00 a.m. to 4:30 p.m. (except holidays) to view the last two completed months of the public crime log or the year-to-date fire log. Crime and fire logs older than the most recent two months may be viewed within two business of a request. Names of people involved in case-reports are not listed on the Clery public crime or fire logs.

Note: Pursuant to separate obligations under the Clery Act, in addition to collecting annual statistics for inclusion in this ASFSR, the College maintains a public crime log. Although there are areas of overlap, the daily crime log differs in some significant respects from the statistical data collected for purposes of this ASFSR. For example, the public crime log includes other crimes (not just those Clery Act crimes required to be reported in the annual Report) reported to the Office of Safety and Security and occurring anywhere within the College’s Clery geography plus the patrol area of the Office of Safety and Security. The public crime log also requires disclosure of more information about the reported event but includes exceptions where disclosing information on the daily log is otherwise prohibited by law or would jeopardize the confidentiality of the victim.

NOTIFICATION TO THE CAMPUS COMMUNITY

Each fall, the Executive Director of Safety and Security and sends an e-mail notification to current students and employees with the links to the Annual Security and Fire Safety Report, the Clery public crime and fire log, the Office of Safety and Security website. The Safety and Security website link is also included on several Bowdoin websites: Counseling and Wellness, Dean of Students, Facilities, Human Resources, On Campus Resources, Residential Life, and Title IX. Anyone may view the report online or request a paper copy of this report by contacting the Office of Safety and Security, Rhodes Hall, 207-725-3458, or email security@bowdoin.edu.

CAMPUS SECURITY AUTHORITIES

A campus security authority is any individual (or individuals) who have responsibility for campus security, but who does 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. Campus security authorities are trained annually.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>BUILDING</th>
<th>PHONE #</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>Dean, Directors</td>
<td>Hawthorne-Longfellow</td>
<td>207-725-3578</td>
</tr>
<tr>
<td>Athletics</td>
<td>Directors, Coaches</td>
<td>Buck Center</td>
<td>207-725-3326</td>
</tr>
<tr>
<td>Bowdoin Scientific Station</td>
<td>Directors</td>
<td>Kent Island, Grand Manan, BC, Canada</td>
<td>506-662-9114</td>
</tr>
<tr>
<td>Events and Summer Planning</td>
<td>Directors</td>
<td>Coles Tower</td>
<td>207-725-3433</td>
</tr>
<tr>
<td>Health Center</td>
<td>Director</td>
<td>Buck Center</td>
<td>207-725-3770</td>
</tr>
<tr>
<td>Residential Life</td>
<td>Directors, Staff, RA Staff</td>
<td>Dudley Coe</td>
<td>207-725-3225</td>
</tr>
<tr>
<td>Office of Safety and Security</td>
<td>Directors, Security Officers</td>
<td>Rhodes Hall</td>
<td>207-725-3314</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Directors</td>
<td>Smith Union</td>
<td>207-798-4244</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Deans, Advisors</td>
<td>Moulton Union</td>
<td>207-725-3149</td>
</tr>
<tr>
<td>Student Employment</td>
<td>Associate Director</td>
<td>216 Maine Street</td>
<td>207-725-3497</td>
</tr>
<tr>
<td>Thrive</td>
<td>Director</td>
<td>Banister Hall</td>
<td>207-725-3900</td>
</tr>
<tr>
<td>Title IX</td>
<td>Title IX Coordinators</td>
<td>Dudley Coe</td>
<td>207-721-5189</td>
</tr>
<tr>
<td>Upward Bound</td>
<td>Director</td>
<td>82 Federal Street</td>
<td>207-725-3559</td>
</tr>
</tbody>
</table>
GEOGRAPHIC DEFINITIONS

Campus:
1. Any building or property owned or controlled by the 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, and
2. On-Campus Student Housing is 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 housing facility.
3. 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 reported crimes that 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 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:

- Bowdoin Scientific Station (biological field station), Kent Island, Bay of Fundy, Parish of Grand Manan, New Brunswick, Canada (also Sheep and Hay islands)
- Brunswick Hotel and Tavern, 4 Noble Street, Brunswick, ME
- Former NASB Property, 316 Samuel Adams Drive, Brunswick, ME
- Former NASB Property, 281-326 Allagash Drive, Brunswick, ME
- Former NASB Property, 16 and 22 Transmitter Drive, Brunswick, ME
- Fort Andross, 14 Maine Street, Brunswick, ME
- Merritt Island, lower end of the New Meadows River and Mountain Road, West Bath, ME
- Outing Club Cabin, Elliotsville Road, Elliotsville Township, ME
- Schiller Coastal Studies Center, 240 Bayview Road, Orr’s Island, ME
- Smith Boathouse, Sawyer Road, Brunswick, ME
- Whittier Street Warehouse, 19 Whittier Street, Brunswick, ME
- 3 Business Parkway, Brunswick, ME
- 16 Station Avenue, Brunswick, ME (2nd floor offices only)
- 85 Union Street, Brunswick, ME (3rd floor offices only)

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

CLERY CRIME DEFINITIONS

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

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

**Sexual Assault**: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

a) **Rape**: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

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

**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**: 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.

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

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

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

**Weapon Law Violations**: 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.

**Drug Abuse Violations**: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, 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.

**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.

**HATE CRIMES**

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

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

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

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

- **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.

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

For purposes of reporting crimes, when more than one criminal offense was committed during a single incident, only the most serious offense is counted pursuant to the FBI’s Uniform Crime Reporting Program. Exceptions to the hierarchy rule include that arson is always reported as a separate crime regardless of whether it occurs in the same incident as another crime, and where rape, fondling or statutory rape occurs in the same incident as a murder, both crimes are reported in the crime statistics.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA)

The Violence Against Women Reauthorization Act (VAWA), which President Obama signed into law on March 7, 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act.

Under VAWA, colleges and universities are required to:
- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects to pertinent institutional personnel.

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

1. **Dating Violence**: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
   a. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
   b. For the purposes of this definition—
      o Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
      o Dating violence does not include acts covered under the definition of domestic violence.

2. **Domestic Violence**: A felony or misdemeanor crime of violence committed by:
   a. A current or former spouse or intimate partner of the victim; or
   b. A person with whom the victim shares a child in common; or
   c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
   d. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
   e. By any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

   For the purposes of this definition—
   o **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means--follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

4. **Sexual Assault:** The definition (from VAWA) of sexual assault.
   a. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

5. **Preserving evidence:** It is important that a victim of sexual abuse not bathe, douche, smoke, change clothing or clean the bed/linen/are where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved which may assist in proving that an alleged criminal offense occurred or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if a victim does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents that may be useful during the investigation.

**TIMELY WARNINGS**

In accordance with the Clery Act, the Office of Safety and Security will issue timely warning notices to the College community when there is a serious crime or ongoing safety threat that may affect the students, faculty, staff, and visitors of Bowdoin College. The decision to issue a timely warning shall be determined on a case-by-case basis by the Executive Director or Associate Director of Safety and Security, in consultation with local law enforcement. When issuing timely warnings, victim name(s) and other victim information will be kept confidential. Having timely knowledge of criminal activity and safety threats will assist community members in making informed decisions about their personal safety, while helping to prevent crime and aiding law enforcement in apprehending criminal suspects. Timely warnings may be disseminated via telephone, email and text messaging. Copies of all timely warnings are kept with corresponding case files and are available for public viewing on the Safety and Security website.

**The Office of Safety and Security does not issue timely warnings for the above listed crimes when:**

- 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 the Office of 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 the Office of Safety and Security to post a timely warning to the community. This type of situation will be evaluated on a case-by-case basis.
- In cases involving sex offenses that may be reported long after the incident occurred, there is no ability to distribute a timely warning or safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known.
- A crime is reported to a pastoral or professional counselor while acting in those capacities

Timely warnings and security alerts are written and distributed by the Executive Director of Safety and Security or the Associate Director 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 College community regarding an emergency on the Bowdoin campus. More information about emergency alerts can be found in the Campus Emergency Management Plan section starting on page 19.
- **College email and voicemail**
• Safety and Security website: Timely Warnings and Security Alerts.
• Campus Digests
• Local area radio and television stations and print media.

The Office of Safety and Security also maintains a public crime and fire log that contains crimes and fires reported to the department. The public crime and fire logs are available on the safety and security website or you may request a copy at the Office of Safety and Security administrative offices in Rhodes Hall in person, by phone 207-725-3458, or by email to security@bowdoin.edu.

Student and employees are encouraged to read the crime prevention, personal safety and security awareness section in this report.
## CLERY CRIME STATISTICS 2017, 2018, 2019

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<th>Clery Crime Statistics 2017-2019</th>
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### CLERY CRIME STATISTICS 2017, 2018, 2019

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BOWDOIN COLLEGE TITLE IX POLICY

This policy governs reports of alleged Sexual Harassment as defined by and within the scope of the Title IX regulations issued by the United States Department of Education, 34 C.F.R. Part 106. In addition to the conduct addressed under this Policy, the College prohibits all forms of sexual misconduct as set forth in the Student Handbook, Faculty Handbook and Employee Handbook.

The College’s primary concern is the health, safety, and well-being of the members of our college community. If you or someone you know may be the victim of Sexual Harassment, as defined below, or any sexual misconduct, you are strongly urged to seek immediate assistance from the appropriate community resource and to report the matter to the Title IX Coordinator.

Emergency Resources:
Assistance can be obtained twenty-four hours a day, seven days a week from:
* Police (Town of Brunswick): 911 or (207) 725-6620
* Sexual Assault Support Services of Midcoast Maine (SASSMM): (800) 871-7741
* Through These Doors (formerly Family Crisis Services): (866) 834-4357
* Mid Coast Hospital: 911 or (207) 729-0181
* Bowdoin Office of Safety and Security: x3500 or (207) 725-3500

Campus Resources:
Students are strongly urged to contact the Title IX Coordinator, Benje Douglas, as soon as reasonably possible to report any Sexual Harassment or sexual misconduct or to file a Formal Complaint. Benje can be reached at (207) 721-5189 or by e-mail at bdouglas@bowdoin.edu. Benje is available to help connect students to the resources available on campus and in the community, including assistance with law enforcement, as well as explaining the processes available through this policy.

If you or someone you know may be the victim of Sexual Harassment or sexual misconduct by a member of the College’s faculty or staff, you may report such misconduct or file a Formal Complaint with the Deputy Title IX Coordinator for Employees and Visitors. Bowdoin College’s Deputy Title IX Coordinator for Employees and Visitors is Associate Director of Human Resources for Talent Strategy Brian Robinson. Brian can be reached at (207) 725-3491 or by email at brobinso@bowdoin.edu.

Confidential or Privileged Campus Resources:
The College recognizes the importance of the availability of confidential reporting and, to that end, there are several Bowdoin community members to whom reports of Sexual Harassment may be made and who will not disclose identifying details of such reports to the Title IX Coordinator. These privileged and confidential resources will not release any information shared with them except under limited circumstances that pose an imminent danger to the individual or others or as otherwise required by law. Specific legal protections apply to communications with privileged resources based on their professional role. Confidential resources are those individuals who have been selected by the College and are not required to communicate Reports to the Title IX Coordinator.

On-Campus Confidential Resources:
- Lisa Peterson, Director, Office of Gender Violence Prevention and Education: 207-725-3411
- Rachel Reinke, Associate Director, Center for Sexuality, Women, and Gender: 207-725-3048
- Kate Stern, Director, Center for Sexuality, Women, and Gender: 207-725-4223

On-Campus Privileged Resources:
- Counseling Services: 207-725-3145
- Health Services: 207-725-3770
- Eduardo Pazos, Director, Rachel Lord Center for Religious and Spiritual Life: 207-798-4196
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 http://www.ed.gov/ocr).

Bowdoin College Title IX Policy – September 2020
Check for Title IX Policy updates

BOWDOIN TITLE IX POLICY

I. INTRODUCTION

A. Overview of College Procedures

Sexual Harassment will not be tolerated at the College. For purposes of this Title IX Policy, “Sexual Harassment,” which is defined further below, means conduct on the basis of sex that satisfies one or more of the following: (1) quid pro quo sexual harassment by an employee; (2) unwelcome conduct that a reasonable person would consider so severe, pervasive and objectively offensive as to deny the victim equal access to the College’s Education Program or Activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

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 Harassment, as defined by Title IX, is a form of sex discrimination prohibited by Title IX.

The College offers alternative options to resolve Formal Complaints of Sexual Harassment except those reports involving a student and an employee. The options are designed to provide prompt, fair and impartial resolution of Formal Complaints as well as 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 on the College community. The options differ in their procedures and potential results. In all instances, the timeline for resolution of Formal Complaints moves as expeditiously as is possible.

B. Definitions


“Coercion” means the improper use of pressure to compel another to engage in or continue sexual activity against their will, including duress, cajoling, manipulation, and blackmail. Coercion occurs when a Respondent keeps pressuring the Complainant to acquiesce to sexual activity even after the Complainant has made clear that the pressure is unwelcome.

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment. Pursuant to Title IX, a Complainant must be a Student, Employee or third party who is or is participating or is attempting to participate in a Bowdoin Education Program or Activity at the time of filing the Formal Complaint.

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

“Dean for Student Affairs” means the Senior Vice President and Dean for Student Affairs or their designee.

“Dean of Students” means the Dean of Students or their designee.
“Decision Makers” means the Hearing Officer and the members of the Student Sexual Misconduct Panel (in Student Respondent cases) or the Senior Vice President and Dean for Academic Affairs, in consultation with the Vice President of Human Resources (in faculty Respondent cases) or the appropriate Senior Officer, in consultation with the Vice President of Human Resources (in staff Respondent cases).

“Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Maine. In Maine, this includes the following crimes: Domestic violence assault (17-A M.R.S. § 207-A), Domestic violence criminal threatening (17-A M.R.S. § 209-A), Domestic violence threatening (17-A M.R.S. § 210-B), Domestic violence stalking (17-A M.R.S. § 210-C), and Domestic violence reckless conduct (17-A M.R.S. § 211-A).

“Education Program or Activity” means locations, events or circumstances over which the College exercised substantial control over both the Respondent and the context in which alleged Sexual Harassment occurred and also includes any buildings owned or controlled by a student organization that is officially recognized by the College.

“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, including where consent was given to certain sexual activity under certain conditions (for example, with the use of a barrier method of birth control) and the activity in question violates any such conditions. In addition, certain states have designated a minimum age under which a person cannot give Effective Consent.

“Employee” means, for purposes of this policy, a staff or faculty member employed in the College’s Education Programs or Activities. Depending on the circumstances, a Student who is employed by the College may be considered an Employee under this policy.

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


“Final Outcome Letter” means the letter issued by the Decision Makers stating their decision and setting forth: the name of the Respondent; the allegations potentially constituting Sexual Harassment; a description of the procedural steps taken from the filing of the Formal Complaint, including notifications to the parties, interviews with the parties and witnesses and all steps and methods used to gather evidence and hearings held; findings of fact supporting the determination, conclusions regarding the application of this policy to the facts, including a statement of, and rationale for, the result as to each allegation, and a determination regarding responsibility, any disciplinary sanctions the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College’s Education Programs and Activities will be provided to the Complainant; and the College’s procedure and bases for the parties to appeal.

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

“Formal Complaint” means the document filed by the Complainant or signed by the Title IX Coordinator or their designee alleging Sexual Harassment against a respondent and requesting the College investigate the allegation.
“Hearing Officer” means the external, neutral person hired by Bowdoin to preside over and conduct the live hearing following the submission of the Investigative Report and to make a determination of responsibility.

“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.

“Investigative Report” means the report submitted by the Investigator. The Investigative Report includes a summary of all relevant evidence.

“Investigator” means the external, neutral fact-finder hired by Bowdoin to investigate the allegations of the Formal Complaint.

“Panel Chair” means the Chair of the Student Sexual Misconduct Board. The Chair is the Dean of Students or their designee.

“Quid Pro Quo Harassment” means: an employee conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct.

“Report of Sexual Harassment” means communication to the Title IX Coordinator(s) or other Responsible Employee of a possible violation of this Policy.

“Respondent” means the individual who is reported to be the perpetrator of conduct that could constitute Sexual Harassment. Pursuant to Title IX, any individual may be a Respondent, whether they are a Student, Employee or third party, so long as the alleged activity occurred within a Bowdoin Education Program or Activity against a person in the United States.

“Responsible Employee” means any Bowdoin employee: who has the authority to take action to redress Sexual Harassment; who has been given the duty of reporting incidents of Sexual Harassment to the Title IX Coordinator or other appropriate College designee; or who a Student or Employee could reasonably believe has this authority or duty. This includes but is not limited to faculty, academic support staff, security personnel, coaches, residential life student and professional staff, deans and other College administrators.

“Sexual Assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, as set forth below.

- **Sex offenses, Forcible:** Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- **Forcible rape** (except Statutory rape): The carnal knowledge of a person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of their temporary or mental or physical incapacity.
- **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 in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- **Sexual assault with an object:** To use an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- **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 in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- **Sex offenses, Nonforcible:** Unlawful, nonforcible sexual intercourse, including incest and statutory rape.
• **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. There is no force or coercion used in Statutory Rape; the act is not an attack.

**“Sexual Harassment”** means: unwelcome conduct on the basis of sex that satisfies one or more of the following: (1) Quid Pro Quo Harassment by an employee; (2) unwelcome conduct that a reasonable person would consider so severe, pervasive and objectively offensive as to deny the victim equal access to the College’s Education Program or Activity; or (3) Sexual Assault, Dating Violence, Domestic Violence or Stalking.

**“Stalking”** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking may include: unwanted, intrusive, and frightening communications by phone, mail, and/or email; repeatedly leaving or sending unwanted items such as gifts; following or waiting for a person at places such as home, school, or work; making direct or indirect threats of harm to a person, or to the person’s children, relatives, friends, or pets; damaging or threatening to damage property; harassment through the Internet or social media; and posting information or spreading rumors about a person.

**“Student Sexual Misconduct Panel”** means the panel convened by the Panel Chair to consider the appropriate sanction(s) in cases involving a Respondent who is a Student. The panel is made up of members of the Judicial Board and will typically include one student, one faculty member, and the Dean of Students, who will serve as the presiding chair. If the Dean of Students is unavailable, the Dean for Student Affairs shall select the Panel members and designate a Board member to serve as chair.

**“Student”** includes all persons who are matriculating students, including those on study away and those who are on a leave or suspension.

**“Supportive Measures”** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent following a Report or before or after the filing of a Formal Complaint.

**“Title IX Coordinator”** means the trained administrator designated to oversee the College’s compliance with Title IX and assist the parties with the process. A Deputy Title IX Coordinator is a trained administrator or staff person designated to assist with Title IX compliance and the implementation of this Policy.

**“Witness”** means any individual who can attest firsthand to information related to a Formal Complaint of Sexual Harassment.

**C. Title IX Jurisdiction**
This Policy applies to allegations of Sexual Harassment by a Complainant who is a Student, Employee or third party participating or attempting to participate in a Bowdoin Education Program or Activity at the time of filing a Formal Complaint against any individual, where the conduct is alleged to have occurred within a Bowdoin Education Program or Activity against a person within the United States.

Cases of sexual misconduct that are excluded from formal Title IX definitions due to where the alleged incident occurs raise potential violations of College policy, including, but not limited to, the Social Code and the Employee Freedom from Discrimination, Harassment, Sexual Misconduct and Gender-based Violence Policy. Such cases will be heard as disciplinary cases and resolved using the procedures set forth in this Title IX policy.

**D. Filing a Formal Complaint**
A Complainant may file a Formal Complaint with the Title IX Coordinator in writing in person, by mail or electronically. The Formal Complaint must bear the Complainant’s physical or digital signature (or otherwise indicate that the Complainant is the filer) and must include information, which need not be extensive, about the alleged violation(s) and a request that the College investigate.
E. Procedural Options
The College has established two procedures to address cases of alleged Sexual Harassment based on the filing of a Formal Complaint: Formal and Alternative Resolution. Details of these procedures and the associated parameters regarding their use are outlined below.

F. Supporters and Advisors to the Parties
Both the Complainant and the Respondent may each have a supporter present for emotional and personal support and assistance during the Intake Meeting, Investigation, Alternative Resolution, or the various stages of the Formal Resolution process. The Title IX Coordinator will work with each party to arrange for a trained supporter, who shall be a member of the Bowdoin community, but shall not be a member of the Dean of Students, Health Services, or Counseling Service staffs, or anyone on the Student Appeals Committee. The Deputy Title IX Coordinator for Employees and Visitors will work with each employee Complainant and Respondent to identify an appropriate supporter who has volunteered for the role and received training. In addition to the supporter, the parties are also entitled to have an advisor of their choice, who may be an attorney, present during any part of the process outlined in this Policy. Neither the advisor nor the supporter may participate in the process or make statements except that the advisor may participate in the hearing, as described below.

G. Timing of Complaints and Availability of Procedures
If a Formal Complaint falls within the scope of this Policy, there is no time limit associated with invoking this Policy. Nevertheless, Students and Employees are encouraged to report alleged Sexual Harassment immediately to maximize the College’s ability to obtain evidence and conduct a thorough, impartial, and reliable investigation. Failure to promptly report alleged Sexual Harassment may result in the loss of relevant evidence or the inability to obtain Witness testimony.

H. Retaliation
Neither the College nor any person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or Formal Complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy. To do so constitutes a violation of this policy and may result in disciplinary action. Retaliation should be reported promptly to the Title IX Coordinator.

I. False Reports and Statements
College students who provide information as part of an investigation, whether as parties to the proceedings or as Witnesses, are expected to be truthful in accordance with the College’s Academic Honor Code and Social Code. Making false reports or materially false statements is prohibited and may result in the initiation of a case with the Judicial Board or administrative resolution by a Dean.

J. Protection for Possible Incidental Conduct Violations Connected to Report of Sexual Harassment
The College encourages reporting Sexual Harassment in all cases. Students who report Sexual Harassment or provide testimony as to an incident of Sexual Harassment will generally not be held responsible for actions connected to the reported incident, that might constitute a violation of the Social Code, as long as their actions did not put another individual or the community at risk.

K. Criminal Proceedings
Because Sexual Harassment may constitute both a violation of this Policy and criminal activity, Bowdoin encourages Students and Employees to report alleged Sexual Harassment promptly to local law enforcement agencies. The filing of a Formal Complaint of Sexual Harassment under this Policy and the initiation of a criminal proceeding may be pursued simultaneously. The filing of a Formal Complaint under this Policy is independent of any criminal investigation or proceeding (except that the College’s investigation may be delayed temporarily if law enforcement requests a delay to gather evidence).
L. Timeframes under this Policy
The timeframes set forth in this Policy may be temporarily delayed or extended by the College for good cause with written notice and explanation to the Complainant and Respondent of the delay. Good cause may include various considerations, such as the absence of a party, a party’s advisor or a witness, concurrent law enforcement activity or the need for accommodations for a participant in the process.

II. THE PROCESS: INITIAL STEPS

A. Intake Meeting with Complainant
Upon receipt of notice of any Report of Sexual Harassment, the Title IX Coordinator will schedule an individual Intake Meeting with the Complainant, if identified, in order to explain the procedures available under this Policy and to discuss potential Supportive Measures. The Title IX Coordinator will seek to determine how the Complainant wishes to proceed, i.e., whether the Complainant wishes to pursue formal resolution, alternative resolution, or does not wish to pursue resolution of any kind. If the Complainant wishes to proceed with either formal or alternative resolution, the Complainant will prepare a formal complaint and file it with the Title IX Coordinator.

B. Notice to the Parties
The Title IX Coordinator will provide the parties written notice of the Formal Complaint and the allegations of Sexual Harassment. The notice will include:
- Information regarding procedures available under this Policy, including the availability of Alternative Resolution.
- Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five days).
- A statement that, as required by Title IX, the Respondents presumed not responsible for the alleged conduct unless and until determined to be responsible at the conclusion of the process;
- Notice that the parties may have an advisor of their choice, who may be an attorney; and that the parties may inspect and review evidence;
- Notice of provisions in an applicable code of conduct or policy that prohibits knowingly making false statements or submitting false information during the process;
- Notice that the College, not either party, has the burden of gathering evidence and the burden of proof; and
- The name of the investigator, with sufficient time (no less than five calendar days) prior to any interview to raise concerns of conflict of interest or bias.

If additional allegations become known at a later time, and will be investigated, the Title IX Coordinator will supplement the original notice to the parties.

C. Intake Meeting with Respondent
After a Formal Complaint is filed, the Title IX Coordinator will schedule an individual Intake meeting with the Respondent in order to explain the processes under this Policy and to discuss potential Supportive Measures. If the Complainant wishes to proceed with Alternative Resolution, and such a resolution process is otherwise permitted under this Policy, as set forth below in Section VI, the Title IX Coordinator will discuss with the Respondent whether they agree to resolve the matter by Alternative Resolution.

D. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality
If the Complainant does not wish to pursue Formal or Alternative Resolution and/or requests that the Report of Sexual Harassment remain confidential, that request shall be confirmed, in writing, with the Title IX Coordinator. 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 safe and non-discriminatory environment for all students. The Title IX Coordinator will inform the Complainant if the College must move forward with an investigation because the safety of a student or students is in question, and therefore cannot ensure confidentiality. In such instances, the Title IX Coordinator will sign a Formal Complaint to initiate an investigation pursuant to this Policy, as described below in Section II (E)
E. Formal Complaints Signed by the Title IX Coordinator
In rare cases where the Title IX Coordinator determines that the specific circumstances warrant pursuing a Formal Complaint (such as when the alleged Respondent has been found responsible for previous Sexual Harassment or there may be a safety threat to the College community), the Title IX Coordinator may file a Formal Complaint on behalf of the College. In such cases, the alleged victim, if known, will receive notice, and will receive further notices of activities at various points in the process, but is not a party to the case.

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

G. Supportive Measures
Following any Report of alleged Sexual Harassment, regardless of whether a Formal Complaint is filed, the College will offer, as appropriate and reasonably available, non-disciplinary, non-punitive Supportive Measures designed to restore or preserve access to the College's Education Program or Activity, including measures designed to protect the safety of all parties and the Bowdoin community, without unreasonably burdening either party. Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus and other similar measures, and are provided without fee or charge to either party. Supportive Measures may be modified to reflect any appropriate changes at any point during the process. Violations of the College’s directives may constitute policy violations and result in separate disciplinary action.

H. Emergency Leave
The College, in consultation with the Title IX Coordinator, may place a Respondent on emergency leave during a Formal Resolution process if there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of Sexual Harassment. Any such determination will be made in compliance with any applicable disability laws, including Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Respondent will be provided notice of the emergency leave and will be provided an opportunity to challenge the decision immediately following the removal. The Respondent has the burden to demonstrate why the emergency leave was unreasonable.

I. Administrative Leave
The College may place a non-student employee Respondent on administrative leave during the pendency of a process under this Policy pursuant to the terms of the Faculty Handbook and Employee Handbook, as applicable.

III. DISMISSAL OF FORMAL COMPLAINT

A. Mandatory Dismissal
If the conduct alleged in the Formal Complaint would not constitute Sexual Harassment, as defined under Title IX and Section I(A), above, did not occur in Bowdoin's Education Program or Activity, or did not occur against a person in the United States, the Title IX Coordinator will dismiss the Formal Complaint with regard to that conduct.

B. Discretionary Dismissal
The Title IX Coordinator may, in their discretion, dismiss the Formal Complaint, or any allegation therein, if (1) at any time during the investigation or hearing the Complainant notifies them in writing that they would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer a Student or
Employee of the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination of responsibility with respect to the Formal Complaint, or allegations therein.

C. Separate Disciplinary Proceedings
Although conduct may fall outside the scope of Title IX and this policy, such conduct may still constitute a violation of faculty, employee or student policies, and the College reserves the right to pursue separate disciplinary processes pursuant to such policies.

D. Notice of Dismissal
The Title IX Coordinator will provide simultaneous written notice to the parties of any dismissal and will describe the grounds for the decision. If, as a result of the dismissal, the matter will transition to a separate disciplinary process under another College policy, the notice will provide that information. The notice will also inform the parties of their rights to appeal the dismissal.

E. Appeal of Dismissal
Both parties will have the right to a single appeal of the dismissal of a Formal Complaint or any allegations contained therein pursuant to the appeal procedure set forth below in Section V.

IV. FORMAL RESOLUTION

A. General Obligations to the Parties
The College will meet the following basic obligations throughout the process:
1. Treat Complainants and Respondents equitably;
2. Objectively evaluate all relevant evidence;
3. Ensure that the Title IX Coordinator, Investigators and Decision Makers are appropriately trained, are not biased and do not have conflicts of interest;
4. Follow reasonably prompt timelines for conclusion of the process and provide reasons for delay;
5. Not presume a Respondent is responsible until and unless such a determination is made at the conclusion of the process;
6. Provide all required notices of meetings and hearings;
7. Provide opportunities for Parties to review and respond to relevant evidence, both favorable and unfavorable;
8. Ensure that credibility determinations are not be based on a person’s status as a Complainant, Respondent, or Witness
9. Provide Parties with the opportunity to be accompanied to any meetings or hearings by an Advisor of their choice;
10. Provide Parties with the opportunity to present Witnesses, as well as other evidence;
11. Not restrict the parties from speaking about the case for their own emotional support and to prepare their case;
12. Assume the burden of gathering evidence and of proof (rather than such burdens resting with the parties); and
13. Comply with all applicable confidentiality and privacy laws and regulations

B. Investigation
The Investigator will initiate the investigation. During the Investigation, the Investigator will:
1. Interview the parties after they have received appropriate notice with sufficient time to prepare;
2. Allow the parties to have their Advisor at all meetings;
3. Allow parties to identify Witnesses, including Expert Witnesses and submit inculpatory and exculpatory evidence;
4. Interview Witnesses and conduct such other fact-gathering activities (site visits, review of documents, etc.); and
5. Consider evidence that is relevant and directly related to the allegations in the Formal Complaint.
No medical records of any party will be accessed or reviewed without the voluntary, written consent of that party. No information that is protected under a legally recognized privilege will be required, allowed or relied upon unless the privilege is waived by the person holding the privilege.

Prior to completing the Investigative Report, the College will send to each party and their advisor, if any, in electronic format, any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the Investigator does not consider relevant and including inculpatory and exculpatory evidence obtained for any source. The parties will have ten (10) calendar days from the date the evidence is made available to submit a written response to the Investigator, which the Investigator will consider prior to completing the Investigative Report.

At least ten (10) calendar days prior to the hearing described in Section IV.C below, the Investigator will issue the Investigative Report to the parties and their advisors, if any, and the Title IX Coordinator. Typically, the Investigative Report will be issued within forty-five (45) days after the Investigator initiates the investigation. The Investigative Report will include with it all evidence the Investigator considers to be relevant to the Formal Complaint, and which will be provided to the Decision Makers for purposes of the hearing. At least five (5) calendar days prior to the hearing, the parties may provide a written response to the Investigative Report to the Title IX Coordinator for inclusion in the information to be considered at the hearing.

C. Hearing

1. Following the issuance of the Investigative Report, and upon notice to all parties and their advisors a live hearing will be held. The notice of the hearing will identify the Hearing Officer, who will preside over the hearing, and the other Decision Makers, who will determine any sanctions and remedies. The live hearing is typically held within fifteen (15) calendar days from the issuance of the Investigative Report.

2. At the request of a party or at the College’s discretion, this hearing may be held virtually, with the parties in separate rooms, using a platform that allows participants to simultaneously see and hear each other. In all instances the live hearing will be audio-recorded; the recording will be available to the parties for inspection and review.

3. The Hearing Officer will preside over the hearing. The parties’ advisors, but not the parties themselves, will be permitted to ask the opposing party and any other witnesses in the matter all relevant questions, including those challenging credibility. Advisors will not be permitted to make opening or closing statements, but parties may, if they wish. Such statements will be directed to the Decision Makers and not the opposing party. The Hearing Officer will establish rules of decorum that advisors and parties must follow, and which will be communicated with the notice of the hearing. If a party does not have an advisor at the hearing, the College will provide an advisor, who need not be an attorney, to that party at no cost, for purposes of conducting cross-examination.

4. The Hearing Officer will make determinations in real time regarding the relevance of questions posed by advisors and will explain any decisions to exclude evidence. The formal rules of evidence will not apply. Advisors may object to questions posed by the other party’s advisor on the grounds of relevance only.

5. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant unless offered to prove someone other than the Respondent committed the alleged conduct or concern specific incidents of the Complainant’s prior sexual behavior with the Respondent and are offered to prove consent.

6. If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer must not rely on any statement of that party or witness in reaching a determination of responsibility and may not draw an inference regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer questions.

7. All evidence gathered in the investigation that is directly related to the allegations raised in the Formal Complaint, and which the Investigator provided to the parties prior to the hearing, will be available at the hearing for purposes of reference and cross-examination.

8. Following objective consideration of all the relevant evidence, the Hearing Officer will determine whether, based on a preponderance of the evidence, the Respondent is responsible for the alleged Sexual Harassment. If the Hearing Officer determines the Respondent is responsible, the other Decision Makers will then determine an appropriate sanction and remedies. The Final Outcome Letter is then
D. Parties Agree to Pursue Alternative Resolution
At any time prior to the beginning of the Hearing, if agreed to in writing by both parties, the parties may transition the matter to an Alternative Resolution except that Alternative Resolution is not permitted in cases involving allegations that an Employee sexually harassed a Student.

E. Potential Student Disciplinary Sanctions and Remedies
The Panel may impose any sanction or remedy that it finds to be appropriate and well suited to the circumstances presented. Once the Hearing Officer has determined responsibility, in determining an appropriate sanction or remedy, the Panel may consider any record of past disciplinary violation(s), as well as the nature and severity of such past violation(s). The Panel will also consider, as part of its deliberations, what sanctions or remedies 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. All decisions by the Panel will be made by majority vote. Although this list is not meant to be exhaustive, the following are some potential sanctions and the characteristics attributed to them. See Policy for Reporting Disciplinary Matters for information on the extent to which the Office of the Dean of Students reports disciplinary action.

Reprimand: Depending on the circumstances, Students who violate this Policy may receive an official written Reprimand from the College. This Reprimand will be called to the attention of a board or administrator in the event of any future policy violations. The Decision Maker will specify whether the Reprimand is with or without parental notification and in the case of the former may notify students’ parents or guardians and coach (when applicable) of the violation resulting in a Reprimand.

Social Probation: Social Probation is a change of status and will be reflected on a student’s permanent record. Students may lose certain College privileges while on Social Probation, including but not limited to: the ability to live on-campus; permission to live off-campus, including temporary or summer housing; on-campus parking privileges; eligibility to participate in off-campus study; removal from student leadership positions (e.g., Bowdoin Student Government, organization leadership, or campus departments leadership, etc.); The Office of the Dean of Students will notify students’ parents or guardians of the status change and, when appropriate, academic advisor(s) and coach will also be notified. Students who commit further violations of College policy while on Social Probation will most likely be referred to the Judicial Board, which could result in suspension or dismissal.

Suspension: Separation from the College for a specified period of time with recommended minimum conditions to be eligible for consideration for readmission. The Office of the Dean of Students will notify students’ parents or guardians, academic advisor(s), and coach (when applicable) of any violation resulting in Suspension. When students are suspended, they are required to be away from campus and lose privileges; after the designated period, students may apply for reenrollment to Bowdoin, which is not guaranteed. Suspended students, unless otherwise authorized by the Dean of Students, must leave the campus and may not occupy or visit College facilities or properties. In addition, suspended students are forbidden to participate in Bowdoin-sponsored activities or represent the College in any manner or forum during their suspension. Suspended students may not transfer academic credit to Bowdoin for coursework taken during Suspension, unless permission is granted by the Dean of Students.

Permanent Dismissal: For the most serious of violations, or for major misconduct following a prior suspension, a student may be separated from the College with no opportunity for future readmission. The Office of the Dean of Students will notify students’ parent or guardians, academic advisor(s), and coach (when applicable) of any violation resulting in Permanent Dismissal.

Withholding Diploma: The College may withhold a Student’s diploma for a specified period of time and/or prohibit participation in commencement and activities associated with commencement if the student has disciplinary charges pending, or as a sanction if the Student is found responsible for an alleged violation.
**Revocation of Degree:** In extraordinary circumstances, the College reserves the right to revoke a degree awarded by the College for Sexual Harassment committed by a Student prior to graduation if a finding of responsibility is not concluded until after graduation or in other aggravating circumstances.

**Potential Employment Sanctions**
For Employee Respondents, sanctions may include, but are not limited to trainings, counseling, verbal or written warnings, probation, demotion, suspension with or without pay, job in jeopardy action, forfeiture of pay increase, loss of privileges, loss of supervisory responsibilities, or immediate termination of employment.

**Other Sanctions and Remedies:** In all cases, the Decision Makers may impose other appropriate sanctions in addition to, or instead of, the above-listed sanctions. Additionally, the College will provide remedies to ensure that the Complainant has equal access to the College’s Education Program and Activities. Remedies may also include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus and other similar measures. Unlike Supportive Measures, these remedies may be disciplinary and punitive in nature.

**Effective Date of Sanction:** The effective date of a sanction will be set forth in the Final Outcome Letter, but sanctions are not in effect during the pendency of any appeal.

V. APPEALS

Both parties have the right to a single appeal of the Title IX Coordinator’s decision to dismiss a Formal Complaint and the Decision Makers’ decision. An appeal must be submitted in writing within five (5) calendar days of receiving the determination, stating the grounds for the appeal and including any relevant supporting documentation. Appeals must be submitted as follows:

- To the Dean of Students for cases involving Student Respondents and dismissal of a Formal Complaint
- To the Student Appeals Committee, via its chair, the Dean for Student Affairs, for cases involving Student Respondents and appeals from the Decision Makers’ decision
- To the President of the College for cases involving faculty Respondents
- To the President of the College for cases involving staff Respondents

The Dean for Student Affairs or the President of the College will provide a copy of the appeal to the non-appealing party who will have five (5) calendar days to submit a statement in response.

In order for an appeal to be granted, the appeal must demonstrate at least one of the following:

1. procedural irregularity that affected the outcome of the matter;
2. new evidence that was not reasonably available at the time of the decision that could affect the outcome of the matter; or
3. the Title IX Coordinator, Investigator or a Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individually Complainant or Respondent that affected the outcome of the matter.

Review on appeal will be impartial and will include consideration of the written record of the matter and, where appropriate, consultation with other College officials. The Dean for Student Affairs, the Student Appeals Committee and the President of the College will issue a written decision, typically within fifteen (15) calendar days from receipt of the appeal, which shall be provided to both parties simultaneously. The written decision will describe the result of the appeal and the rationale. The written decision may: 1) deny the appeal and affirm the original decision; 2) grant the appeal and order a previously dismissed Formal Complaint to be reinstated; 3) grant the appeal and remand to the Decision Makers for further consideration; 4) grant the appeal and remand for a new live hearing before new Decision Maker(s); or 5) grant the appeal and revise the sanction.
VI. ALTERNATIVE RESOLUTION
If agreed to in writing by both parties, and if the Title IX Coordinator believes the circumstances are appropriate, a Formal Complaint may be resolved by Alternative Resolution, as described in this section, except that a case alleging Sexual Harassment by an Employee against a Student may not be resolved by Alternative Resolution.
Alternative Resolution is a facilitated process that does not involve an investigation or a sanction and allows the parties to attempt to reach an agreed-to resolution of the matter through an intermediary.
If both parties agree in writing to resolve the matter by Alternative Resolution, the Title IX Coordinator will simultaneously send both parties a notice of Alternative Resolution setting forth the allegations, the requirements and potential outcomes of the Alternative Resolution, the circumstances under which the parties are precluded from resuming a Formal Complaint arising out of the same allegations, the rights of each party to withdraw from the Alternative Resolution prior to its conclusion and resume a Formal Resolution and a description of the records that will be maintained related to the Alternative Resolution.

A. Purpose of Alternative Resolution
Alternative Resolution provides an opportunity for the parties to communicate their feelings and perceptions, including the impact of the incident of the alleged Sexual Harassment in the presence of and facilitated by a presiding officer, as described in Section VI(B) below, and to share their wishes and expectations regarding a resolution of the matter.

B. Presiding Officer
The Title IX Coordinator will identify a presiding officer to conduct the Alternative Resolution. Typically, the Title IX Coordinator also attends the Alternative Resolution meeting.

C. Process of the Alternative Resolution
The Alternative Resolution meeting will typically be held within thirty (30) days from the date of the Alternative Resolution notice provided to the parties by the Title IX Coordinator. Upon timely request by a party, the presiding officer may, at their discretion, accommodate concerns regarding direct contact between the parties by, for example, providing separate facilities and/or conducting the meeting using a remote platform. The Complainant will be given an opportunity to make statements. The Respondent will then be given the opportunity to respond at a separate meeting with the presiding officer. The parties will not appear simultaneously or in person together. The presiding officer will then, if applicable, ask clarifying questions. The Complainant and the Respondent may ask the presiding officer to pose additional questions to the other party by submitting these requests to the presiding officer in writing or orally, at the discretion of the presiding officer.

D. Outcomes of Alternative Resolution
At the conclusion of the Alternative Resolution, the presiding officer will propose a set of measures meant to address the parties’ concerns and resolve the matter. Measures that may be proposed by the presiding chair and agreed to by the parties include, but are not limited to accommodations to living, academic, or employment situation and; limitations of contact between the parties. If the parties agree on an outcome it must be signed in writing by both parties. Any such signed agreement is final and binding on the parties according to its terms. To the extent the measures include involvement of the College, they must be agreed to by the Title IX Coordinator. If the Alternative Resolution does not resolve the Formal Complaint, nothing from the Alternative Resolution process may be used as evidence in a Formal Resolution.

E. Confidentiality of Alternative Resolution
In order to promote honest and direct communication, information disclosed during the Alternative Resolution must remain confidential while the Alternative 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 Alternative Resolution, any documents prepared in anticipation of or disclosed during the Alternative Resolution may not be disclosed outside the proceeding, except as may be required or authorized by law.

F. Election to End Alternative Resolution
Except in cases where the Decision Maker has determined that there is no violation of the Policy, the College or either party may, at any time prior to the conclusion of the Alternative Resolution, elect to end such
proceedings and initiate Formal Resolution instead. Formal Resolution may not be initiated, however, after the conclusion of an Alternative Resolution.

VII. RECORDS AND TRAINING MATERIALS
The College will maintain records in connection with a Report of Sexual Harassment, a Formal Complaint and proceedings under this policy for a minimum of seven years from resolution of the matter (or longer pursuant to the terms of the Records Retention Schedule). Documents retained will include, but not necessarily be limited to, records of:

1. an investigation of Sexual Harassment, including a determination regarding responsibility, hearing audio recording; and any disciplinary sanctions imposed, or remedies provided;
2. any appeal and the result thereof;
3. any informal resolution and the result thereof;
4. all materials used to train Title IX Coordinators, Investigators, Decision Makers, individuals reviewing appeals, and any person who facilitates Alternative Resolutions (which materials are available by contacting the Title IX Coordinator and will be posted on the College’s website); and
5. actions, including any Supportive Measures, provided in response to a Report of Sexual Harassment or a Formal Complaint, including the basis for any decisions not to provide Supportive Measures.

VIII. POLICY INTERPRETATION AND AMENDMENTS
Any question of interpretation or application of this Policy shall be referred to the President for final determination. This Policy may be amended, in writing, by the President or the President’s designee at any time.

HOW DO I GET HELP?

1. **Contact Benje Douglas**
   To make a report or to understand the reporting process contact the Title IX Coordinator in-person at Dudley-Coe, Room 119, over the phone (office) 207-721-5189 (cell) 207-798-0209, or by email - bdoouglas@bowdoin.edu.

2. **Make a Report Online**
   You may also choose to report the incident using the Online Reporting Form. Reporters may remain anonymous through the online form.
   - **For Me** – Sexual Misconduct, Sexual Harassment, Dating Violence/Stalking
   - **For a Friend** - supporting a friend going through violence comes down to being present and trying hard not to think you can do everything by yourself. Helping to point your friend in the direction of professional assistance may be the most caring thing you can do. How to be supportive.

Remember that supporting someone will be hard. It is important to seek out support for yourself. If you recognize that you are the only resource for someone who has gone through a traumatic experience, suggest that they seek out another resource of their own. Also, in this role you are not a detective or an investigator. Support does not mean interrogation and if that's hard for you then speak to someone before taking on the responsibility. If you have any questions about how to support someone, or how to support yourself, reach out to one of the following resources. The Sexual Assault Support Services of Mid Coast Maine (SASSMM) is an excellent resource; contact them at (800) 822-5999 or (207) 725-1500 if you are calling from a mobile phone. You can also contact a Safe Space Member for peer support, or The Counseling Center at (207) 725-3145.

PREVENTING SEXUAL AND GENDER-BASED VIOLENCE
It is up to all of to prevent sexual and dating violence at Bowdoin.
- **Get Involved** – Get informed and speak out, hold peers accountable, join a club, volunteer
- **Get Educated** – What is Consent?, facts about sexual violence, facts about relationship violence
- **Programming and Events** – Speak About It, Take Back the Night, Sexual Respect, RISE, Healthy Relationships
- **B.E.A.R.S. Survey** – 2016 B.E.A.R.S Survey result summary, Letter from President Rose
Below are some guidelines about how to support someone reporting sexual violence or gender-based violence. They are only suggestions and serve as examples of how you could be supportive. Just remember: believe them, listen to them, and speak from your heart.

**THINGS YOU CAN DO AND THINGS YOU SHOULD AVOID**

<table>
<thead>
<tr>
<th>Please DO the following:</th>
<th>Please AVOID the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Assure them that it is not their fault</td>
<td>• Asking questions out of curiosity</td>
</tr>
<tr>
<td>• Assure them that they did the best they could</td>
<td>• Expressing shock, disgust, or anger, or judgment</td>
</tr>
<tr>
<td>• Suggest that they talk to someone</td>
<td>• Pressing for details</td>
</tr>
<tr>
<td>• Assure them that they are not alone</td>
<td>• Asking questions without a reason to ask them</td>
</tr>
<tr>
<td>• Be sensitive to their need for privacy</td>
<td>• Interrogating them or asking questions as if to ascertain &quot;what really happened&quot;</td>
</tr>
<tr>
<td>• Stay calm and be patient; give them time</td>
<td>• Touch them without their permission</td>
</tr>
<tr>
<td>• Offer to go with them to report the incident and to seek out resources</td>
<td>• Putting words in someone's mouth or tell them how they are feeling</td>
</tr>
<tr>
<td>• Use active listening skills to tune into concerns and priorities, as these may be different from what you perceive their priorities to be</td>
<td>• Making decisions for the student</td>
</tr>
<tr>
<td></td>
<td>• Making promises or guarantees, such as, &quot;you're going to be fine,&quot; or &quot;your family will be supportive&quot;</td>
</tr>
</tbody>
</table>

Remember that supporting someone will be hard. It is important to seek out support for yourself. If you recognize that you are the only resource for someone who has gone through a traumatic experience, suggest that they seek out another resource of their own. Also, in this role you are not a detective or an investigator. Support does not mean interrogation and if that's hard for you then speak to someone before taking on the responsibility. If you have any questions about how to support someone, or how to support yourself, reach out to one of the following resources. The Sexual Assault Support Services of Mid Coast Maine (SASSMM) is an excellent resource; contact them at (800) 822-5999 or (207) 725-1500 if you are calling from a mobile phone. You can also contact a Safe Space Member for peer support, or The Counseling Center at (207) 725-3145.
Getting Help After a Sexual Assault
You have options.

If you have experienced sexual misconduct during your time attending Bowdoin, you may consider pursuing any or all of these options.

If you are in immediate danger, call 911.

Bowdoin College Title IX Reporting

You may make a report to Title IX by:

Compeing an Anonymous Online Report:
bowdoin.edu/title-ix/report

Contacting the Title IX Coordinator:
Benjie Douglas
Dudley Coe, Room 119
bdouglas@bowdoin.edu
207-725-5189

Resources for Support

The following resources can help you navigate campus and community services and options:

Privileged* Resources On Campus:
- Counseling Center: 207-725-3415, 207-725-1314
- Health Center: 207-725-3770, 207-725-1314
- Eduardo Pazos Palma: epazos@bowdoin.edu
- Lisa Peterson: lpeters@bowdoin.edu
- Rachel Rainke: rrainke@bowdoin.edu
- Kate Stem: kstem@bowdoin.edu

Privileged* and Confidential Resources Off Campus:
- SASSMM: Sexual Assault Support Services of Midcoast Maine
  800-822-6000
  207-725-5500

Through These Doors: Domestic Violence Resource Center
  800-537-6066
  207-721-0199

*These resources do not make reports to the Bowdoin Title IX office.

24/7 Emergency Response

You may make a report to:

Brunswick Police Department
207-727-5521

Bowdoin Office of Safety and Security
207-725-3500

You may seek medical attention, make a report, and/or complete a forensic exam at:

Midcoast Hospital
123 Medical Center Dr, Brunswick, Maine
207-725-6000
EMPLOYEE FREEDOM FROM DISCRIMINATION, HARRASSMENT, SEXUAL MISCONDUCT & GENDER-BASED VIOLENCE POLICY

Updated: August 2020

Check for updates for the Employee Freedom from Discrimination, Harassment, Sexual Misconduct & Gender-based Violence Policy

INTRODUCTION
Bowdoin College strives to provide a place of study and work that is free from unlawful harassment, discrimination, sexual misconduct and gender-based violence of any kind. In compliance with the Maine Human Rights Act (MHRA), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 and other federal and state laws, Bowdoin College prohibits any member of the faculty, staff, administration, student body, or visitors, whether visiting campus, patrons, independent contractors, or vendors from harassing or discriminating against any other member of the Bowdoin College community because of a person’s race, color, ethnicity, ancestry and national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, genetic predisposition, veteran status or against qualified individuals with physical or mental disabilities on the basis of disability, or any other legally protected statuses in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Discrimination or harassment on the basis of any protected characteristic is illegal. All employees are expected to respect the rights of their coworkers and conduct themselves in a way that supports the inclusion of students and employees of all different backgrounds. Employees who engage in unlawful harassment, sexual misconduct or gender-based violence or discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

SCOPE OF POLICY
This policy applies to complaints of harassment, discrimination, sexual misconduct or gender-based violence, made against any College employee, that fall outside the scope of the Student Non-Discrimination Policy and Student Grievance Process and the Bowdoin College Title IX Policy. As set forth in the Bowdoin College Title IX Policy, cases of sexual misconduct that are excluded from jurisdiction under Bowdoin’s Title IX policy due to where the alleged incident occurred, raise potential violations of the Employee Freedom from Discrimination, Harassment, Sexual Misconduct and Gender-based Violence Policy. Such cases will be evaluated for such violations and resolved using procedures identical to those set forth in the Title IX Policy. This policy does not apply to complaints against student employees. A glossary of terms is included at the end of this policy.

RESOURCES
Members of the Bowdoin community may wish to use the following services for consultation and/or support:

- On-Campus Resources
- Bowdoin College Security (Ext. 3314 or for emergencies Ext. 3500)
- Counseling Center (Ext. 3145) [For Students]
- Peter Buck Health Center (Ext. 3236) [For Students]
- Employee Assistance Program 1-800-647-9151 or AnthemEAP.com. Call for free, confidential assistance 24 hours a day, 7 days a week [For Employees]
- Human Resources (Ext. 3837)
- Office of the Dean for Academic Affairs (Ext. 3578)
- Office of the Dean of Student Affairs (Ext. 3228)
- Safe Space (contact Residential Life Staff or Dean’s Office for names of student members)
- Women’s Resource Center (Ext. 3620) [For Students]
- Workplace Advisors (hyper link to Workplace Advisor page) listed below [For Employees]

Community Resources

- Sexual Assault Support Services of Midcoast ME (207)-725-2181, 1-800-822-5999, 124 Maine Street, Brunswick, ME
- Brunswick Police Department (911 or 725-5521)
- Mid Coast Medical Center (725-0181)
ON-CAMPUS CONTACTS
The Vice President for Human Resources is the individual designated by the College to coordinate its efforts to comply with this policy and anti-discrimination laws applicable in employment. Questions about this policy should be directed to:

Tamara Spoerri
Vice President for Human Resources
216 Maine Street, 3rd floor
Brunswick, ME 04011
(207)725-3838
tspoerri@bowdoin.edu

If an employee experiences any unlawful harassment, sexual misconduct or gender-based violence or discrimination, they should promptly report the concern to any of the following people:

1. The Vice President for Human Resources/Affirmative Action Officer
2. The accused staff or faculty member’s supervisor or department head;
3. The complaining party’s supervisor or department head;
4. The Dean or Associate Dean for Academic Affairs; or
5. The Associate Director of Student Affairs/Director of Residential Life.

Complaints by employees can also be made to one of the Workplace Advisors listed below who are trained by the College to provide guidance and support to employees with complaints of harassment or discrimination, sexual misconduct or gender-based violence.

Workplace Advisors:
Mark Battle, x3410
Ryan Curran, x3051
Deborah Infante, x3810
Abigail Killeen, x4172
Lesley Levy, x4187
Delmar Small, x3747
Donna Trout, x3339

A student complaint of harassment, sexual misconduct or gender-based violence against an employee or faculty member may be made to the College’s Associate Vice President for Inclusion and Diversity and Director of Title IX, Gender Violence Prevention and Education. A student employee should also take immediate action to report any incident occurring in their employment to their workplace supervisor or the Vice President for Human Resources, Tamara Spoerri (x3837).

COMPLAINT PROCESS
For matters that fall within the scope of this policy, the College will conduct an investigation pursuant to the following process. A complaint may be initiated by any member of the College community who feels they have experienced, or who has knowledge of, discrimination, harassment, sexual misconduct or gender-based violence by a College employee. When the complainant is not the person who has experienced the discrimination, harassment, sexual misconduct, and/or gender-based violence, the College’s ability to investigate and resolve the situation may depend on the alleged complainant’s willingness to participate in the investigation. Complaints are requested, but not required, to be in writing and should include the names of the complainant and the respondent, a description of the objectionable conduct, the location, dates and times of the objectionable conduct, and the identification of witnesses or other persons with knowledge of the allegations.

ADMINISTRATIVE COMPLAINT PROCESS PROCEDURE
The Vice President for Human Resources shall work with the appropriate Manager or Department Head to conduct an adequate, impartial, and reliable investigation of the complaint under this Administrative Complaint Resolution
Procedure. In appropriate circumstances, the College may also engage the services of an outside investigator. The College will strive to promptly and equitably resolve all complaints of discrimination, harassment, sexual misconduct or gender violence. The purpose of the investigation is to determine whether or not a violation of this policy has occurred. The investigation typically will entail interviews of the complainant and the respondent, as well as other persons believed to have pertinent factual knowledge. During the course of the investigation, each party will have the right to provide the names of witnesses and/or other evidence which might assist in the investigation. Because resolving problems internally benefits both the employee and the College, no external parties may participate in this process.

During the course of the investigation, 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. These measures may include but are not limited to: ordering no contact between the respondent and the complainant and directing, where necessary, appropriate College officials to alter the complainant’s or the respondent’s academic, College housing and/or College employment arrangements; or suspension from duties with or without pay.

The results of the investigation will be reviewed by the Vice President for Human Resources and the appropriate Senior Staff Officer who is in a supervisory position to the respondent. The Senior Staff Officer will be responsible for determining whether a violation of the policy occurred and, if so, the appropriate discipline to be imposed. The standard of review shall be whether, based upon the information obtained during the investigation, it is more likely than not that a violation of the policy has occurred. Possible outcomes of the investigation include:

(a) a finding that a violation of the policy has not occurred;
(b) a finding that a violation of the policy has occurred; or
(c) in cases where a violation of the policy cannot be determined, but there are clear differences between the parties that need to be resolved, a negotiated resolution of the complaint will be attempted.

Within five (5) days of the conclusion of the investigation and the issuance of a decision by the Senior Staff Officer, both parties shall be notified in writing of the outcome of the investigation.

APPEALS OF SENIOR STAFF DECISIONS:
Either the respondent or the complainant may appeal the Senior Staff Officer's determinations, as follows:

1. If the accused party is a faculty member, then any appeal shall be in accordance with the provisions of the Faculty Handbook.

2. If the accused party is a staff member, the appeal must be made to the President or a committee established in accordance with the College's Grievance Procedure, Step III.

The appeal must be made in writing submitted to Human Resources within ten (10) calendar days of the date of the determination by the Senior Officer and must specify the grounds for the appeal. The Senior Staff Officer shall review the case with the appropriate Appeals Committee and explain the reasons for their findings and decision. An appeal may, in accordance with the terms of the applicable appeals process, result in an endorsement of the Senior Staff Officer’s decision, disagreement with the original findings and discipline, or a recommendation of different sanctions. There shall be no further right of appeal from the final action determined by the applicable appeals process. Notification of the outcome of the appeal shall be governed by the terms of the applicable appeals process, although in any case the Senior Staff Officer will be notified of the final disposition of the case.

SANCTIONS
In cases where the Senior Staff Officer determines that this policy has been violated, the Senior Staff Officer shall, in consultation with the Vice President for Human Resources, impose appropriate disciplinary action up to and including termination from College employment. With respect to a complaint against a faculty member, any termination decision shall be subject to the procedural requirements set forth in the Faculty Handbook.
REPORTS INVOLVING A NON-MEMBER OF THE COLLEGE
A member of the College community may report an incident of discrimination, harassment, sexual misconduct or gender-based violence by a College guest, visitor, or vendor. While the College will endeavor to promptly investigate and resolve a report involving a respondent outside the College community, its ability to take action against such a respondent may be limited. Where appropriate, however, the College will take those steps necessary to protect the College community. The Dean for Student Affairs or the Vice President for Human Resources will, where possible, inform the respondent of the report and may, after consultation with other relevant College officers, take steps to bar the respondent from the campus if that is deemed to be appropriate. The member(s) of the College who hosted or contracted with the respondent may be informed of the actions taken and the reasons for them.

SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE
Sexual misconduct and gender-based violence, in particular, warrant special mention within this policy. Bowdoin College is committed to providing its students, faculty and staff with a community and place of study and work which is free of sexual harassment, sexual violence, intimidation, and exploitation. The College cannot thrive unless individual rights are respected, and each member of the community is treated with civility. Sexual misconduct and gender-based violence are not simply inappropriate behavior proscribed by College policy; but are also prohibited by law. Because of the importance of these issues, information is provided to all new employees at orientation, and to all employees on an annual basis, including a description of prohibited conduct, an explanation of options available to employees for resolving complaints of sexual harassment, sexual misconduct or gender-based violence, and a list of resources available to employees who have concerns or questions about sexual harassment, sexual misconduct or gender-based violence. Additional information for students can be found in the Student Handbook. It is illegal for any employee to sexually harass another employee and for any supervisory employee to permit any act of sexual harassment, sexual misconduct, or gender base violence in the workplace by anyone, whether or not it is an employee.

While sexual misconduct and gender-based violence may constitute a violation of the Bowdoin College Title IX Policy, to the extent alleged behaviors fall outside the scope of that policy they may constitute violations of this policy.

DESCRIPTION OF SEXUAL MISCONDUCT
Sexual misconduct is a broad term encompassing a range of unacceptable behaviors of a sexual nature, including sexual harassment, sexual exploitation, non-consensual sexual contact and non-consensual intercourse.

DESCRIPTION OF SEXUAL HARASSMENT
Sexual harassment is a form of sexual misconduct. The term “sexual harassment” has different meanings in different contexts. Under Title IX, “sexual harassment” has a specific definition. The College prohibits sexual harassment, including beyond the strict definition of the term under Title IX. For purposes of this policy, the following definitions of “sexual harassment” apply.

In the context of employees, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

In the context of students, sexual harassment includes unwelcome conduct of a sexual nature that substantially interferes with the student’s college employment, participation in College programs or activities, or their living or learning environment. A single instance of unwelcome conduct of a sexual nature may constitute sexual harassment if it is sufficiently serious.

DESCRIPTION OF GENDER-BASED VIOLENCE
Gender-based violence is also a broad term and includes dating violence, domestic violence and stalking. Gender-based violence can occur between strangers or acquaintances, including people involved in both long term and brief intimate
partnerships. Gender-based violence can be committed by men or women, and it can occur between people of the same or different sex.

ABUSE OF POWER AND PROFESSIONAL AUTHORITY
The teacher-student relationship is at the core of Bowdoin College’s educational mission where all can achieve to their highest potential. The integrity of this relationship commands our highest attention and, as teachers, we are accountable as mentors, educators, and evaluators. The unequal institutional roles between teachers and students must be protected from influences or activities that can interfere with learning and personal development. For this reason, the College prohibits faculty members to engage in any sexual relationships with students even if they believe the relationship to be consensual. (Exception: Spouses/Domestic Partners of faculty/staff who take courses through the Educational Assistance Policy). In these relationships there exists the potential for sexual harassment, conflict of interests, and the abuse of authority, with adverse effects on employees, students and the overall College community. This policy applies even if the student is not enrolled in the faculty member’s class. Also prohibited are sexual relationships between staff and students*. For purposes of this policy faculty is defined as all those in any type of teaching/mentoring positions that might include tenured and tenure track faculty, coaches, teaching assistants, post-docs, lecturers, lab instructors, etc. Faculty and staff must be able to mentor, educate, advise, and evaluate students without potential for coercion. All employees should be aware that consensual relationships between those with unequal institutional power and those with institutionally conferred differences in status may create perceptions of favoritism or unfair treatment and may expose the College and the employee (faculty or staff member) to claims of sexual harassment and sex discrimination. Those who violate this policy will be subject to appropriate disciplinary actions up to and including termination of employment. With respect to a complaint against a faculty, any termination decision shall be subject to the procedural requirements set forth in the Faculty Handbook.

(*In rare situations there may be a preexisting relationship at the time of employment. These may be permitted but must be immediately disclosed to one’s supervisor for review by the Dean of Student Affairs and Vice President for Human Resources to understand and minimize potential areas of conflict. For example, a recent Bowdoin grad is hired in residential life and is in a relationship with a rising senior. Measures will be taken to be sure there is no supervisory aspect or preferential treatment.)

CONFIDENTIALITY
All information provided in the context of a complaint and investigation under this policy will be held in confidence to the extent possible and will be discussed only with those who have a need to know in order to investigate or resolve the complaint.

NON-RETALIATION
Under law, you may not be punished or penalized in any way for reporting, complaining about, participating in an investigation of or filing a claim concerning discrimination or harassment, or for testifying in any proceeding brought by anyone else. No employee may retaliate against someone who files a complaint or participates in an investigation of a complaint; such retaliation will subject the offender to additional discipline and sanctions under this policy. However, if the College determines that an intentionally false complaint has been made under this policy, disciplinary action will be taken against the individual(s) filing the complaint or providing false information regarding the complaint.

Legal Recourse through the Maine Human Rights Commission
Any employee who believes he or she has been subjected to discrimination or harassment may call or write the Maine Human Rights Commission to register a complaint. The Commission may be contacted as follows:

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333
Telephone: (207) 624-6290

Any complaint must be filed with the Commission within 300 days of the act of discrimination or harassment. Once the Commission has received a signed charge form, an investigation will be conducted, and a determination will be made by the Commission of whether or not there are reasonable grounds to believe discrimination or harassment occurred.
If the Commission determines that discrimination or harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

GLOSSARY OF TERMS

“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 someone of any gender, 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 physical force, violence, threat, intimidation or coercion to cause a person to touch their 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 Intercourse” means penetration (anal, oral or vaginal) by a penis, tongue, finger or an inanimate object.

“Sexual Harassment” In the context of employees, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In the context of students, sexual harassment includes unwelcome conduct of a sexual nature that substantially interferes with the student’s college employment, participation in College programs or activities, or their living or learning environment. A single instance of unwelcome conduct of a sexual nature may constitute sexual harassment if it is sufficiently serious.

“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, including where consent was given to certain sexual activity under certain conditions (for example, with the use of a barrier method of birth control) and the activity in question violates any such conditions. In addition, certain states have designated a minimum age under which a person cannot give Effective Consent.

“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.

“Gender-based Violence” is a broad term encompassing “Dating Violence,” “Domestic Violence,” and “Stalking.” Gender-based Violence can occur between strangers or acquaintances, including people involved in both long term and brief intimate partnerships. Gender-based Violence can be committed by men or women, and it can occur between people of the same or different sex.

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

“Domestic Violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of Maine. In Maine, this includes the following crimes: Domestic violence assault (17-A M.R.S. § 207-A), Domestic violence criminal threatening (17-A M.R.S. § 209-A), Domestic violence threatening (17-A M.R.S. § 210-B), Domestic violence stalking (17-A M.R.S. § 210-C), and Domestic violence reckless conduct (17-A M.R.S. § 211-A).

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. Examples of stalking may include: unwanted, intrusive, and frightening communications by phone, mail, and/or email; repeatedly leaving or sending unwanted items such as gifts; following or waiting for a person at places such as home, school, or work; making direct or indirect threats of harm to a person, or to the person’s children, relatives, friends, or pets; damaging or threatening to damage property; harassment through the Internet or social media; and posting information or spreading rumors about a person.

BIAS, DISCRIMINATION, AND HAZING

Bowdoin College encourages freedom of expression, open dialogue, and mutual respect. Discrimination or harassment of others on the basis of race, color, ethnicity, social class, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status, or against qualified individuals with disabilities on the basis of disability has no place in our intellectual community.

Members of the College community are encouraged to report behavior that is inconsistent with these values, these reports can make a difference. Even if you don’t want or expect any action to be taken, this record helps the College to better understand and address these issues.

Bowdoin’s “Campus and Community Index” (CCI) is an online tool designed to:
- promote transparency about what is happening in our community and prompt dialogue and action; and
- create a historical record of incidents and behavior on campus or in the local Brunswick community that are inconsistent with the values of our learning community;

Reports submitted online will be reviewed by the appropriate staff member or members (e.g., dean of student affairs, associate dean of students for diversity and inclusion, dean of academic affairs, and/or vice president for human resources).

Reports of acts of bias are handled with the highest degree of confidentiality. The identities of those submitting information for the CCI remain confidential and will not be posted on the CCI.
The deans and human resources staff will review the incident/observation, and a summary will be prepared – with permission of the person who report the incident – and posted on the CCI. These summaries will be posted on the CCI in chronological order.

Information posted on the CCI is accessible to members of the campus community only (a Bowdoin username and password are required to view the index). The Bias Incident Group will receive a copy of all reports regarding acts of bias. Reports are shared with Brunswick police and town leaders when appropriate.

Below are frequently asked questions, we listed the answers for the first question and the remainder answers are available on the Campus Community Index page of the Bowdoin website.

WHAT CAN I DO TO HELP/PREVENT BIAS INCIDENTS FROM HAPPENING?

• Acknowledge that acts of bias do occur on campus and in the broader community and work actively to combat bias. You can begin by reporting incidents to inform the greater community.
• Educate yourself to help dispel stereotypes.
• Hold people accountable for their language and actions.
• Plan and/or attend educational programs to raise awareness and combat bias.
• Engage one another in conversation about topics such as privilege, oppression and diversity.

What kinds of incidents should be reported?
Why should incidents of bias be reported?
What happens when and incident is reported?
What is the Campus Community Index (CCI)?
What degree of confidentiality is maintained?
What should I do if I am harassed or intimidated after filing a report?
What are the consequences of submitting a false report?

DISCRIMINATION POLICY
Respect for the rights of all and for the differences among us is essential for the Bowdoin community. Discrimination or harassment has no place in our intellectual community. Bowdoin College complies with applicable provisions of federal and state laws that prohibit unlawful discrimination in employment, admission, or access to its educational or extracurricular programs, activities, or facilities based on race, color, ethnicity, ancestry and national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, genetic predisposition, veteran status, or against qualified individuals with physical or mental disabilities on the basis of disability, or any other legally protected statuses. 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 or Federal Law, criminal prosecution may be pursued.

HAZING POLICY
To report an alleged hazing incident, please utilize this form.

Philosophy
Bowdoin College encourages student participation in athletics and student organizations, which can enrich a student’s college experience and can contribute significantly to social and leadership 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 that attempt to build these bonds between members must do so in an affirming way without coercion or intimidation of any kind. Bowdoin encourages students to value lasting relationships grounded in mutual respect, not artificial connections created through shared humiliation. Hazing is antithetical to that experience, and to the mission of the College. Hazing violates College policy and may also be a violation of state law.
Students, faculty, staff, and the families and guardians of students should acquaint themselves with the information and links in this section so that they may identify possible occurrences of hazing and understand consequences of such behavior.

Maine Law and College Policy
Bowdoin maintains a zero-tolerance policy regarding hazing, which is strictly prohibited. As such, no student, student organization, athletic team, other College-recognized group or association shall conduct, condone, aid, or participate as a witness in hazing activities, consensual or not.

The College’s policy conforms to Maine law, which defines “injurious hazing” as “any action or situation, including harassing behavior, that recklessly or intentionally endangers the mental or physical health of any school personnel or a student enrolled at an institution in this State or any activity expected of a student as a condition of joining or maintaining membership in a group that humiliates, degrades, abuses or endangers the student, regardless of the student’s willingness to participate in the activity”[1] In addition to disciplinary action imposed by the College, students who engage in hazing could find themselves subject to criminal prosecution by legal authorities.

Definition
Bowdoin defines hazing more broadly than Maine state law to include any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group and that encompasses one or more of the following:

- physically or psychologically embarrasses, demeans, degrades, abuses, or endangers someone regardless of that person’s willingness to participate;
- categorizes members of the group based upon seniority or standing or otherwise emphasizes the relative power imbalance of newer members;
- involves the consumption of alcohol, drugs, or other substances;
- removes, damages or destroys property;
- results in the disruption of College or community activities, the educational process, or the impairment of academic performance; and/or
- violates a College policy and/or a state law.

This definition pertains to behavior on or off campus and applies whether or not the participants or others perceive the behavior as “voluntary.” The implied or expressed consent of any person toward whom an act of hazing is directed does not relieve any individual, team, or organization from responsibility for their actions nor does the assertion that the conduct or activity was not part of an official organizational or team event or was not officially sanctioned or approved by the organization or team.

Adjudication
Violation of the hazing policy may subject an individual and/or recognized organization or team to disciplinary action by the College, either through administrative resolution or the Judicial Board, with penalties up to and including suspension or dismissal for individuals; revocation of organizational recognition and funding; forfeiture of participation in some or all of an athletic season; and permanent disbandment of a student organization or team.

Examples
Although this policy cannot address or anticipate all possible activities or situations that may constitute hazing, examples may include, but are not limited to, any of the following activities that are part of an initiation or admission into a group or required for continued acceptance in a group:

- physical or verbal abuse of any kind or implied threats of physical or verbal abuse;
- branding or other body markings;
- encouraging or requiring a person to consume alcohol, drugs, unusual substances or concoctions;
- encouraging or forcing a student to violate Maine law or College policy such as indecent exposure, theft, or trespassing;
- confining a person or taking a person to an outlying area and dropping them off;
- servitude such as encouraging or requiring a person to run personal errands, cook, clean, etc.;
• requiring a shaved head or other haircut;
• stunt or skit nights with degrading, crude, or humiliating games or acts;
• “mind games” or creating real or perceived psychological uneasiness or harm;
• encouraging or requiring public stunts or buffoonery;
• encouraging or requiring the wearing or carrying of apparel or items likely to subject the wearer to embarrassment, ridicule, or harm;
• encouraging or requiring new members to participate in inappropriate scavenger hunts or road trips;
• depriving a person of sleep;
• expecting certain items to always be in one’s possession; and
• requiring new members/rookies to perform duties not assigned to other members. Note: duties like carrying water to practice can be a first-year responsibility if other team members have similar responsibilities or all responsibilities are rotated among team members.

**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. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity occurred.

### Identifying Hazing

All members of the Bowdoin community are must understand what does and does not constitute hazing. Student leaders bear particular responsibility for conducting their team, club, or organization in such a manner that welcomes new members without resorting to hazing to build group camaraderie.

Here are some key questions to consider when planning any activity that is part of an initiation or admission into a group or is required for continued acceptance in a group:

- Is a person or group being targeted in an inappropriate way because of status or class year?
- Would you be willing to describe the activity to your own parents, grandparents, the parents of a fellow student, a professor, a dean, the College president, a police officer, or a judge?
- How would you feel if the activity was photographed and appeared in *The Orient* or on Facebook, YouTube, or local TV?
- Is there a risk of real or even perceived physical or psychological discomfort or harm, i.e. was it demeaning, abusive or dangerous?
- Even if you would not be embarrassed by this activity, can you imagine that someone else might be?
- Could safety be at risk?
- Is there a level of coercion and peer pressure involved?
- Will current members be participating in the activities that new members will be asked to do?
- Do the activities interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
- Are alcohol and/or drugs involved?
- Is there a sexual element to the activity?
- Do any activities violate a College policy or federal, state, or local law?
- Answering “Yes” or even “Maybe” to any of these questions suggests the activity could be construed as hazing and should therefore be avoided.

When in doubt about whether an activity constitutes hazing, always err on the side of caution and ask a dean, coach, or other College employee who works with student organizations or teams. Engaging in open conversations about hypothetical situations can be especially helpful. Knowledgeable staff can provide additional examples of behaviors that might constitute hazing, examples of positive group-building activities and rites of passage for new members, assistance with organizing legitimate events to foster teamwork and cohesiveness, and other relevant information and support. Students who choose not to consult knowledgeable staff are taking ownership for their actions and responsibility for any consequences.
Taking Action
At Bowdoin, where community members look out and care for one another, students and employees are expected to intervene personally or by calling Security (207-725-3500) or the Brunswick Police (911) 24 hours a day if they encounter activities that put others in physical or psychological harm or discomfort. By stepping up and taking action, bystanders are frequently able to put an end to inappropriate behavior before a bonding activity escalates into a hazing activity. Bowdoin students and employees should notify appropriate College officials (Security, deans, 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.

Education, Prevention and Positive Group Bonding
Bowdoin Athletics, Residential Life, and Student Activities conduct ongoing educational activities to promote positive group identity and prevent hazing.

There are new-member activities that are positive and/or educationally valid that serve to build team, develop unity by connecting students to one another, create a sense of belonging, and bolster self-esteem. Examples include:
- a scavenger hunt or talent show involving all members of an organization or team in which all participants are treated equally, and the activities are not embarrassing, demeaning or dangerous;
- a themed dress-up party that is inclusive and not embarrassing or demeaning;
- paintballing;
- video game tournaments;
- meals together;
- study sessions;
- community service projects;
- attending other teams’ sporting events;
- movie nights;
- game or trivia nights;
- bowling;
- cooking classes or classes at the Craft’s Center;
- outdoor games—capture the flag, Frisbee, etc.;
- a ropes course training;
- rafting or outdoor trips;
- trips to Freeport, Portland, Fun Town Splash Town, etc.;
- tournaments around group history;
- making and burying a time capsule;
- mentoring relationships between old and new members;
- creating an organizational intramural sports team; or small or large group roundtable discussions on topics important to the team or organization.

ANNUAL JUDICIAL BOARD REPORT TO THE COMMUNITY
Each fall, the Judicial Board chair and advisor present an annual report of the previous year’s Academic Honor Code and Social Code hearing for the purpose of increasing awareness of our community standards. The report summarized those cases that were handled by the Judicial Board and when relevant, it also includes (via footnote) any cases handled administratively by the dean of student affairs that resulted in suspension or dismissal from the College. This year, the Student Sexual Misconduct Board chair and advisor also provide information on five cases involving allegations of sexual assault and sexual misconduct as defined under the Student Sexual Misconduct Policy below. We encourage you to review the Campus and Community Index.

BIAS INCIDENT GROUP
The College established the Bias Incident Group in the 1980s to respond to anonymous acts of bias that violate the ideals of the College and stifle the freedom of expression. The Group consists of faculty members, students, and administrators drawn from the College community. The President convenes the Group when it is necessary to affirm the values of the College, to call upon the campus community to stand against acts of bias, and to consider other appropriate responses.
Acts of bias should be reported to the Office of Safety and Security or to the Office of the Dean of Student Affairs. For campus incidents, the Dean’s Office will follow up with the complainants and the alleged perpetrators, if they are known, and may initiate the normal campus adjudicatory process, which can include a disciplinary meeting with a dean or a Judicial Board hearing.

When an act of bias takes place off campus, the College will work in cooperation with local and state agencies to support members of the Bowdoin community and to determine an appropriate response. If there is a bias incident and the perpetrator is not known, and thus no adjudicatory process is possible, the Committee may meet to consider the appropriate community response.

Any incident of bias—regardless of where it occurs—may also be submitted to the “Campus and Community Index,” an online tool designed to promote transparency, prompt dialogue, and create a historical record of incidents and behavior, as well as efforts aimed at addressing and preventing these incidents.

The Bias Incident Group reminds the campus that the State of Maine Civil Rights Law includes a strong hate-crime section, which imposes sanctions in the event of intentional damage or destruction of property, the threat of violence, or actual violence against any person that is motivated by reason of race, color, religion, sex, sexual orientation, ancestry, national origin, or physical or mental disability.

The Maine Attorney General has asked to be notified by all Maine colleges when such acts occur on their campuses, and Bowdoin will respond accordingly. We believe that a report to any external authority will be greatly strengthened if there is a comparable and simultaneous response on campus by individuals, by the Dean’s Office, by Security, and by the Bias Incident Group.

In closing, we reaffirm the principles of the College that led to creation of the Bias Incident Group more than two decades ago: Ours is a community fundamentally devoted to intellectual and scholarly pursuits. Our diversity of background, experience, talent, and vision is what keeps us vibrant and ever changing. Those who make statements intended to further discussion on issues important to us contribute to the vitality of our intellectual life. Those who, out of prejudice and hatred, make statements that are designed to intimidate, and silence undermine us all.

While the Bias Incident Group encourages free expression of opinion, we deplore acts that are vicious in nature and that are designed to silence others and breed fear in this academic community.

Bias Incident Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton S. Rose</td>
<td>President, chair</td>
</tr>
<tr>
<td>Alex Marzano-Lesnevitch</td>
<td>faculty</td>
</tr>
<tr>
<td>Philip Camill</td>
<td>faculty</td>
</tr>
<tr>
<td>Martha Gebeyehu ’23</td>
<td>student</td>
</tr>
<tr>
<td>Zoe Stilphen ’22</td>
<td>student</td>
</tr>
<tr>
<td>Benje Douglas</td>
<td>Title IX Coordinator, ex officio</td>
</tr>
<tr>
<td>Janet Lohmann</td>
<td>Dean of Student Affairs, ex officio</td>
</tr>
<tr>
<td>Roland Mendiola</td>
<td>Interim Director of the Counseling Service, ex officio</td>
</tr>
<tr>
<td>Scott Hood</td>
<td>Senior Vice President for Communications and Public Affairs, ex officio</td>
</tr>
<tr>
<td>Randy Nichols</td>
<td>Executive Director of Safety and Security, ex officio</td>
</tr>
<tr>
<td>H. Roy Partridge</td>
<td>Senior Fellow, ex officio</td>
</tr>
<tr>
<td>Michael Reed</td>
<td>Senior Vice President for Inclusion and Diversity, ex officio</td>
</tr>
<tr>
<td>Kate Stern</td>
<td>Associate Dean of Students for Diversity and Inclusion, ex officio</td>
</tr>
</tbody>
</table>
PREVENTION, PERSONAL SAFETY, AND SECURITY AWARENESS

All people are born with the "Fight or Flight" response. We all have had "hunches" or "gut feelings" about someone or a situation before. Those little hairs that stand up on the back of your neck is your instinct telling you that something isn't right and you need to respond to that.

There is a greater than 95% chance that your instinct or intuition about a person or situation, formed in the first 3 to 5 seconds, is correct.

Listen to and trust your inner voice and respond to it.
• Rely on your intuition. If it doesn't feel right...it's probably not right.
• Move beyond denial so that your intuition works for you.
• Be constantly aware of your surroundings.

SAFETY ADVICE FOR STUDENTS, FACULTY, AND STAFF

Personal Safety

1. Stay alert! Radiate the message that you are calm, confident, and know where you are going.
2. Trust your instincts; if someone or something makes you uneasy, go to a place where there are people.
3. Stand up for yourself by being assertive and confident, but don’t be aggressive or confrontational with potential victimizers.
4. Walk away from people who are being verbally aggressive. Seek help from security, faculty, or friends.
6. Immediately notify security, or a faculty or staff member, of any bullying, victimization, or threats.
7. Set your social media privacy settings. It may be second nature to check-in on various social media platforms or to update your network with a plan for the evening, but this also alerts people to where you are or may be going. Only share personal information with trusted friends and family.
8. Make friends and socialize. This could help prevent being singled out by an aggressor.
9. Remember, your personal safety is largely determined by your choices. Never hesitate to call Bowdoin security when you or someone else needs help.

On-Campus

1. If you feel unsafe and need a ride, call the Bowdoin Shuttle or Bowdoin security. Add the shuttle number (207-725-3337) and the security number (207-725-3500) to your phone contacts. Report suspicious persons or activity immediately.
2. Stick to well-traveled and well-populated routes when moving about campus. At night, take routes that are safe, familiar, and well-lit.
3. Travel with a friend or with a friend group when going out. Members of a group are far less likely to become victims of crime.
4. There are many emergency blue light emergency call boxes around the campus. Familiarize yourself with their locations.
5. Be aware of your surroundings all at times. Be careful about using devices that could distract your attention from potential danger, i.e., listening to loud music on headphones, or texting while walking.
6. Park your vehicle in open, well-lighted areas. Keep your vehicle locked and valuables out of sight. Check the front and back seats before getting into your vehicle.
7. Always use crosswalks and, if provided, use pedestrian-activated crosswalk warning devices. Do not assume that drivers see you. Before crossing make eye contact with approaching drivers and wait for them to stop for you.
**Parties and other Social Events**

1. Don’t engage in reckless, high-risk behavior with alcohol or other drugs. Know your limits and stay within them. Avoid situations that may make you over indulge.

2. Have a buddy system to let friends know where you are going, who you are with, and when you are expected back.

3. Make plans for a safe ride back to your residence before you go out. If you are a designated driver, stay sober.

4. Watch your beverage when it is being made or poured, and never leave your beverage unattended.

5. Avoid flashing around cash and other valuables, and never leave your property unattended.

6. If an event is getting out of hand, or you are uncomfortable – leave! Make sure you have a safe way home with a responsible friend. Use the Bowdoin shuttle, or call security if you need a safe ride home.

7. Make sure your phone is fully charged before you go out.

**Residence or Apartment**

1. Do not prop doors open. Keep doors and windows locked to help ensure the safety of all building residents.

2. Don’t let people you do not know into campus buildings. When using your card to swipe into a building, be aware of strangers who might try to follow you inside. Report any suspicious person or activity to security.

3. Protect your privacy by pulling curtains or window shades, especially after dark.

4. Do not leave identification cards, credit cards, wallets, electronic devices, etc. in plain sight. Keep all valuables in a safe or locked drawer.

5. Do not loan your One Card to anyone. If your card is ever lost or stolen, report it immediately to security or the One Card office so it can be deactivated and replaced.

6. When a building fire alarm sounds, evacuate immediately. If you accidentally set off a smoke alarm, a phone call to security will be helpful provide the appropriate level of response.

7. Learn how to properly use a stove and microwave oven. Many smoke and fire alarms are caused by the careless use of cooking appliances.

8. Keep doors, hallways, and fire exits clear at all times so as not to hinder a building evacuation.

**Off-Campus Living**

1. Brunswick is a safe town, but it is always advisable to walk in well-traveled and well-lit areas.

2. Call 9-1-1 for police, fire, or medical emergencies.

3. Be respectful of your neighbors. Keep noise to a reasonable level, especially at night when sound carries a great distance.

4. If you are living off-campus, be particularly mindful of fire safety. Check your smoke alarms regularly and create and rehearse primary and alternate escape routes.

5. If you live off campus, familiarize yourself with Brunswick’s disorderly house ordinance that may be invoked with complaints of neighborhood disturbances.

6. The Bowdoin Shuttle (207-725-3337) operates within a one-mile radius of campus. Another option is Brunswick Taxi at 207-729-3688.

**Fire Safety**
Don't panic!
Walk don't run!
Do not use the elevator!

If you see a fire and alarm is not sounding, pull a fire alarm and evacuate. Call 9-1-1, or Bowdoin security at 207-725-3500.

Only use a fire extinguisher if the fire is very small.
- Remember, to use a fire extinguisher, pull the pin, aim the nozzle at base of the fire, squeeze the handle, and sweep back and forth.
- If, while using an extinguisher, you feel unsafe, activate the fire alarm and evacuate.

Before exiting/entering a room where the door is closed, gently touch the doorknob
- If the doorknob is hot, do not open the door
- If the doorknob is not hot, brace yourself against the door and crack it open
- If there is heat or heavy smoke, close the door and stay in your room
- If there is smoke in the room, keep low to the floor where the air is cleaner and cooler
- Seal the cracks around the door with sheets, towels, or another items (wet if possible)
- If there is smoke in the room, crack the windows on the top and bottom for ventilation
- If you cannot exit, hang a sheet or towel out the window to alert people that you are there.
- Call security at 725-3500 and report your location.
- If you can exit safely, do so. Remember if there is smoke, keep low.

If safe to do so, close all doors as you exit the building. Reducing oxygen, fuel, and heat will help contain the fire.

If someone is disabled or incapacitated, assist them to a safe area and alert emergency responders to their location.

When you have safely exited the building, gather at the designated rally point with other building occupants and account for missing persons.

Workplace Safety

1. Never open your door to a stranger before or after regular business hours.
2. Notify security if working alone after normal business hours.
3. When alone, do not mention this fact to telephone callers.
4. Build a rapport with other employees to facilitate distinguishing strangers from co-workers.
5. Report any strange or threatening looking individuals to the Office of Safety and Security.
6. Be aware of your surroundings and plan escape routes and areas of refuge.

ON CAMPUS SAFETY MEASURES

Alerts – Emergency, Safety, and Timely Warnings
In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Office of Safety and Security prepares and distributes Timely Warnings and Security Alerts. Depending on the alert you would be notified by one or more of the following: college e-mail, text, phone call, voice mail, (phone numbers are the numbers listed in Polaris or WorkDay) and the Bowdoin website.

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 should register their bike with the Office of Safety and Security. There is no charge for registering your bicycle and bicycles only need to be registered once.

Blue Light Emergency Phones
These phones are located throughout the Bowdoin campus. Either a blue light or yellow emergency call box will help you identify these phones. To contact the Office of 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.

Student Safety Meetings
Each fall the Executive Director and Associate Director of Safety and Security, with the Director of Health Services, visit each first-year residence hall to discuss safety, security, and health issues. In addition, the Office of Safety and Security participates in annual training for residential life student staff.

Campus Lighting
Light fixtures on campus are monitored for malfunctions and work orders are submitted when needed. 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.

Cybercrime
Cybercrime has become more and more prevalent over the past several years and the Bowdoin community has seen a significant increase as well. If you believe you have been the victim of a cybercrime, it is important that you report it. Whether it is a phishing attack, phishing phone call, ransomware or identity theft, reporting these incidents allows us to help protect the rest of the community from the same or similar attacks. We rely on everyone to practice safe computing to protect the entire Bowdoin community from cyberthreats. If you have questions or need help, individualized advice and classes are available upon request to itsecurity@bowdoin.edu.

Electronic Device Registration
Have you ever left your phone or other device around campus, in a taxi, at a restaurant, or other places? We offer to students, faculty, and staff electronic device registration free of charge. Once you complete the registration you will be sent a small 1.5”x .75” decal to adhere to your device. This tag gives a person who finds your device a phone number to call if it is found. The number listed on the decal is the security communication center and is open 24/7/365. Security maintains a list of all the decal numbers and device owners. Once security is contacted that an item has been found, they will alert the owner.
Laptop Theft Prevention
Bowdoin College has STOP anti-theft security plates from www.stoptheft.com and offers them at no cost to Bowdoin students, faculty, and staff. STOP is a patented anti-theft, recovery and inventory management system. Contact the Office of Safety and Security at 725-3458 for more information or to set up an appointment to have your free STOP security plate installed on your laptop and have your laptop registered in a worldwide database.

Lighted Pedestrian Crosswalks
Several crosswalks surrounding campus have been equipped with pedestrian-activated crosswalk warning devices that have flashing lights when button is pressed. These lights alert drivers and safeguard pedestrians. All members of the Bowdoin community are encouraged to use these safety devices day and night.

Self-Defense Courses
The Office of Safety and Security periodically offers a self-defense course, based on the level of student interest. The Office Safety and Security website lists self-defense courses available in the general area.

The Bowdoin Shuttle
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.

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

RESIDENTIAL LIFE

RESIDENCE AGREEMENT AND RELATED INFORMATION

1. **Residence Agreement.** All students living in College housing are required to comply with all rules, regulations, and policies related to student housing. This includes, but is not limited to, the information outlined below and various Residential Life publications (Opening and Closing Notices, Vacation Housing Notices, and the annual housing lottery document). In return, the College will work to provide Bowdoin students with safe, comfortable, well-maintained living spaces, in an academically conducive environment.

2. **Residency Requirement.** All first-years and sophomores are required to live on campus in residence halls, apartments, or College Houses. Juniors and seniors interested in living off campus in private rentals should enter the Off-Campus Housing Lottery to seek approval to be released from their on campus living obligation. Approval to live off campus is not guaranteed and therefore students should refrain from signing leases until receiving approval to live off campus from the Office of Residential Life. The Office Residential Life and Office of the Dean of Students will review all lottery names and may deny anyone for whom living off campus may not be the best option for the student or for the local-area community.
3. **Assignment Information.** Assignments for first-year students are made based on information requested prior to enrollment. Each spring, upper-class students choose housing for the next year by participating in the housing lottery. The lottery is run by the Residential Life staff. Lottery information is distributed immediately following spring vacation. Students returning for second semester, including those returning from off-campus study, are assigned via an open rooms process. All assignments are made at the room/suite/apartment level, students select their individual bedrooms when applicable. For more information, contact the Director of Residential and Housing Operations in the Office of Residential Life.

4. **Right to Assign.** The Director of Residential Life reserves the right to assign any vacancy in College-owned housing at any time, and/or to reassign any student at any time.

5. **Occupancy Periods.** Housing is available only when the College is in regular session. Students are required to vacate College housing between semesters and during spring break. Information about dates and times that College residences open and close are published in the academic calendar in the Student Handbook. Closing notices are sent to on-campus students prior to each closing. All students, except graduating seniors, are required to vacate within twenty-four hours of their last exam. Students who arrive before housing opens or remain after housing closes without express permission from the Office of Residential Life may face disciplinary action and/or incur fees.

6. **Transitional Housing.** Students who need housing between semesters, during spring break, or during the summer should read the closing notices and/or contact the Office of Residential Life prior to these periods. Remaining in College housing when the College is not in session, without permission of the Office of Residential Life, is a violation of College policy.

7. **Opening Day.** All students must arrive no earlier than the scheduled opening day for fall and spring semesters. Early arrivals are not permitted. For more information, contact the Director of Housing Operations in the Office of Residential Life.

8. **OneCard and Room Keys.** When school is in session, student residences are accessed by their OneCard. OneCards and room keys are issued through the OneCard Office located at the lobby of Coles Tower. Students are responsible for the key they sign out and must return it to the OneCard office upon moving out. For more information regarding keys, please see the building access section of the OneCard website. Students have access to residence halls and apartments via their OneCard. Access may be restricted or limited at the will of the College. Exterior doors to residence halls are locked at all times. Students are asked to help keep unwanted guests or intruders from entering buildings by closing doors that others leave propped open and reporting suspicious behavior or malfunctioning doors to Security.

9. **Room Lockout Policy.** Students are always expected to carry their OneCard with them and are expected to keep their rooms locked. If a student locks themselves out of their room, they are to follow these steps to gain access to their room:
   - Between the hours of 8:00 a.m. and midnight, students should attempt to find a student Residential Life staff member to gain entry to their room. Student Residential Life staff may not loan out their OneCard or master key.
   - If a Residential Life staff member is unavailable, or it is after midnight, students should call Security at ext. 3314 to request entry to the room. If a student is requesting an excessive number of lockouts, the Director of Residential Life may request to meet with the student and/or take formal disciplinary action.
   - Security can be contacted by calling ext. 3500 or 725-3500 in an emergency or ext. 3314 or 725-3314 in a non-emergency.

10. **Broken or Lost OneCard.** You must have a working OneCard to access buildings, eat in the dining halls, use your Polar Points, do laundry, make photocopies, and take books out from the library. If your OneCard does not function for any of the above-mentioned tasks, please go to the OneCard Office to obtain a replacement card. If you lose or break your OneCard, you may obtain a new card for $15.00. This cost will be billed to your account.
through the Bursar's Office. It is important to deactivate your card online at the OneCard website or call Security to have them deactivate it for you. This will protect your OneCard funds and keep the campus safe.

11. **Personal Property.** The College assumes no responsibility for loss of, or damage to, a student's personal property. Each student is encouraged to take appropriate steps to safeguard and insure their property including maintaining appropriate personal property insurance. Any loss or theft of property should be reported to Security so that an official record is available if needed. The College does not provide storage for students' personal property.

12. **Right to Enter.** Bowdoin College reserves the right to enter any College-owned space at any time for responding to emergencies, maintaining acceptable health and safety standards, establishing order, making repairs, routine maintenance (including response to work orders), inventory, extermination, cleaning, enforcement of College rules and regulations, securing buildings during vacation and break periods, and for any other reasonable purpose. The resident's absence will not prevent such entry. Entry will be made by authorized College personnel.

13. **Right to Enter and Search.** The College reserves the right to enter and search student rooms/suites/apartments and/or belongings in any College building or storage space. A resident's room, suite, or apartment or possessions on campus will not be searched by College authorities unless there is sufficient reason to believe that a resident is using their assigned space for purposes which may be in violation of Federal, State, or local law or of College regulations. Before conducting a search, the Security Office must have written permission from the Director of Residential Life. The written permission authorizing the search shall state the reasons for the search, a description of the objects or information sought, possessions and locations to be searched, and the approximate time the search will be conducted. Although not required by law, whenever possible the search will be conducted at reasonable times with occupant(s) present. The College will cooperate with law enforcement officials who, having obtained a search warrant from an appropriate source having jurisdiction to issue such warrants, seek entry to student rooms for executing such warrants.

14. **Accountability.** All occupants of shared living space are responsible for all activities taking place in their space whether they are present or not. All occupants will be held responsible for any prohibited activity or illegal items found in the space.

15. **Withdrawal.** Upon withdrawal or suspension from the College, the individual student has forty-eight hours, or a time frame as determined by the Director of Residential Life, to vacate the premises.

HEALTH AND SAFETY IN COLLEGE RESIDENCE 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:

1. **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 Policy.

2. **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 can 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, computer equipment, coffeemakers, curling and clothing irons, hair dryers, desk fans, lamps, televisions and 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. Fog
machines are prohibited unless prior approval from the Office of Residential Life is received. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Housing Operations must be removed from College spaces.

3. **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 residential 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.
   - **Posessing and/or Using Flammable Materials:** This includes, but is not limited to: hoverboards, smartboards, balance boards, scooters, and similar electronic devices, camp-stove fuel, fireworks, smoking materials, certain holiday decorations (see below), gasoline, paint thinners, lamp oil, 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) 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, which is available in the Office of Residential Life.

4. **Firearms/Weapons.** Firearms, ammunition, and weapons of any kind are strictly prohibited in all College residences and other College spaces.

5. **Animals/Pets.** To preserve student health and safety, no pets/animals of any kind are permitted in any College spaces, except when required by law.

6. **Roofs and Balconies.** Bowdoin College strictly prohibits students from being on the roofs and balconies of any residence, as well as other College buildings. Students who allow others to access the roof or balcony from their room will be held accountable. The College assumes no financial or legal responsibility for injury or damages sustained due to this prohibited act.

7. **Outside or Exterior Windows.** Occupants of rooms must not place objects, including, but not limited to antennae, satellite dishes, or plants on outside walls, window sills, window frames, roofs, fire escapes, or ledges.
Decorations or signs are ordinarily not permitted on the outside of buildings or in exterior windows. Exceptions require the approval of the Office of Residential Life.

8. **Winter Safety.** Tunneling into plowed snow piles on campus is extremely dangerous, and therefore a prohibited activity. The piles of snow are continuously moved and added to by heavy equipment at all hours of the night and day during the winter, and the drivers have no way of knowing whether someone is inside or not. In addition, hollowed-out piles can easily collapse under their own weight, trapping or suffocating any occupants.

**GENERAL INFORMATION**

1. **Air conditioners.** Personal air conditioners are not permitted except when required by law.

2. **Furniture.** Furniture belonging to the College may not be removed from rooms/suites/apartments and common space. This furniture is for all current and future residents. This regulation includes, but is not limited to, removal of beds, mattresses, trash cans, desks, chairs, tables, bookshelves, couches, loveseats, and appliances. Students are expected to comply with requests to return furniture indoors or to its original location.

3. **Guests.** The College allows guests for up to three nights, but their presence may not infringe upon the rights of other Bowdoin students. Specifically, Bowdoin students are not to be unwillingly deprived of their assigned sleeping accommodations because of guests. Any room, suite, or apartment-mate or other Bowdoin student who feels inconvenienced by a guest should first discuss the matter with the host student. If that brings no result, the student should contact their RA, Proctor, or the Residential Life Office. Bowdoin students who bring guests to campus are responsible for violations of College policies committed by their guests. If possible, the guests will also be held responsible for their actions.

4. **Lofts and Waterbeds.** Homebuilt lofts and waterbeds are not permitted.

5. **Noise.** In an academic setting, the need for quiet study areas takes precedence over recreational activities that cause noise. Noise is disruptive whenever it disturbs others. If disturbed by noise, approach the person making the noise to explain that the noise is a nuisance and ask them to quiet down. If this fails, contact the Proctor or RA who will speak with the person causing the disturbance. If the Proctor or RA is unavailable or it is after midnight, call Safety and Security to explain what steps have been taken and ask for assistance. For more information, see the Noise Ordinance.

6. **Senior Week Housing.** All students except seniors (and those authorized to stay for Senior Week and Commencement) must vacate their rooms within twenty-four hours after their last exam. Senior Class sponsored events with alcohol are required to be registered during Senior Week.

7. **Solicitation.** College residential facilities are not open to any person selling or buying goods or services or otherwise soliciting. Students are urged to report solicitors to the Office of Safety and Security.

8. **Posters.** All posted materials in residence halls must include the name of a sponsoring department, organization or individual and must comply with all College policies cited in the Student Handbook.

**FAILURE TO COMPLY**
Failure to comply with any College policy, including any Residential Life policies or procedures stated here or in any other Residential Life publication, may constitute a violation of the Social Code and result in disciplinary action. Such action may include but is not limited to, repair/replacement costs, monetary fines, or official College disciplinary action including Warning, Reprimand, Social Probation, and Conditions including removal from College housing, Suspension, Dismissal, and/or possible State or Federal Charges.
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 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 their residences.

Town of Brunswick Disorderly House 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.

CAMPUS EMERGENCY MANAGEMENT PLAN (CEMP)

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-hazard 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 to 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.

Here is the abbreviated public version of the Bowdoin College Campus Emergency Management Plan (CEMP).

ANNUAL EMERGENCY EXERCISES
The College conducts an annual exercise of the Campus Emergency Management Plan (CEMP) each academic year, in
coordination with local, county and state emergency response agencies. The Campus Emergency Management Team
(CEMT) and representatives of emergency response agencies have conducted exercises to date that include: potential
terrorist activities, a release of hazardous materials, an explosive device, an active shooter, arson, missing persons, an
extended power outage, an international travel crisis, and a catastrophic fire.

In 2016, Bowdoin College adopted the Standard Response Protocol which is an additional mechanism to prepare for
lockout, lockdown, shelter, or evacuate procedures. Training was provided and is ongoing to the CEMT, building
coordinators, and all functional areas directly involved in the safekeeping of the campus. The CEMP is reviewed and
updated regularly with drills, exercises, and trainings being conducted each academic year to emphasize topical issues of
concern and test the College’s response measures. Examples of drills and exercises conducted annually include:

LOCKOUT DRILLS
These drills call for all Bowdoin College buildings to be remotely or manually locked with all employees, students and
visitors instructed via mass notification announcements to remain inside or seek shelter for the duration of the drill. The
purpose of this drill is to test the College’s ability to promptly secure building perimeters in the event of a life-threatening
campus emergency, provide practical experience in the Standard Response Protocol, increase situational awareness, and
establish a baseline for future emergency response training and drills.

LOCKDOWN DRILLS
The LOCKDOWN drill comprises all the characteristics of a LOCKOUT drill with heightened response actions, taking into
consideration that a violent life-threatening person may be on campus or in a college building. The drill prepares
students, faculty and staff to retreat behind lock doors. Remember “Locks, Lights, Out-Of-Sight.”
TABLETOP EXERCISES
The tabletop exercise is an interactive meeting to discuss a simulated emergency. Members of the CEMT and public partners review and discuss the actions they would take in a particular emergency, testing their emergency plans in an informal, low stress environment. This process clarifies roles and responsibilities and identifies mitigation and preparedness needs.

COMPLETED DRILLS, EXERCISES, AND TRAININGS (All drills are announced)

- CEMT review (adoption of the Standard Response Protocol) January 29, 2016, 11:00 a.m.
- Lockout drill, March 3, 2016, 3:00 p.m.
- Lockout drill, September 28, 2016, 11:00 a.m.
- CEMT training and review, January 12, 2017, 9:00 a.m.
- Lockout drill, March 6, 2017
- CEMT tabletop exercise, June 6, 2017, 8:00 a.m., Topic: Response to an ammonia Leak
- CEMT training and review, January 11, 2018, 9:30 a.m.
- Flu Preparedness Meeting, January 31, 2018, 11:00 a.m.
- Lockdown drill, March 07, 2018, 11:00 a.m.
- Tabletop Exercise, June 07, 2018, 8:00 a.m., Topic: Active shooter
- Lockout drill, September 26, 2018, 11:00 a.m.
- CEMT training, Continuation of June 7, 2018 tabletop, January 16, 2018, 9:00am
- Lockout drill, March 06, 2018
- CEMT tabletop exercise, June 5, 2018, 8:00 a.m., Topic: Protest and Demonstrations
- Lockout drill, September 25, 2019, 11:00 a.m.

CEMP QUESTIONS AND ANSWERS

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;
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 is responsible for routing emergency information. Farley Field House is a designated Red Cross emergency and evacuation shelter, both for the College and surrounding community.

6. How will I know when a disaster has been declared, and what to do?
The College will immediately consider the safety of the community, determine the content of the notification and initiate the emergency notification system, unless the notification will, in the professional judgement of the responsible authorities, compromise efforts to assist victims or to contain, respond or otherwise mitigate the emergency. The campus community will be notified 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 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. Town of Brunswick Alert Center
Alert Center allows you to view all alerts and emergencies in your area. If there are alerts or emergencies, they will be listed below by category. To be instantly notified of alerts and emergencies subscribe to Notify Me® or RSS.

9. Sharing information with the larger community
The Public Safety Agencies of Cumberland County are using CodeRED, a high-speed mass notification system to keep you safe in the event of an emergency. The system allows us to deliver emergency messages to you via phone call to your landline or mobile device and through text and email. You will know you have received a CodeRED alert when the number 866-419-5000 (Emergency Notification) or 855-969-4636 (General Notification) appears on your caller ID. If you missed any messages details, you can dial the toll-free number back, as many times as needed.

Town residents can be notified if they sign up for CodeRED through the Cumberland County Regional Communication Center. CodeRED is a high-speed mass notification system to keep you informed in the event of an emergency via text, phone, and/or email. Information may also be found on the Bowdoin website, local news or radio stations, Brunswick police Facebook page, and the town of Brunswick website.

10. Who can answer my questions about the College’s emergency planning?
Randy Nichols, Executive Director  Aaron Bailey, Assistant Director  Jeff Tuttle, Director
Office of Safety and Security  Office of Safety and Security  Facilities Management
207-725-3474  207-798-4358  207-725-3763
rnichols@bowdoin.edu  abailey@bowdoin.edu  jtuttle@bowdoin.edu
## Emergency Procedures

### BRUNSWICK POLICE, FIRE, RESCUE

**9-1-1**

<table>
<thead>
<tr>
<th>Assault or Threat with a Deadly Weapon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Run/Evacuate if it is safe</strong></td>
</tr>
<tr>
<td><strong>Hide</strong> if you cannot evacuate in a secure room</td>
</tr>
<tr>
<td>◦ Lock doors and windows</td>
</tr>
<tr>
<td>◦ Keep silent</td>
</tr>
<tr>
<td>◦ Wait for instructions or “All Clear” signal</td>
</tr>
<tr>
<td><strong>Fight only as a last resort</strong></td>
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<table>
<thead>
<tr>
<th>Bomb Threat</th>
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<tbody>
<tr>
<td><strong>Remain calm and follow instructions of emergency personnel</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Building Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When the building alarm is activated, evacuation is MANDATORY—do not assume it is a drill</strong></td>
</tr>
<tr>
<td><strong>Do NOT use elevators</strong></td>
</tr>
<tr>
<td><strong>Take only personal belongings (e.g., keys, jacket, bag)</strong></td>
</tr>
<tr>
<td><strong>Close doors behind you as you exit</strong></td>
</tr>
<tr>
<td><strong>Move to the primary or secondary rally point, whichever is safer</strong></td>
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<table>
<thead>
<tr>
<th>Fire</th>
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</thead>
<tbody>
<tr>
<td><strong>Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures</strong></td>
</tr>
<tr>
<td><strong>Notify occupants and help those needing assistance in the immediate area</strong></td>
</tr>
<tr>
<td><strong>Close the doors as you exit to help confine the fire</strong></td>
</tr>
<tr>
<td><strong>Evacuate the building through the nearest exit</strong></td>
</tr>
<tr>
<td><strong>Do NOT reenter the building until authorized to do so by emergency personnel</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas Leak, Fumes, or Vapors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate the nearest fire alarm pull station as you exit and follow the building evacuation procedures</strong></td>
</tr>
<tr>
<td><strong>Do NOT use light switches or electrical equipment</strong></td>
</tr>
</tbody>
</table>

### BOWDOIN SAFETY AND SECURITY

**207-725-3500**

<table>
<thead>
<tr>
<th>Medical Emergency</th>
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</thead>
<tbody>
<tr>
<td><strong>Survey the scene as you approach, and only provide assistance if it is safe to do so</strong></td>
</tr>
<tr>
<td><strong>If trained, administer first-aid, CPR, and/or AED</strong></td>
</tr>
<tr>
<td><strong>Do not attempt to move the person unless necessary</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Oil or Hazardous Material Spill</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the incident is indoors, and if it is safe to do so, close all adjacent doors in order to isolate the area</strong></td>
</tr>
<tr>
<td><strong>Do not attempt to clean up the material</strong></td>
</tr>
<tr>
<td><strong>If a fire or explosion is or may be involved, activate the nearest fire alarm pull station and follow the building evacuation procedures</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Suspicious Behavior</th>
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<tbody>
<tr>
<td><strong>Do NOT physically confront the person</strong></td>
</tr>
<tr>
<td><strong>Do NOT let anyone into a locked room or building</strong></td>
</tr>
<tr>
<td><strong>Do NOT block suspicious person’s access to an exit</strong></td>
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<table>
<thead>
<tr>
<th>Suspicious Object or Package</th>
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<tbody>
<tr>
<td><strong>Do NOT touch or disturb the object or package</strong></td>
</tr>
<tr>
<td><strong>Do NOT use your cell phone near the object or package</strong></td>
</tr>
<tr>
<td><strong>Evacuate the immediate area</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Water Leak or Flooding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If safe, secure vital equipment, records, and hazardous materials</strong></td>
</tr>
<tr>
<td><strong>If safe, shut off nonessential electrical equipment</strong></td>
</tr>
<tr>
<td><strong>Move to a safe area</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Weather Emergency</th>
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</thead>
<tbody>
<tr>
<td><strong>Take shelter</strong></td>
</tr>
<tr>
<td><strong>Avoid unnecessary travel</strong></td>
</tr>
<tr>
<td><strong>Follow official instructions</strong></td>
</tr>
<tr>
<td><strong>Be prepared for power outage</strong></td>
</tr>
</tbody>
</table>

**Bowdoin**

Revised 01/03/2018
EMERGENCY NOTIFICATION SYSTEM

The Bowdoin College Emergency Notification System (Blackboard Connect) uses a secure, web-based service to store contact information provided by students, faculty, and staff, through which the College would alert and communicate information and instructions in the event of a major campus emergency. Emergency messages are sent simultaneously via phone, email, and text messaging to the numbers and addresses on file for each person. A secondary emergency notification system (Cistera Rapid Broadcast) connects to all campus telephones located in residence halls, offices, and classrooms.

In the event of a campus emergency or dangerous situation that poses an immediate threat to the health and safety of the students and employees, the College will without delay, and taking into account the safety of community, determine the content of the notification and initiate the notifications system to the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Executive Director will compile the content of the message and may consult with the Senior Vice President for Communications and Public Affairs or their designee and/or the Senior Vice President for Finance and Administration and Treasurer or their designee. 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 the numbers and addresses on file for each person within the College’s Polaris and WorkDay program.

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.

Note: An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide follow-up information as needed.

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 contact information on file.

CHECK/UPDATE YOUR EMERGENCY CONTACT INFORMATION

STUDENTS - Review your personal information (including your emergency contacts) on Polaris. To correct your contact information use this Student Biographical Change form. Please make sure the information on Polaris is up-to-date. Contact the Office of the Registrar for assistance.

FACULTY AND STAFF - The College maintains employee contact information in Workday. Please take a moment to check your Primary Phone by doing the following:

1. Sign in to WORKDAY, click on the Personal Information icon.
2. On the left side under the Change menu, click Contact Information.
3. Under the Home Contact in the Phone Number section the number listed as Home Primary is the number the Black Board Connect uses. To update this number, click the gray EDIT button on the top left of the screen.
4. In the Primary Phone section click the Pencil icon- list whichever number is the BEST way to reach you. Your cell phone can be your home number.
5. Click Submit and you are done!
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 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 9-1-1 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)**
   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 officer
     - Do not attempt to move wounded people
   - **CALL 9-1-1 WHEN YOU ARE SAFE!**

2. **Hide Out (HIDE)**
   a. If evacuation is not possible, find a place to hide where the active shooter is not 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
   d. 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
   e. If evacuation and hiding out are not possible:
      - Remain calm
      - **Call 9-1-1, 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. **Act against the active shooter (FIGHT)**
   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 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
- Always keep your hands visible
- 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 from which officers are entering the premises

**Information to provide to law enforcement or 9-1-1 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. In 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 often 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
**VIDEO: RUN. HIDE. FIGHT. ® SURVIVING AN ACTIVE SHOOTER EVENT**
This video is Department of Homeland Security Grant Funded Project of the Regional Catastrophic Planning Initiative. Produced by the City of Houston Mayor’s Office of Public Safety and Homeland Security.
U.S. Department of [Homeland Security](https://www.dhs.gov), Washington, DC 20528

**VIDEO: A NAVY SEAL REVEALS HOW TO SURVIVE AN ACTIVE SHOOTER**
Clint Emerson, retired Navy Seal explains how to survive and active shooter, provides safety practices, and suggestions on protecting yourself.

**VIDEO: STANDARD RESPONSE PROTOCOL ON CAMPUS**
This video supports the Standard Response Protocol for training the college community for preparation in the event of an armed intruder on campus. In partnership with the Koshka Foundation and the Columbine: Wounded Minds Project, the “I Love U Guys” Foundation has produced this training video for college communities.
ALCOHOL AND OTHER SUBSTANCES USE AND ABUSE

The overarching priority of the College with respect to alcohol and drugs is to help ensure the safety and well-being of Bowdoin students while complying with all applicable federal, state, and local laws. As part of its educational mission, the College is committed to reducing substance abuse, enhancing the development of responsible behavior regarding the consumption of alcoholic beverages, and devising policies and educational information that will reduce dangerous drinking.

The College aims to improve students’ understanding of the risks associated with alcohol and drug abuse. College policies and procedures also reflect additional expectations for student conduct based on the College’s concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students’ health and lives. Those students concerned about their own substance use or worried about a friend can seek assistance in several places on campus including Health Services, the Counseling Center, the Office of the Dean of Students, and the Office of Residential Life.

Ultimately, this policy is intended to honor both the rights of the individual and the standards of the community. The following informs students about relevant state and federal laws, Bowdoin’s rules associated with alcohol and drug use, and the physical and medical consequences of alcohol and drug use.

Bowdoin’s primary concern is the health and safety of its students. Students are urged not only to take care of their own well-being, but to behave in an equally responsible way with their peers. There may be times when health and safety concerns arise from a student’s excessive drinking or drug use, and in these situations, students should not hesitate, out of fear of disciplinary action, to seek help from Bowdoin Security, Residential Life Student Staff, medical or counseling professionals, and/or local or state police.

PHYSICAL AND MEDICAL EFFECTS OF ALCOHOL AND DRUGS

Alcohol is a drug that is absorbed into the bloodstream and transmitted to virtually all parts of the body. Alcohol is a depressant that causes several changes in behavior, though effects vary among individuals. Even one or two drinks will significantly affect alertness, judgment, and physical coordination, making it dangerous to drive and participate in sports, and impairing the ability to make decisions about further drinking. Small to moderate amounts of alcohol can 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. Combining alcohol consumption with stimulants, such as energy drinks, can mask the effects of alcohol. This can make it more difficult for individuals to judge their level of intoxication and can therefore lead to a higher consumption of alcohol than is safe. Heavy drinking may cause dependency on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases the 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 and mental effects. Children of alcoholic parents may suffer from several 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 the chances for a good life. Too much drinking even once can cause 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 the body and mind.

Controlled substances have several physical and mental effects, summarized in the Drug Enforcement Administration Fact Sheets located at: https://www.dea.gov/druginfo/factsheets.shtml.
ALCOHOL POLICY

1. Maine 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 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 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 their 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/from 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, for a first offense, will automatically result in a suspension of your driver’s license or permit and/or a fine of at least $500. 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 on College premises. Hard liquor that is found on campus by Security will be confiscated. Generally, this excludes beer, malt beverages, wine, and hard cider.

3. Drinking Games
   Drinking games encouraging the rapid ingestion of alcohol are not permitted. Paraphernalia identified as intended for use 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 or other substances 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 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 for Student Affairs.

6. Restricted Areas
   Drinking in public places (e.g., common rooms, outdoor areas, residence hallways, stairwells, etc.) or outside private rooms is prohibited by College policy and Maine state law. Except under special circumstances approved by the College, 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, Walker Art Museum, 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.

Alcohol is not permitted in any residence where first-year students reside.

ILLEGAL DRUGS, DRUG ABUSE, AND MISUSE
Bowdoin College expects its students and employees to comply with all the requirements of federal and Maine state law. As such, the possession, trafficking, or use of illegal drugs, including the illegal distribution of prescription drugs, and/or drug paraphernalia, as defined in Maine and federal statutes are prohibited and subject the violator to disciplinary action by the College as well as possible prosecution by local, state, and/or federal authorities. Federal laws, including those governing marijuana and cannabis, preempt state law and, therefore, apply on Bowdoin’s campus. The use of vaping devices, including but not limited to, mods, pens, hookahs, JUULs, and e-cigarettes, to consume cannabis products, including but not limited to edibles, is strictly prohibited anywhere on College premises. Bowdoin students or employees who disregard the various drug laws are responsible for their actions and are not immune from the legal process by their educational or employment status.

Students whose illegal drug use or abuse of prescription drugs comes to the attention of the Office of the Dean of Students will generally be referred to Counseling Services or another drug treatment program. Depending on the circumstances, the student may also be subject to disciplinary action. Violations that warrant dismissal from the College include: (1) selling or distributing illegal or prescription drugs; (2) placing illegal or prescription drugs in the beverages or food of others; (3) possession or consumption of illegal drugs; and (4) possession or consumption of medication that is not a student’s own prescription. If the Office of the Dean of Students receives reliable information or other evidence of such an offense, the Dean of Students may suspend the student pending formal hearing by the Judicial Board.

SMOKING POLICY
Indoor smoking is not permitted anywhere on College property, this includes the use of vaping devices (including but not limited to, mods, pens, hookahs, JUULs, and e-cigarettes), including residence halls and office buildings. Smoking is also not permitted on athletic grounds, in College vehicles, or within fifty feet of all building entrances. Individuals must be twenty-one (21) years of age or older to purchase, possess, or consume tobacco and tobacco products in Maine (except students born before July 1, 2000). It is illegal for minors (20 years of age or younger) to purchase, possess, or consume tobacco products in Maine. For more information, please visit the Bowdoin’s Campus Non-Smoking Environment.

Disabling or otherwise tampering with any fire safety device, to allow smoking in residential spaces or for any other reason, is a violation of both College policy and state and federal law and will result in sanctions and possible criminal prosecution.

DISCIPLINARY PROCEDURES
The College is vitally invested in maintaining an environment conducive to physical and psychological safety, intellectual development, and personal maturation. 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.

ASSESSMENT AND TREATMENT
Because alcohol, marijuana, and other drugs are psychoactive substances that present 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 or other substance 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 Students or the Office of Residential Life to either Bowdoin’s Health Services or Counseling Services 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.
Students are encouraged to seek education about alcohol and the effects alcohol has on the body. Programs and resources are available through Health Services, Counseling Services and Residential Life. Further, the College maintains a relationship with a consulting licensed alcohol and drug counselor, who is available to students. Students who receive disciplinary sanctions related to an alcohol-related infraction will be required to participate in an alcohol education program and meet with a licensed alcohol and drug counselor as deemed appropriate.

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. Counseling Services 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 problematic. Students may also consult with the licensed substance abuse counselor or another clinician at Counseling Services if they are concerned about a friend or family member’s alcohol or drug use. Counseling Services 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 Students initiates these referrals following a series of alcohol/drug related infractions. In this case, students are responsible for the alcohol and drug evaluation fee ($300) and a report will be generated at the conclusion of the assessment that will be sent to Counseling Services where it will remain confidential. Only a brief summary will be shared with the Office of the Dean of Students 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 inpatient hospitalization for chemical dependency.

Where to Get Help

Health Services Staff: 207-725-377
Counseling Service Staff: 207-725-3145
Community Resources:
Central Service Office-Alcoholics Anonymous, Hotline 1-800-737-6237
Addiction Resource Center, Brunswick, 800-244-3805
Geno Ring, LDAC, 207-319-4104
Inpatient Rehabilitation Services:
Mercy Hospital, Portland, 207-879-3600

SOCIAL EVENTS, PARTIES, AND GATHERINGS

The Alcohol and Other Substance Use and Abuse policy remains in effect. The following policies and process applies when permission to host larger social events, parties, and gatherings are permitted:

All College House events and larger events where more than 20 people will be in attendance must complete a party registration form and receive signed approval by the Office of Residential Life. Party registration forms must be submitted to the Office of Residential Life by noon on the Thursday before the event. Forms submitted after this deadline will be considered on a case-by-case basis. Party Registration Forms may be picked up at the Office of Residential Life or downloaded here.

Smaller events at which alcohol will be served and fewer than 20 people are anticipated to be in attendance must still be registered. Smaller events may be registered using the and are due by 9 p.m. on the night of the event. The online registration portal may not be used for events in communal social spaces including the College Houses. Please see Online Registration.

All parties or social events must be conducted in accordance with Maine state laws as noted above. Alcohol shall be served only to party guests who are twenty-one (21) years of age or older. Alcohol must be served in a professional
manner by designated Alcohol Hosts only. Alcohol Hosts must be twenty-one (21) years of age or older. No events with alcohol are permitted in First-Year residence halls or substance-free spaces.

Except in unique and special circumstances, students may only host parties/social functions with alcohol on Friday and Saturday nights while classes are in session. Please see the On-Campus Noise policy. Hosts must not serve alcohol before 7:30 p.m. or after 1 a.m. Events involving alcohol are not permitted during final exam and reading periods unless by special permission. All Senior Week events with alcohol must be registered.

Students interested in registering an event outside of the acceptable event hours discussed above, must submit an Application for Registration Exception Form that can be picked up at the Office of Residential Life or downloaded here.

For a description of the Registration Exception process, please see point C.v. Application for Registration Exception below. Event Application Forms are due at least one week in advance of the proposed event. Events outside the acceptable hours should in some way build campus community or school spirit and applications must include both a compelling rationale and sufficient assurance that the proposed event would not compromise the assumed academic priorities of individuals involved in or otherwise affected by the event.

Alcohol and Event Hosts, described below, 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. Hosts may call Bowdoin College Security for assistance with any alcohol violations or difficult situations that may arise during an event.

A. Duties and Obligations of Hosts (College House Events and Larger Events: 20+ Attendees)

1. At larger events (20+ people) where alcohol is present, there must be at least one Alcohol Host and at least one Event Host. The number of Alcohol and Event hosts will depend on the size of the event and will be determined by the Office of Residential Life.
2. Alcohol Hosts must be 21 years of age or older.
3. All hosts must complete in-person Alcohol and Event Host training with the Associate Director of Residential Education or their designee. These trainings are offered weekly on Thursdays at 4 p.m. and Fridays at 11 a.m. Trainings take place in the Residential Life Office in the Dudley Coe building.
4. Hosts must register the event no later than noon on the Thursday before the event. Party registration sheets can be picked up in the Residential Life Office in the Dudley Coe Building or downloaded here. (See below for guidance on the registration process).
5. Advertising of parties or events, whether paper or electronic, may not depict the presence or promise of alcohol.
6. Hosts of events 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.
7. Hosts must ensure the proper ratio of food, alcohol, and non-alcoholic beverages to guests. The appropriate quantity of alcohol to be available at any given registered party or social function will be determined beforehand through consultation between alcohol and event host(s) and the Director of Residential Life or their designee. If beer is to be served from kegs, kegs must be registered with Security (i.e., keg serial numbers provided before the party). Other common sources of alcohol (including, but not limited to punch bowls, etc.) are not permitted without the permission of the Director of Residential Life or their designee.
8. 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 sufficiently available throughout the party or event.
9. Food must be available in quantity appropriate to the number of guests at the event.
10. Intoxicated individuals must not be served alcohol. Alcohol and event hosts are trained to recognize the signs of intoxication, pre-alcohol poisoning and alcohol poisoning. They are expected to contact Security if they are concerned about an individual’s health, safety, or behavior.
11. Hosts must meet with Security to conduct a pre-party check to ensure that the event complies with the Alcohol Policy, fire code regulations, noise ordinances, and the details stipulated on the party registration form.
12. Hosts must verify the legal age of all guests consuming alcohol and must provide for adequate control over the distribution of alcohol at the party so that minors and intoxicated persons are not served.
13. Security reserves the right to visit registered events at any point in time during the event. Hosts must allow Security into the event space to conduct party checks as necessary.
14. Hosts must stop serving alcohol by 1 a.m.
15. Hosts must remove registered kegs from the party space by Tuesday afternoon. If kegs are not removed by this time, they will be confiscated.
16. Hosts must ensure common areas are clean and restored to their original appearance following a social event.

B. Duties and Obligations of Hosts (Online Registered Events: Fewer than 20 attendees)

1. Alcohol Hosts must be 21 years or older.
2. Hosts must complete in-person Alcohol and Event host training with the Associate Director of Residential Education or their designee. These trainings are offered weekly on Thursdays at 4 p.m. and Fridays at 11 a.m. Trainings take place in the Residential Life Office in the Dudley Coe building.
3. Hosts must register the event using the Online Registration Module by no later than 9 p.m. on the night of the event. (See below for guidance on the registration process.
4. Advertising of parties or events, whether paper or electronic, may not depict the presence or promise of alcohol.
5. 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.
6. The online registration module specifies the maximum quantity of alcohol allowed at an online registered event. Hosts are not permitted to supply alcohol in excess of this quantity.
7. Hosts must supply adequate amounts of alternative beverages and food.
8. Intoxicated individuals must not be served alcohol. Alcohol and event hosts are trained to recognize the signs of intoxication, pre-alcohol poisoning, and alcohol poisoning. They are expected to contact Security if they are concerned about an individual’s health or behavior.
9. Hosts must 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.
10. Hosts must stop serving alcohol by 1 a.m.
11. Security reserves the right to visit online registered events at any point in time during the event. Hosts must allow Security into the event space to conduct party checks as necessary.

C. Registration Process:

1. **Online Registration (smaller events):** Gatherings of 20 or fewer students where alcohol will be served must be registered in advance via the online registration portal. Hosts of these events must be 21 years or older and have completed Alcohol and Event Host Training with the Associate Director of Residential Education or their designee. Online registered events must be registered by 9 p.m. on the evening of the event. Only one Alcohol Host is required for online registered events. Gatherings in private rooms in the residence halls must not adversely affect the immediate environment.

2. **In-person registration (larger events):** All College House events and social gatherings of more than 20 people must be registered with the Director of Residential Life or their designee. These events are registered using the hardcopy registration form that can be picked up in the Residential Life Office in the Dudley Coe building or downloaded here. Events must be registered by noon on Thursday of the week of the event. At least one Alcohol Host (21+) and one Event host are required for these events. Additional event hosts may be required depending on the size of the event.

3. **No Registration:** Small, spontaneous gatherings without alcohol may be held in residence halls, private rooms, or apartments without requiring registration. Please be courteous and respectful of other residents sharing the space. Such gatherings are, however, subject to all other rules regarding alcohol use described in this policy.

4. **Late Registration:** The College recognizes that there are legitimate occasions when a gathering of individuals may occur that would ordinarily violate the registration requirement because the gathering was not planned or registered in advance. This circumstance should be the exception, not the rule. It is the responsibility of the individual or individuals hosting the gathering to contact the dean-on-call through Security (ext. 3314) as soon as
possible and before the gathering commences, to request permission to host such a party. The dean-on-call will either approve or deny permission for the gathering, based upon this policy and other relevant considerations. Late registered gatherings are subject to the same rules governing approved parties registered in advance.

5. **Registration Exception Form**: Students interested in registering an event outside of the acceptable event hours of Friday and Saturday nights from 7:30 p.m. – 1 a.m., must submit an Application for Registration Exception Form. Students can obtain Special Event Application Forms in the Office of Residential Life in the Dudley Coe building or downloaded [here](#). These forms are due one week prior to the proposed event. In addition to fulfilling all duties and obligations described above, hosts must also provide 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.

6. **Outdoor Event Spaces**: Several outdoor spaces on campus serve as approved event hosting locations. These spaces are subject to change but currently include Brunswick Quad, Ladd House Patio, and Osher Quad. Outdoor events may be registered in one of the above locations only twice per semester. Two outdoor events may not happen simultaneously. Outdoor events will be carefully managed in coordination with the Office of Residential Life, and there will be a one keg (or keg equivalent) cap at all outdoor events which may only be served by a professional bartender operating under a Maine liquor license. Students interested in hosting an outdoor event, must submit a Special Event Application Form. Students can obtain Special Event Application Forms in the Office of Residential Life in the Dudley Coe building. These forms are due one week prior to the proposed event. Prior to the proposed event, students interested in hosting an outdoor event must also meet with the Director of Residential Life, or their designee, who will provide instructions governing the event.

**D. Additional Requirements**: In addition to the above, the following is required of all parties:

1. **No Hard Liquor**. No student, regardless of age, may possess hard liquor on Bowdoin College property, including in residences or in common spaces. Any hard liquor found on campus by Security will be confiscated. Generally, this excludes beer, malt beverages, wine, hard liquor mixes, champagne, and hard cider.

2. **Drinking Games Not Permitted**. Drinking games, or other activities that encourage the rapid ingestion of alcohol, are not permitted. Paraphernalia identified as having been used in a drinking game, including tables, may be confiscated by Security and will become property of the College.

3. **Adherence to Fire Safety Codes**. 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.

4. **Valid ID Required**. 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.

5. **Ban on Alcohol as “Prizes”**. Alcohol may not be used as a “prize” at any function.

**E. Pub Regulations**

1. 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 in or remove any alcohol.

2. When Pub managers or bartenders request appropriate documentation of proof of age and it is not supplied, Pub personnel will refuse any sale of alcoholic beverages.

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

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

5. 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 Students for possible disciplinary action.

**DRUG FREE SCHOOL AND COMMUNITIES ACT (DFSCA) AND DRUG ALCOHOL PREVENTION PROGRAM (DAPP)**

The College has combined the DFSCA and DAPP into one document called Bowdoin College’s Drug-Free Schools and Campuses Biennial Review of the Bowdoin College Drug and Alcohol Prevention Program for Academic Years 2017-2018.
and 2018-2019. To review this document, contact Residential Life at 207-725-3225.

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 and/or federal law include marijuana, heroin, hashish, cocaine, hallucinogens, and depressants and/or stimulants when not prescribed for medical care.

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 Counseling Services or the Employee Assistance Program.

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. Counseling Services 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 problematic. Students may also consult with the licensed substance abuse counselor or another clinician at Counseling Services if they are concerned about a friend or family member’s alcohol or drug use. Counseling Services 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 Students initiates these referrals following a series of alcohol/drug related infractions. In this case, students are responsible for the alcohol and drug evaluation fee ($300) and a report will be generated at the conclusion of the assessment that will be sent to Counseling Services where it will remain confidential. Only a brief summary will be shared with the Office of the Dean of Students 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 inpatient hospitalization for chemical dependency.

EMPLOYEE ALCOHOL AND DRUG POLICY
Bowdoin College retains the right and responsibility to expect each employee to report to work and to perform his/her duties in a manner that will not jeopardize the health and safety of co-workers or students. Any employee who is in the workplace or is working while under the influence of alcohol or drugs (beyond appropriate prescription usage) is subject to disciplinary action, up to and including immediate termination of employment. In addition, employees should consult their personal physician to determine any workplace safety concerns associated with the use of prescribed medications. In the event prescription drug use may affect the ability of the employee to perform his/her duties or perform these duties in a safe manner, the employee should obtain a note from the prescribing physician. The note must identify any restrictions on regular work activities due to the drug or its side effects. Please refer to the Drug-Free Workplace Policy.

If a supervisor has reason to believe that an employee is under the influence of alcohol or drugs while in the workplace, (e.g., irregular behavior, slurring of words, extreme drowsiness, etc.), the supervisor may, upon consultation with a higher-level manager or Human Resources, relieve the employee of work responsibilities for that day. Supervisors should work with Human Resources to determine the appropriate next steps including the need for disciplinary action, up to and including termination of employment.

All employees are expected to follow Maine laws on alcohol use when serving alcohol in an official capacity or when consuming alcohol at a College sanctioned business meeting or event.
Where to Get Help

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<tr>
<th>Campus Resources</th>
<th>Community Resources</th>
<th>Inpatient Rehabilitation Services</th>
<th>Employee Assistance Program</th>
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<td><strong>Bowdoin College Health Services</strong></td>
<td>Central Service Office - Alcoholics Anonymous</td>
<td>Mercy Hospital, Portland</td>
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<tr>
<td>207-725-3770</td>
<td>1-800-737-6237</td>
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<td>Anthem EAP 1-800-647-9151</td>
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<td><strong>Bowdoin College Counseling Services</strong></td>
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MARIJUANA LEGALIZATION IN MAINE
Recreational marijuana became legal in Maine on January 30, 2017, but it is not legal for marijuana to be sold. Regardless, the use or possession of marijuana is not permitted on Bowdoin College property. The Recreational Marijuana in Maine Law allows an individual (over the age of 21) to possess as much as 2.5 ounces of marijuana. One ounce of marijuana is the equivalent of about 60 marijuana cigarettes, or joints. You can also give a friend up to 2.5 ounces if you don’t take anything in return. The law prohibits using marijuana in public, whether you smoke it or eat it. You could be fined up to $100 for using marijuana in public. As with alcohol, students under the age of 21 who are found in possession, using, or selling marijuana are in violation of state law and the College’s alcohol and drug policy and are subject to disciplinary action. These violations will be counted in the College’s annual Clery crime statistics.

Illicit/Illegal and misuse of prescription Drug Effects
Illicit drugs include marijuana/hashish, cocaine, inhalants, hallucinogens, crack, and prescription-type psychotherapeutic drugs used for non-medical purposes. Long-term use of psychotherapeutic drugs can lead to physical dependence and addiction. Prescription drugs commonly used or abused for non-medical purposes include opioids, central nervous system depressants, and stimulants. Drug abuse can impact the course of cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease. Some of these effects occur when drugs are used in high doses or after prolonged use, however, some happen after a single use. Women who use drugs often suffer from other health problems, sexually transmitted diseases, and mental health problems, such as depression. Substance use during pregnancy can have a significant impact of fetal growth and development.

Source: Maine.gov/substance abuse

DRIVING AND DRUGS IN MAINE
A drug is a substance that changes your feelings, perceptions and behavior when you use it. Once under the influence of a drug, you become a poor judge of your ability to drive. On some drugs, other sensations and feelings become more important to you than the road. On others, you become numb to your surroundings, and less and less able to deal with the risks and details of driving.

Maine has trained police officers to detect the presence of drugs other than alcohol in impaired drivers. The Drug Evaluation and Classification Program provides the evidence needed to successfully prosecute drivers for operating under the influence. The presence of abused drugs or controlled substances in the system can be used as evidence of impairment. For more information visit the Driving and Drugs in Maine webpage of the Maine.gov site.

SYNOPSIS OF MAINE STATE ALCOHOL LAWS

Operating Under the Influence (OUI):
- The State of Maine prohibits drivers with a .08 percent blood alcohol concentration (BAC) or above from operating a motor vehicle. This criminal offense is called an OUI (Operating Under the Influence) in the State of Maine. The .08 BAC limit is the standard measurement used in all states for the "impaired" driver. The State of Maine has special laws for drivers under the age of 21 and commercial drivers. If you are under the age of 21 and
have been found operating a motor vehicle with any alcohol in your system, your driver’s license will be suspended for at least 1 year. Maine has “zero tolerance” for minors that drink and drive.

Zero Tolerance Law (for minors):
• A person under 21 years of age who is found operating, or attempting to operate, a motor vehicle with ANY measurable amount of alcohol in their system, will lose their license for one year. Refusing to take a blood alcohol test will result in loss of license for at least 18 months. If there was a passenger under 21 years of age in the vehicle, an additional 180-day suspension will be imposed. Drivers under age 21 with a BAC of .08% or more can be prosecuted for the criminal offense of OUI, but the minimum one-year license suspension will be imposed, regardless.

Illegal Possession of Alcohol by a Minor:
• It is unlawful for any person under the age of 21 to possess liquor or imitation liquor, except if it is in the scope of their employment or in a home in the presence of their parent or legal guardian.

Consumption of Liquor:
• It is unlawful for any person under the age of 21 to consume liquor or imitation liquor, except if it is in a home in the presence of their parent or legal guardian.

Illegal Possession/Consumption – Penalties:
• Civil Violation - minors
  • 1st Offense - $200-$400
  • 2nd Offense - $300-$600
  • 3rd Offense - $600
• Individuals who are 17 years of age – juvenile crime (non-arrest)

Drinking in Public:
• A person is guilty of drinking in public if the person drinks liquor in any public place within 200 feet of a notice posted by the owner or authorized person that forbids drinking in public or after being forbidden to do personally by a law enforcement officer. Drinking in public is a Class E crime.

Furnishing or Allowing Possession of Liquor or Imitation Liquor:
• It is unlawful to furnish liquor or imitation liquor to a minor or allow a minor to possess liquor or imitation liquor on a premise under one’s control.

Furnishing or Allowing Possession of Liquor or Imitation Liquor – Penalties:
• Fines from $500-$2000
• Possible jail sentence of 6 to 12 months
• In cases of death or serious bodily injury, an individual can be charged with a felony that could result in a jail sentence of up to 5 years and fines up to $5000.

Furnishing Liquor to a Visibly Intoxicated Person:
• It is unlawful to furnish liquor to a visibly intoxicated person. A violation is a Class E crime.
• Penalty – Up to a $500 fine and/or up to 6 months in jail.

Maine Liquor Liability Act:
• Any individual who recklessly of negligently serves liquor to a minor or visibly intoxicated person and the service causes property damage, bodily injury or death to a third party, damages of up to $350,000 plus medical expenses can be awarded.

ALCOHOL POISONING
The Bowdoin College Office of Safety and Security is committed to 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
A student is in danger from the abuse of alcohol or other drugs. Students should never hesitate to call the office of safety and security at 207-725-3500. 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 207-725-3500 (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.

If you suspect a friend might have alcohol poisoning, get help immediately by calling Safety and Security at 207-725-3500.

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 are powerful and 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 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, it could be an acquaintance or stranger.

The three most common date rape drugs are:
- **Gamma Hydroxybutyric Acid** (aka: GHB, Liquid Ecstasy) is considered a legal drug prescribed for sleep and anesthesia before surgery.
- **Ketamine** (aka: Special K) is a legal drug used for anesthesia in humans and animals.
- **Rohypnol** (aka: Roofies) Flunitrazepam is considered an illegal drug in the U.S.

*Note: The club drug “Ecstasy” (MDMA) has also 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.*

Source: www.medicinenet.com

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 blackout and to have memory loss.

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.
- Always keep your drink with you, 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 time period.
- 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.

• If you choose to report to the police, tell the officer 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.

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.

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 when submitting the online enrollment form, found at the [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 confidentially 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 Office of the Registrar, the Office of the Dean of Students, 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 CEMP Missing Person Domestic and International Incident Action Plan. The Plan 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 the Office 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 Students 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 Students** - When the Office of the Dean of Students 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.

**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 weapon, 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 Executive 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**

- Requests for authorization to store weapons on campus are to be directed to the Director of Safety and Security.
- Access to the weapons storage room will be controlled by the Office of Safety and Security.
- Students wishing to access their weapons must contact the Office of Safety and Security in advance, (207) 725-3314.
- 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.
- Students must have weapons in a protective case when transporting them to and from the Office of Safety and Security.
- Students must present their Bowdoin photo identification to a security officer to be checked against a Master Access List.
- Students will sign a log sheet recording access to their weapon.

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

**SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION**

The Campus Sex Crimes Prevention Act of 2000 (section 1601 of Public Law 106-386), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration 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.

The Sex Offender Registration and Notification Act (SORNA) Title 1 of the Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) established a comprehensive, national sex offender registration system called the Sex Offender Registration and Notification Act (SORNA). SORNA aims to close the potential gaps and loopholes that existed under prior laws, and to strengthen the nationwide network of sex offender registration. 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 Sex Offender 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.

ANNUAL FIRE SAFETY REPORT

FIRE SAFETY CODE

Fire Drills are conducted in residence halls and other campus buildings annually.

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:

1. 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 Policy.

2. Cooking/Kitchen - In certain locations, the College provides cooking facilities for student use. Cooking other than by microwave outside of established kitchens is prohibited; students can 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, computer equipment, coffeemakers, curling and clothing irons, hair dryers, desk fans, lamps, televisions and 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. Fog machines are prohibited unless prior approval from the Office of Residential Life is received. In addition, any appliance not Underwriters Laboratory (UL) approved, in poor working condition, or deemed inappropriate by the Director of Housing Operations must be removed from College spaces.

3. 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 residential 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: hoverboards, smartboards, balance boards, scooters, and similar electronic devices, camp-stove fuel, fireworks, smoking materials, certain holiday decorations (see below), gasoline, paint thinners, lamp oil, 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) 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, which is available in the Office of Residential Life**.

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 because 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 because 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 because 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 REPORT LOG

a) 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.

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

c) 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.

d) The Clery Public Fire Log may be viewed online at the safety and security website.

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

2. Document a description of each on-campus student housing facility fire safety systems, including the fire sprinkler systems. The Residential Fire Drill Procedures (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 The Office of 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:
   - Code of Community Standards
     - Office of Environmental Health and Safety
     - Holiday Decorations Policy
     - Outdoor Grilling Policy

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 207-725-3500.

For more information, please contact:

Randy Nichols, Executive Director
Office of Safety and Security
207-725-3474
rnichols@bowdoin.edu

Michael Halko
Associate Director of Environmental Health and Safety
207-798-4282
mhalco@bowdoin.edu
## ON CAMPUS FIRE REPORT 2017, 2018, 2019

### FIRES IN ON-CAMPUS STUDENT HOUSING FACILITIES

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Year</th>
<th>Apt/ Unit #</th>
<th>Total Fires</th>
<th>Cause of Fire</th>
<th>Category of Fire</th>
<th>Fire Related Injuries</th>
<th>Fire Related Deaths</th>
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<td>Secondary Rallying Point</td>
<td>Evacuation Plans &amp; Placards</td>
<td>SA*</td>
<td>RB*</td>
<td>NG*</td>
<td>CO*</td>
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<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>
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<tr>
<td>Baxter House</td>
<td>Fall</td>
<td>Side Lawn between Baxter and Stowe</td>
<td>Front lawn</td>
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<td>Boody Johnson</td>
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<td>Front lawn Ashby</td>
<td>Rear parking of Ashby House</td>
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<td>Brunswick Apartments A-B, C-D, E-J, K-L, M-Q, P-Q, R-X</td>
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<td>Brunswick quad</td>
<td>Front lawns across Longfellow St</td>
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<td>Page St parking lot</td>
<td>Across Page St, behind Mustard House</td>
<td>X</td>
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<tr>
<td>Chamberlain Hall</td>
<td>Fall</td>
<td>Lawn between Chamberlain and Craft Center</td>
<td>Lawn between Chamberlain and Thorne Halls</td>
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<td>H-L Library quad</td>
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<td>Coles Tower</td>
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<td>Front lawn of Baxter House</td>
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<td>Lawn in front of Counseling Services</td>
<td>Rear parking lot</td>
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<td>Area 3</td>
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<td>Area 5</td>
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<td>Harpswell-52</td>
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<td>Front Lot</td>
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<td>Lawn behind</td>
<td>Ladd House</td>
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<td>Traffic circle, South Campus Drive</td>
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<td>Front lawn</td>
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<td>Belmont St</td>
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<td>Moore Hall</td>
<td>Fall</td>
<td>Coe quad</td>
<td>East side parking area</td>
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<td>Chamberlain and</td>
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<td>Craft Center</td>
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<td>Chamberlain</td>
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<tr>
<td>Quinby House</td>
<td>Fall</td>
<td>Front lawn</td>
<td>Ashby House parking lot</td>
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<tr>
<td>Reed House</td>
<td>Fall</td>
<td>East parking lot</td>
<td>West side lawn</td>
<td>X</td>
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<tr>
<td>Russwurm House</td>
<td>Fall</td>
<td>East parking lot</td>
<td>Front lawn of</td>
<td>X</td>
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<tr>
<td>Smith House</td>
<td>Fall</td>
<td>In front of</td>
<td>garage</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Stowe Hall</td>
<td>Fall</td>
<td>Lawn behind</td>
<td>Ladd House</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Stowe House Inn</td>
<td>Fall</td>
<td>Main parking lot</td>
<td>Rear parking lot</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>West Hall</td>
<td>Fall</td>
<td>Lawn behind</td>
<td>Ladd House</td>
<td>X</td>
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<tr>
<td>Winthrop Hall</td>
<td>Fall</td>
<td>Lawn in front of</td>
<td>Adams Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tbody>
</table>

*Key*

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)
ANNUAL SECURITY AND FIRE SAFETY REPORT REFERENCES

The following internal/external websites and data were used to compile the information in this report.

Website References

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<td>Dean of Students Office</td>
<td>Maine.gov/substance abuse</td>
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<td>Diversity and Inclusion</td>
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<td>Electronic device registration</td>
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<td>Public crime and fire logs</td>
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Internal and External References

- Title IX Data
- NACCOP 2019 Webinars and Handouts
- Stanley Securities White Papers
- State of Maine
- The Handbook for Campus Safety 2016
COMMENDATIONS, COMPLAINTS, AND INQUIRIES

Your opinion matters to us. If you have a commendation, complaint, or inquiry, you may complete this online form. Commendations will be shared with the officer or department, complaints will be taken seriously and handled efficiently, and inquiries will be answered promptly by a member of the Office of Safety and Security.

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 Annual Security and Fire Safety Report for Bowdoin College is available on line at Office of Safety and Security.