2015 Bates College Annual Campus Safety & Fire Report
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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 require the distribution of an annual security report to all current faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Bates College, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic and dating violence, stalking and fires in campus residential buildings.

Annual Report 2015 – Campus Crime, Fire, Alcohol, and Illegal Drugs

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by Security and Campus Safety.

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

Preparation of Disclosure of Crime Statistics

Security and Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the Lewiston Police Department, Lewiston Fire Department, other law enforcement agencies, Student Affairs Office, Judicial Affairs Officer and the Housing Office.

Information on campus crime, arrest and referral statistics include those reported to Security and Campus Safety, designated campus officials, and the Lewiston Police Department. These statistics may also include crimes that have been reported through the Health Center on a voluntary or confidential basis. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.
Security and Campus Safety Department

Security and Campus Safety Department is located at 245 College Street. The phone number is 786-6254. The Department reports to the Dean of Students Office. The Security and Campus Safety staff includes the Director of Security and Campus Safety, an Assistant Director, two patrol supervisors, an Electronic Access System Manager, an Administrative Assistant, 9 full time patrol officers, 4 full time communication officers and one part time communication officer. The department provides protection and services 24 hours a day, 365 days a year.

Majority of Security and Campus Safety Officers have completed 50 hours of training at the New England Campus Security Officer Training Academy held at Bates College in Lewiston, Maine. Other Security and Campus Safety Officers have participated in training provided by the Justice Planning and Management Associates. Officers also attend workshops and training seminars that are relevant to campus security and safety. Security and Campus Safety Officers patrol the campus 24 hours a day using motor vehicles, bicycles and on foot. During the academic year, Security and Campus Safety provides a student security escort service during evening hours.

The Security and Campus Safety Communication Office is staffed by trained dispatchers and operates on a twenty-four hour basis. They monitor a network of security cameras and life safety alarm systems and receive all calls for emergency and routine service. Communication officers instantly dispatch the appropriate response to a call for service. Security and Campus Safety Officers responds to and investigates reported incident and policy violations.
Cooperative Law Enforcement Functions

Security and Campus Safety Officers do not have powers of arrest, but cooperate with local law enforcement agencies. Security and Campus Safety does have a working memoranda of understanding with the Lewiston Police Department for the investigation of alleged criminal offenses and cooperates with the following agencies:

Lewiston Police Department  
27 Pine Street  
Lewiston, ME 04240  
207-513-3000

Androscoggin County Sheriff’s Office  
2 Turner Street  
Auburn, ME 04210  
207-753-2500

Maine State Police  
42 State House Station  
45 Commerce Drive  
Augusta, Maine 04333  
207-624-7200

Security and Campus Safety Officers have the authority to ask persons for identification and determine whether individuals have lawful business at Bates College. Officers’ conduct investigations of all incidents and submit detailed reports. Security and Campus Safety Officers work closely with the investigative staff at the Lewiston Police Department when incidents arise that require joint investigative efforts, resources, crime related reports and exchange of information as deemed necessary.

Building and Grounds Security

The Bates College campus is open to the public. Academic and other buildings are available to authorized members of the campus community, to official visitors and to individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during the schedule of operation of the building. Entry after scheduled hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices.
Buildings are currently secured by key-locks, electronic access control and are patrolled by officers from Security and Campus Safety. Certain buildings are alarmed and monitored by security cameras for the protection of contents and people. The alarms are activated when any illegal entry is made. These alarms are monitored by communication officers located at Security and Campus Safety. Immediate response to the alarm location is made by security and campus safety officers.

All residence halls are secured 24 hours a day. They are equipped with an electronic card access system that allows authorized students and other approved members of the College community to gain access to a building by swiping their Bates College ID in front of a card reader located at designated exterior doors.

Security and campus safety officers perform regular building checks each evening. Residence hall staff is also assigned to each dormitory. Safety and security checks made in the residence hall are conducted to detect damage to facilities and any suspicious activities. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to Security and Campus Safety.

Security phones, which are identified and visible by a blue light, are located throughout the campus. These phones are checked on a daily basis to assure that they are operational. Grounds maintenance includes the trimming of trees and shrubs that might be a hazard to the safety of students and others walking on campus, especially at night. Lighting has been increased and improved throughout the campus, and lights are well maintained. Defective or inoperable lighting is noted by security patrols at night and is repaired quickly by the Facility Services. Facility Services has developed a burnt bulb replacement program.

**Crime Prevention Resources and Service**

The crime prevention program plays an important and significant role within the Bates College community. Security and Campus Safety operates under the assumption that they are a component of the educational process for students, faculty and staff within the community. The program relies on a teamwork approach.

During orientation in September, students are informed of services offered by Security and Campus Safety. Presentations, which provide information about ways to maintain personal safety and residence hall security, are given by Officers during mandatory dorm meetings. Similar information is presented to new employees. Crime Prevention Programs and sexual Assault Prevention Programs are offered on a continual basis.

The following is a listing of the crime prevention programs and projects utilized by Security and Campus Safety:
Bicycle Registration Program:

Bicycles parked outside should always be locked to a bike rack with a strong lock. U-bolt locks are recommended. Bicycles may be stored inside designated bicycle storage rooms available in various locations. To help deter theft and assist in returning lost and stolen bicycles, it is strongly recommended that bicycles are registered with Security and Campus Safety. There is no charge to register your bicycle.

RAD Self Defense Program:

The Rape Aggression Defense program is dedicated to teaching women defensive concepts and techniques against assaults.

Whistle Alert:

This program provides a high-quality brass whistle, free of charge to students or employees. Individuals are educated to use the whistle when they feel threatened or are attacked.

Shuttle and Safety Escort Program:

Provides personal safety escorts for persons walking from one point on campus to another point on campus and individuals traveling from the campus to their off-campus residence after dark.

New Student Orientation:

Crime prevention brochures and other printed material are presented as a formal part of new student orientation at the start of the academic year.

Dorm Liaison Program:

Officers from Security and Campus Safety are assigned to residence halls to work with housing staff in the area of crime prevention.

Crime Prevention Presentations:

Officers will conduct crime awareness and prevention programs in residence halls and elsewhere on campus throughout the year.
New Employee Orientation:

New employees are provided with campus safety and security information.

Event Security:

Security and Campus Safety will work with event organizers to insure that the event being held is safe for participants.

Security Alarm Systems:

A sophisticated computer-enhanced alarm system monitors a campus-wide network of intrusion and duress alarms.

Printed Crime Prevention Materials:

Brochures and posters carrying crime prevention and awareness information related to residence hall safety and security, bicycle safety and sexual assaults are widely distributed at crime prevention presentations and at the Security and Campus Safety office.

Security Alerts:

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, Security and Campus Safety prepares and distributes security alerts via email and the Security and Campus Safety web site.

Blue Light Emergency Phones:

There are over 140 Security phones located throughout the campus. Security and Campus Safety promotes and encourages the use of these phones. These phones are connected directly to Security and Campus Safety – no dialing is required. The Security Phone System is monitored by the Communications Officer and is activated when the large red button in the center of the phone is pushed. If a phone is activated and the Communications Officer does not receive a response, an officer is immediately dispatched to that location. Security Phones may be used to contact Security and Campus Safety for any reason, such as to call for an escort, report a suspicious person, or to report an emergency.
Campus Lighting

Lighting fixtures on campus are monitored for malfunctions and work orders are submitted to repair any lighting issues. Facility Services conducts a light maintenance program every year for all exterior lights. Areas where lighting could be enhanced to improve safety are reported to Facility Services for evaluation.

Laptop Theft Prevention

Information is provided to the campus community on laptop theft prevention along with tracking software in case the laptop is stolen.

Green Dot Bystander Intervention

Green Dot is a comprehensive, strategical and research-based approach to violence prevention. Green Dot’s teachings, while primarily focused on eradicating power based personal violence, are applicable to everything from physical or sexual violence, to inappropriate language, to dorm damage and more. It utilizes peer to peer influence to shift and change cultural expectations.

Campus Security Authorities

A Campus Security Authority (CSA) is a member of the Security and Campus Safety Department. Also any individual or individuals who have responsibility for campus security but who do not constitute a campus security department such as an individual who is responsible for monitoring entrance into the college property.

A Campus Security Authority is also any individual or organization specified in the college’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

A Campus Security Authority is also an official of the college who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
Bates College Campus Security Authorities

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<tr>
<th>Athletics</th>
<th>786-6341</th>
<th>Campus Life &amp; Student Activities</th>
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</tr>
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<td>130 Central Ave</td>
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<td>56 Campus Ave.</td>
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</tr>
<tr>
<td>Merrill Gym</td>
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<td>(Coordinator &amp; Assistant)</td>
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<tr>
<td>141 Russell Street</td>
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<td>(Director, Asst. Directors, &amp; Coaches)</td>
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<td>Roger William Hall</td>
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</tr>
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<td>9 Andrews Road</td>
<td></td>
</tr>
<tr>
<td>(Dean, Associate Dean &amp; Assistant Dean)</td>
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<td>(Director &amp; Study Abroad Advisor)</td>
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<th>Office of Intercultural Education</th>
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<td>(Associate Director, Assistant Deans, &amp; Program Coordinator)</td>
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<td>(Director, Security Officer &amp; Communication Officers)</td>
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</tr>
<tr>
<td>(Coordinator)</td>
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<th>Office of Equity and Diversity</th>
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<tr>
<td>(Director &amp; Assistant Director)</td>
<td></td>
<td>2 Andrews Road</td>
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</tr>
<tr>
<td>(Chief Diversity officer)</td>
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</table>
Reporting Criminal Activities or Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Security and Campus Safety in a timely manner. Security and Campus Safety non-emergency number is 207-786-6254.

Emergency calls should be made to 911 or 207-786-6111 (Security and Campus Safety emergency number connects directly to Security and Campus Safety Communications Officer). When calling 911, the call is made through the Lewiston/Auburn Emergency Communication Center and the Security and Campus Safety Office. When the call is placed from any on campus phone, the phone number, location and name will appear on the Communication Office computer screen. Both the Security and Campus Safety Communication Officer and the Lewiston/Auburn Emergency Communications Center dispatcher will be able to talk with the caller.

Persons may use the security phones that are strategically located around campus, providing a direct line to Security and Campus Safety when the red button is pushed. There are over 140 of these phones that are visible with a blue light hanging over them which are located in various locations. You may use these phones to report a criminal incident, a fire, or other type of emergency or to request assistance of any kind from Security and Campus Safety. Phones are also available in each residential room.

Persons desiring more confidentiality may also come to the Security and Campus Safety office at any time of the day or night to report a crime, or they could go directly to the police to make their report. Persons may report criminal activity to local law enforcement officials, campus security or to Campus Security Authorities.

If you call Security and Campus Safety, please provide the following information:

· Your name
· Location and description of the incident you are reporting
· A description of any vehicles or suspects involved in the incident
The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call Security and Campus Safety immediately.

When a crime is reported to Security and Campus Safety or other appropriate officials of the College, it will normally be investigated by Security and Campus Safety and/or the police. In addition, if the suspect is a student, there may be an inquiry through the Student Conduct Committee, or if the suspect is an employee of the College, an inquiry may be conducted by the Office of Human Resources and/or other appropriate College officials. It is the policy of the College to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law, public safety, and campus safety.

Anonymous/Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Security and Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

Members of the campus community can also report an incident anonymously by going to the Anonymous Reporting Form at [www.bates.edu/security/anonymous-reporting-form](http://www.bates.edu/security/anonymous-reporting-form). By filling out the form that is available, an Officer from Security and Campus Safety will investigate the complaint once it is received through the college email system.
Definitions of Crimes – The Clery Act

The following definitions are to be used for reporting crimes listed in The Clery Act in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder; robbery; aggravated assault; burglary; motor vehicle theft; weapons: carrying, possessing etc.; law violations; drug abuse violations; and liquor law violations are from the Uniform Crime Reporting Handbook. The definitions of the sex offenses are excerpted from the National incident-Based Reporting system Edition of the Uniform Crime Reporting Handbook. The definitions of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are from the Hate Crime Data Collection Guidelines of the Uniform Crime Reporting Handbook.

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

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

**Burglary** – The unlawful entry into a building or other structure with the intent to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
**Fforcible Entry** - All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

**Unlawful Entry-No Force** - The entry of a structure in this situation is achieved by use of an unlocked door or window.

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

**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.

**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.

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

**Incest** – 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.

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

**Criminal Homicide-Murder and Nonnegligent Manslaughter** - The willful (nonnegligent) killing of one human being by another.
Robbery – The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

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

Larceny/Theft Offenses – The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession of another person.

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

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

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

**Hate Crime Definitions**

**Hate Crime:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

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

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

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

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

**Crime Statistics Report**

The statistical report for calendar years 2011, 2012, and 2013 is shown at [www.bates.edu/security](http://www.bates.edu/security). The following is a list of location definition provided for better understanding of how statistics are counted and categorized.
Geographic Definitions

Campus

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

(2) Property within the same reasonable contiguous geographic area of the institution but controlled by another person, is used by student, and supports institutional purposes (such as food or other retail vendor).

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

A Non-campus Building or Property

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

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

List of non-campus buildings and property:

**Public Property** – All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution of the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.
<table>
<thead>
<tr>
<th>Offense Reported by Hierarchy</th>
<th>Year</th>
<th>On Campus</th>
<th>Non - Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Residential Facilities*</th>
<th>Unfounded Crimes</th>
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<td>Murder/Non Negligent Manslaughter</td>
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<td>0</td>
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* Note: Residential Facility Crime Statistics are a subset of the On Campus Category, i.e. they are counted in both categories.
Hate Crimes  The following statistics are reported for crimes that have manifest evidence that the victim was intentionally selected because of the victims actual or perceived race, religion, sexual orientation, gender, gender identification, national origin, ethnicity, or disability.  

(R=Race  
G=Gender GI=Gender Identify RE=Religion S=Sexual Orientation E=Ethnicity D=Disability NO= National Origin)

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Sexual Misconduct Policy

Bates College denounces harassment of and discrimination against any all individuals or groups. The policy applies to all Bates community members, including students, employees, volunteers, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the college or on college property.

This policy provides community members with the structure and guidance to assist those who have been affected by sexual harassment, sexual violence, stalking or intimate partner violence whether as a Complainant, a Respondent, or a third party, and to provide fair and equitable procedures for investigation and resolution of complaints.

All Bates community members are responsible for their actions and behavior, and are required to follow college policies and local, state, and federal law. This policy applies to conduct occurring on Bates College property or at college-sanctioned events or programs that take place off campus, including, but not limited to, stay away, internship programs, community-engaged learning, and athletic events. In situations in which both the Complainant and Respondent are members of the Bates College community, this policy will apply regardless of the location of the incident. In particular, off campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Bates College community or Bates College is covered under this policy.

A Complainant is encouraged to report the misconduct to the college regardless of where the incident occurred, or who committed it. The college has jurisdiction to take disciplinary action against a Respondent who is a current student or employee. Even if the college does not have jurisdiction over the respondent, the college will take prompt action to provide for the safety and well-being of the complainant or the broader campus community using all available resources.

Notice of Non-Discrimination

Bates College is committed to providing equal opportunity and an educational and work environment free from any discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age, disability, genetic information, or veteran status and other legally protected statuses in the recruitment and admission of its students, in the administration of its
education policies and programs, or in the recruitment and terms and conditions of employment of its faculty and staff. Bates College shall adhere to all applicable state and federal equal opportunity laws and regulations.

The college is dedicated to ensuring access, fairness and equity for all persons in its educational programs, related activities and employment, including those groups who have faced historical barriers to full and fair integration and participation. Bates College maintains a continuing commitment to identify and eliminate discriminatory practices in every phase of college operations.

This policy addresses all forms of sex discrimination, including sexual harassment, sexual violence, stalking, and intimate partner violence. Bates College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Title IX is enforced by the Office for Civil Rights within the U.S. Department of Education, which has promulgated regulations explaining and implementing Title IX. Sex discrimination and sexual harassment are also prohibited under Title VII of the Civil Rights Act of 1964, and the Maine Human Rights Act, the regulations of both the Equal Employment Opportunity Commission and the Maine Human Rights Commission, and other applicable statutes.

This policy prohibits sexual harassment, sexual violence, stalking, and intimate partner violence against Bates community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

The college also recognizes that harassment related to an individual’s gender, gender identity or expression, or sexual orientation can occur in conjunction with misconduct related to an individual’s race, color, national or ethnic origin, religion, age, disability or other statuses. Targeting individuals on the basis of these characteristics violates college policy and community principles. Under these circumstances, the college will coordinate the investigation and resolution efforts to address harassment related to the targeted individual’s gender, gender identity or expression, or sexual orientation together with the conduct related to the targeted race, color, national or ethnic origin, religion, age, disability or other statuses.
Bates College, as an educational community, will respond promptly and equitably to reports of sexual harassment, sexual violence, stalking, and intimate partner violence in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community.

Privacy vs. Confidentiality

Bates College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct, including sexual harassment, sexual violence, stalking, or intimate partner violence. All college employees who are involved in the college’s Title IX response, including investigators and sanction board members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Such a review is essential to protecting the safety of the Complainant, the Respondent, and the broader campus community and to maintaining an environment free from sex discrimination and gender-based harassment.

Privacy and confidentiality have distinct meanings under this policy.

A. Privacy

Privacy generally means that information related to a report of misconduct will only be shared with a limited group of individuals. The use of this information is limited to those college employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet, and respect and safeguard the privacy of all individuals involved in the process.

B. Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, and rape crisis counselors, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or as otherwise required by law.

An individual who seeks completely confidential assistance may do so by speaking with professionals who are mandated by law to protect the confidentiality of disclosure. On campus, confidential resources available to students include counselors...
in the Bates Health Center, ordained clergy in the Multifaith Chaplaincy, and the Sexual Assault Victim Advocate. Employees may access confidential assistance through the Employee Assistance Program. Community resources include Sexual Assault Prevention and Response Services (SAPARS), Safe Voices, and Tri-County Mental Health Services. Information shared with these resources will remain confidential and will not be shared with the college or anyone else without express permission of the individual seeking services.

When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify Maine Office of Child and Family Services and/or the District Attorney’s office.

An individual who has experienced sexual misconduct may also seek assistance from a medical provider. In general, the disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). The individual has the right to request that a survivor advocate be present and to request that law enforcement not pursue a criminal charge. Neither campus nor community medical providers will notify the college of the report.

Anonymous statistical information must be shared with public safety where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions for certain offenses that have been reported at a campus location. The information contained in the Clery Report only tracks the number of Clery-reportable offenses occurring at campus locations or college-sponsored programs (e.g., study away) and does not include the names or any other identifying information about the person(s) involved in the report.

C. Responsible Employee

Any college employees responsible for student welfare and all supervisors who are not designated as confidential resources under this policy are required to share a report of sexual harassment to the Title IX Officer or a member of the Title IX Team.

Under Title IX, a college is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A “responsible employee” includes any employee who:

- Has the authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
A student could reasonably believe has the authority or responsibility to take action.

Under college policy, all employees responsible for student welfare and all supervisors are considered “responsible employees.” This will include, for example, faculty; coaches; administrators; security officers; junior advisors and residential coordinators; and other student employees with a responsibility for student welfare.

Before a Complainant reveals information that the Complainant may wish to keep confidential, a responsible employee should make every effort to ensure that the Complainant understands: (i) the responsible employee’s obligation to report the name of the Respondent involved in the alleged violation, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX Officer, (ii) the Complainant’s option to request that the college maintain confidentiality, which the college will consider, and (iii) the Complainant’s ability to share information with confidential resources as described in the section above.

The college encourages that any employee who becomes aware of sexual harassment or misconduct or other potentially discriminatory behavior to contact the Title IX Officer or a member of the Title IX Team. All administrators, faculty members, and supervisors are aware of their responsibility to assist students, faculty, and staff employees in reporting alleged incidents of sex discrimination or gender-based harassment to the Title IX Officer.

The Title IX Team, under the guidance of the Title IX Officer, will conduct an initial assessment of the conduct; the Complainant’s expressed preferences, if any, as to course of action; and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. The goal is to eliminate any hostile, intimidating, or offensive environment.

Any student or employee who believes they are the victim of sexual harassment or other forms of sexual misconduct should report the incident promptly in the manner most comfortable to them.

D. Request for Confidentiality

The college will pursue a course of action consistent with the Complainant’s request where possible. Where a Complainant requests that their name or other identifiable information not be shared with the Respondent or that no formal action be taken, the college will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Bates community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond
before action is taken against a Respondent. In making this determination, the college may consider, among other factors, the seriousness of the conduct, the respective ages of the parties, whether the Complainant is a minor under the age of 18, whether there have been other complaints or reports of harassment or misconduct against the Respondent, the existence of independent evidence, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought. The Title IX Officer in consultation with the Title IX Team will evaluate requests for confidentiality.

The college will take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. The college will assess any barriers to proceeding, including retaliation, and will inform the Complainant that Title IX and college policy prohibit retaliation. The college will take rigorous responsive action to protect the Complainant.

Where the college is unable to take action consistent with the request of the Complainant, the Title IX Officer will inform the Complainant about the college’s chosen course of action, which may include the college seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

Anonymous statistical information must be shared with public safety where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions for certain offenses that have been reported at a campus location. The information contained in the Clery Report only tracks the number of Clery-reportable offenses occurring at campus locations or college-sponsored programs (e.g., study away) and does not include the names or any other identifying information about the person(s) involved in the report.

**E. Timely Warning**

If a report of misconduct discloses a serious, immediate or continuing threat to the Bates community, the college may issue a campuswide timely warning or notification (which may take the form of an email to campus) to protect the health or safety of the community and to heighten safety awareness. A timely warning may include a campuswide notification for a report of sexual assault, stalking, and intimate partner violence. The timely warning will not include any identifying information about the Complainant. Even where there is no imminent threat, the college may send campuswide notifications on all reported forms of sexual misconduct.
At no time will the college release the name of the Complainant to the general public without the express consent of the Complainant. The release of the Respondent’s name to the general public is guided by Family Educational Rights and Privacy Act (FERPA) and the Jeanne Clery Act. The college may share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions.

All college proceedings are conducted in compliance with the requirements of FERPA, 2013 Reauthorization of the Violence Against Women Act, the Clery Act, Title IX, state and federal law, and college policy. No information shall be released from such proceedings except as required or permitted by law and college policy.

Definitions

**Sexual Assault:** Any offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

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

- **Rape**- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**- The touching of the private body parts of another person for the purpose for sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest**- Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**- Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence**- A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- 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 the jurisdiction in which the crime of violence occurred;
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 the jurisdiction in which the crime of violence occurred.

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

- The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**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 other; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- *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.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Awareness and Prevention of Sexual Misconduct**

All incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. Returning students and employees
will receive ongoing training and education on a periodic basis. Educational programs focused on sexual misconduct include an overview of the College’s policies and procedures, relevant definitions, including prohibited conduct, discussion of the impact of alcohol and illegal drug use, effective consent, safe and positive options for bystander intervention, and information about risk reduction. Bates College’s Title IX Officer oversees the education and prevention calendar and tailors programming to campus needs and climate. All educational programs include a review of resources and reporting options available for students, faculty and staff.

**Emergency Support and Response Services in the Event of Sexual Violence**

Bates encourages all community members to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident of sexual violence. This is the best option to provide physical safety, emotional support, and medical care to a survivor. It is also the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The college will escort any Bates community member to a safe place, provide transportation to the hospital, assist in coordination with law enforcement, and provide information about the college’s resources and reporting processes.

Assistance is available from Bates Security and local law enforcement 24 hours a day, year-round, by calling Bates Security and/or the Lewiston Police Department. Any individual can request that a member of Bates Security and/or Lewiston Police Department respond and take a report. An officer from the Lewiston Police Department can meet with a student or employee on campus wherever they are most comfortable. Bates Security will provide transportation upon request to a medical center or the police department. The Bates Health Center can provide a taxi voucher for free transportation to local medical centers.

**Emergency Response Services**

911

**Bates Security and Campus Safety**

207-786-6111 (emergency) or 207-786-6254 (non-emergency)
Medical Resources

A medical provider can provide emergency and/or follow-up medical services. The medical exam has two goals: first, to diagnose and treat the full extent of any injury or physical effect (including prevention of sexually transmitted illnesses [STI] or possibility of pregnancy) and second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy; a thorough physical examination, which includes the genital and/or anal area; and a blood draw. There is a limited window of time (typically 72-96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any particular course of action. The decision to seek timely medical attention and gather any evidence, however, will preserve the full range of options to seek resolution under this policy or through the pursuit of criminal prosecution.

On campus, the Bates Health Center can provide medical care to students; however, the Health Center is not equipped for forensic examinations. The survivor has the option – and is encouraged – to go to the hospital for care and to have evidence collected. Central Maine Medical Center provides forensic exams and, hence, is the preferred medical center for sexual assault forensic examinations in the area. Bates Security will provide transportation upon request to the area hospitals. Taxi vouchers are available at the Bates Health Center to provide free transportation to Central Maine Medical Center or St. Mary’s Hospital. The Sexual Assault Victim Advocate (SAVA) or an advocate from Sexual Assault Prevention and Response Services (SAPARS) is also available to accompany survivors to access off-campus resources.

Bates Health Center

31 Campus Avenue | 207-786-6199

Provides medical care to Bates students; however, is not equipped to provide sexual assault forensic exams.

Central Maine Medical Center (CMMC)

Emergency Room: 207-795-2200

300 Main Street, Lewiston, ME 04240
CMMC provides medical care and forensic exams, which are performed by trained sexual assault forensic (nurse) examiners (SAFE).

**St. Mary’s Medical Center**

Emergency Room: 207-777-8120

93 Campus Avenue, Lewiston, ME 04240

St. Mary’s Hospital provides medical treatment.

**Confidential Resources and Support**

Bates encourages all community members to make a prompt report of any incident of sexual harassment, sexual violence, stalking or intimate partner violence to local law enforcement and the college. For individuals who are not prepared to make a report, or who may be unsure what happened, but are still seeking information and support, there are several legally-protected confidential resources on campus and in the local community, including counseling and support services.

Individuals affected by sexual harassment, sexual violence, stalking, and intimate partner violence may want to consult with someone in a confidential manner without making a report to the college or triggering an investigation. The trained professionals listed in this section are designated as confidential and may not share information about a patient/client (including whether or not that individual has received services) without the individual’s expressed consent unless there is imminent danger to you or others or as otherwise required by law. They may, however, submit non-identifying information about the incident for the purposes of making a statistical report under the Clery Act, as described in Section IV.

**On Campus Confidential Resources**

**Bates Health Center**

31 Campus Avenue | 207-786-6199

Provides medical care to Bates students; however, is not equipped to provide sexual assault forensic exams.

**Bates Counseling Services**

31 Campus Avenue | 207-786-6199

Provides confidential counseling and psychological services to Bates students.
Sexual Assault Victim Advocate (SAVA)
163 Wood Street, #223 | 207-753-6996
sava@bates.edu
Available by appointment and drop-in. On-campus Wednesday and Thursday. Individuals needing immediate assistance can also contact SAPARS at 877-527-8644.

Multifaith Chaplaincy
163 Wood Street, 2nd Floor | 207-786-8272
Acting Associate Multifaith Chaplain Raymond Clothier (rclothie@bates.edu) is designated as the confidential resource in the Multifaith Chaplaincy.

Employee Assistance Program (EAP)
www.Lifebalance.net | 877-259-3785
LifeBalance is a confidential resource and referral service available to all Bates employees.

Anonymous statistical information will be shared with public safety where required by the Clery Act. Annual Clery reporting to the U.S. Department of Education is required by educational institutions for certain offenses that have been reported at a campus location. The information contained in the Clery Report only tracks the number of Clery-reportable offenses occurring at campus locations or college-sponsored programs (e.g., study away) and does not include the names or any other identifying information about the person(s) involved in the report.

Off Campus Confidential Resources

Sexual Assault Prevention and Response Services (SAPARS)
24-hour helpline: 877-527-8644 (Note: designated Bates phone number)
A confidential sexual assault helpline staffed by trained, caring and confidential advocates. An advocate can meet with the survivor at the Bates Health Center, be with the survivor at the hospital, assist the survivor when filing a police report, or help navigate the legal system.

Safe Voices (Domestic Violence)
24-hour helpline: 800-559-2927
A confidential domestic violence helpline staffed by trained, caring and confidential advocates. Provides individual support, legal advocacy, support groups, and shelter for survivors of domestic abuse.

**Central Maine Medical Center (CMMC)**

Emergency Room: 207-795-2200

300 Main Street, Lewiston, ME 04240

CMMC provides medical care and forensic exams, which are performed by trained sexual assault forensic (nurse) examiners (SAFE).

**St. Mary’s Medical Center**

Emergency Room: 207-777-8120

93 Campus Avenue, Lewiston, ME 04240

St. Mary’s Hospital provides medical treatment.

**Tri-County Mental Health Services Crisis Center**

24-hour helpline: 888-568-1112

**Rape, Abuse, Incest National Network (RAINN)**

24-hour helpline: 800-656-4673

**National Domestic Violence Hotline**

24-hour helpline: 800-799-7233

**Additional Campus Resources (designated as Private Resources)**

In addition to the confidential resources listed above, Bates community members have access to a variety of resources provided by the college. The professionals listed below are trained to support individuals affected by sexual harassment, sexual violence, stalking, or intimate partner violence and to coordinate with the Title IX Officer consistent with the college’s commitment to a safe and healthy educational and work environment. While not bound by confidentiality, these resources will maintain the privacy of an individual’s information within the limited circle of those involved in the Title IX resolution process.
Title IX Officer Gwen Lexow
Lane Hall 202-A | 207-786-6445
titleix@bates.edu

Security and Campus Safety
Open 24 hours a day, 7 days a week
245 College Street | 207-786-6254
Emergency: 207-786-6111
Thomas Carey, Director Security and Campus Safety
tcarey@bates.edu

An immediate option to report an incident of sexual violence, stalking, or intimate partner violence. Operates the SafeWalk and SafeRide program that provides community members with an escort on campus.

Vice President for Student Affairs and Dean of Students Office/Dean on Call
Lane Hall 102 | 207-786-6219

Can provide reasonable remedies, such as a change in campus housing, course or work schedule, and academic assignments, and issue no contact letters.

Access to Dean on Call 24 hours a day by calling Bates Security at 207-786-6254.

Deputy Title IX Coordinator Kathy Low
Associate Dean of Faculty and Professor of Psychology
Lane Hall 120 | 207-786-6186
klow@bates.edu

Deputy Title IX Coordinator Mary Main
Assistant Vice President of Human Resources and Environmental Health and Safety
215 College Street | 207-786-8388
Deputy Title IX Coordinator Erin Foster Zsiga
Assistant Dean of Students
Lane Hall 110 | 207-786-6215
efoster@bates.edu

Deputy Title IX Coordinator Ken Emerson
Associate Director of Human Resources
215 College Street | 207-786-8271
kemerson@bates.edu

Junior Advisors/Residence Coordinators/Residence Coordinator Team Leaders
In houses and residence halls

Additional Community Resources

Students, faculty and staff members may also access additional resources located in Lewiston/Auburn. These organizations can provide crisis intervention services, counseling, medical attention and assistance in working with the criminal justice system. Off-campus resources can assist individuals wishing to make a report to the college, but will not notify the college without the Complainant’s consent. All individuals are encouraged to use the resources that are best suited to their needs, whether on or off campus.

Androscoggin County Victim-Witness Advocate
Androscoggin County Courthouse
2 Turner Street, Auburn, ME 04210
207-783-7311

Androscoggin County District Attorney
Androscoggin County Courthouse
2 Turner Street, Auburn, ME 04210
207-783-7311
http://www.androscoggincountymaine.gov/DA/DA.htm

Maine Victim’s Compensation Program
Office of the Attorney General
6 State House Station
Augusta, Maine 04333-0006
207-624-7882 | 800-903-7882

NotAlone.gov
Federal website dedicated to providing information and resources regarding sexual assault.

Reporting

The college is committed to providing a variety of accessible means of reporting sexual misconduct so that all instances of sexual assault or harassment will be reported. All Bates community members, even those who are not obligated by the college’s Sexual Misconduct and Harassment Policy, are strongly encouraged to report information regarding any incident of sexual misconduct or harassment to the Title IX Officer. The Title IX Officer is specifically charged with coordinating the initial assessment, initiating the investigation, and responding to allegations or sexual misconduct or harassment to stop the conduct, address its effects, and prevent its recurrence.

At the time a report is made, a Complainant does not have to decide whether or not to request disciplinary action. Choosing to make a report and deciding how to proceed after making the report can be a process that occurs over time. To the extent possible, the college will respect an individual’s autonomy in making these decisions and provide support that will assist each individual in making that determination.

Any individual who reports sexual harassment, sexual violence, stalking, or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. Complainants, Respondents, and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the college will make an immediate assessment of any risk of harm to the
Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the Complainant or others involved and the campus community. In this process, the college will balance the Complainant’s interest with its obligation to provide a safe and non-discriminatory environment for all members of the college community.

**Reporting to and Coordination with Law Enforcement**

The college encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence, stalking, and intimate partner violence that may also be crimes under Maine criminal statutes. The college will assist a Complainant, at the Complainant’s request, in contacting local law enforcement and will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law. Except where the Complainant is less than 18 years old, the college will generally respect a Complainant’s choice whether or not to report an incident to local law enforcement, unless the college determines that there is an overriding issue with respect to the safety or welfare of the college community. When a report involves suspected abuse of a minor under the age of 18, the college is required by state law to notify the Maine Office of Child and Family Services and/or the District Attorney’s office.

The college’s policy, definitions, and standard of proof may differ from Maine criminal law. A Complainant may seek resolution through the college’s complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement’s decision whether or not to prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether sexual harassment, sexual violence, stalking, or intimate partner violence has occurred under this policy. Proceedings under the college’s Sexual Misconduct and Harassment Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

At the request of local law enforcement, the college may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. The college will nevertheless communicate with the Complainant regarding Title IX rights, procedural options, and the implementation of interim measures to assure safety and well-being. The college will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.
Campus Reporting Options

The college encourages all individuals to report sexual misconduct and harassment to any college employee the Complainant trusts. In general, most college employees do not have legally protected confidentiality. Under Title IX, a college is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A “responsible employee” includes any employee who:

- Has authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
- A student could reasonably believe has the authority or responsibility to take action.

All Bates community members, even those who are not obligated to do so by this policy, are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking, or intimate partner violence directly to the Title IX Officer or a member of the Title IX Team. The college cannot take appropriate action unless an incident is reported to the college.

With the exception of those employees who have legally recognized confidentiality (Bates Health Center employees and counselors, the Sexual Assault Victim Advocate, and ordained Multifaith Chaplains), all college employees with responsibility for the welfare of students and all supervisors, including faculty, staff, administrators, and security officers, are required to share with the Title IX Officer any report of sexual misconduct or harassment they receive or of which they become aware. Student employees or volunteers who have responsibility for the welfare of other students are also required to report to the Title IX Office any incident of sexual misconduct or harassment of which they become aware.

Student employees and volunteers who are required to share reports with the Title IX Officer include, for example, Junior Advisors (JAs), Residence Coordinators (RCs), RC Team Leaders (RCTLs), Student Academic Mentors (SAMs), Queer Peer Mentors, and Peer Writing Assistants. These individuals are required to share with the Title IX Officer all information of which they are aware, including the identities of the parties involved, if known.
On Campus Reporting Options:

Title IX Officer Gwen Lexow
Lane Hall 202-A | 207-786-6445
titleix@bates.edu

Security and Campus Safety
Open 24 hours a day, 7 days a week
245 College Street | 207-786-6254
Emergency: 207-786-6111

Thomas Carey, Director Security and Campus Safety
tcarey@bates.edu

An immediate option to report an incident of sexual violence, stalking, or intimate partner violence. Operates the SafeWalk and SafeRide program that provides community members with an escort on campus.

Vice President for Student Affairs and Dean of Students Josh McIntosh
Lane Hall 102 | 207-786-6219
jmcintos@bates.edu

Deputy Title IX Coordinator Kathy Low
Associate Dean of Faculty and Professor of Psychology
Lane Hall 120 | 207-786-6186
klow@bates.edu

Deputy Title IX Coordinator Mary Main
Assistant Vice President of Human Resources and Environmental Health and Safety
215 College Street | 207-786-8388
mmain@bates.edu

Deputy Title IX Coordinator Erin Foster Zsiga
Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual harassment, sexual violence, stalking, or intimate partner violence. An individual may report the incident without disclosing their name, identifying the Respondent, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, the college’s ability to respond to an anonymous report may be limited.

The college has created an online form for reporting anonymously (bates.edu/security/anonymous-reporting-form/). The Title IX Officer will receive the anonymous report and will determine any appropriate response or action, including individual or community remedies as appropriate. In consultation with the Director Security, the Title IX Officer will determine if the anonymous report provides sufficient information to submit a Clery crime report.

Reporting Sexual Harassment

In the event that an individual believes that they may be experiencing behavior that constitutes sexual harassment, they should document the behavior and report it to the Title IX Officer or a member of the Title IX Team.

Reporting Considerations: Timeliness of Report and Location of Incident

Complainants and third-party witnesses are encouraged to report sexual harassment, sexual violence, stalking, and intimate partner violence as soon as possible in order to maximize the college’s ability to respond promptly and effectively. The college does not, however, limit the time frame for reporting. If the Respondent is no longer a student or employee or is not a member of the Bates community, the college may not be able to take disciplinary action against the Respondent, but will still
seek to meet its Title IX obligations by taking steps to end the harassment, prevent its recurrence, and address its effects.

An incident does not have to occur on campus to be reported to the college. All college community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the college community have a responsibility to adhere to college policies and local, state, and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus conduct that is likely to have a substantial adverse effect on any member of the college community or Bates College may be addressed under this policy.

**Amnesty for Alcohol or Other Drug Use**

The college seeks to remove any barriers to reporting. An individual who reports sexual harassment or misconduct, either as a Complainant or a third party, will not be subject to disciplinary action by the college for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

**Statement Against Retaliation**

It is a violation of college policy to retaliate in any way against an individual because they raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence. The college recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Complainant, Respondent, or third party may commit or be the subject of retaliation.

The college will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven to be a violation under this policy.

**False Reports**

The college takes the accuracy of information very seriously, as a charge of sexual harassment, sexual violence, stalking, or intimate partner violence may have severe consequences. Knowingly making a false report or complaint under this policy, or knowingly providing false or intentionally misleading information during an
investigation, may result in disciplinary action up to and including dismissal from the college or termination of employment. A good faith complaint that results in a determination that the evidence is not sufficient to support a formal charge or to constitute a violation of this policy is not considered to be a false report.

When a Complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, that individual may be subject to disciplinary action. Similarly, a Respondent or witness who is later proven to have intentionally given false information during the course of an investigation or judicial action may be subject to disciplinary action.

It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**Reports involving Minors or Suspected Child Abuse**

When a report involves suspected abuse of a minor under the age of 18, the college is required by state law to notify the Maine Office of Child and Family Services and/or the District Attorney’s office. This requirement extends to resources designated as confidential by the college, including staff and counselors at the Health Center, ordained Multifaith Chaplains, and the Sexual Assault Victim Advocate.

**Interim Measures, Remedies, and Accommodations**

Upon receipt of a report, the college will impose reasonable and appropriate interim measures designed to eliminate the hostile environment and protect the parties involved. The college will make reasonable efforts to communicate with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the college.

A Complainant or Respondent may request a No Contact Order or other protective measure, or the college may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader college community and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The college will take immediate and responsive action to enforce a previously implemented measure.
Interim measures will be kept confidential, to the extent that maintaining the confidentiality would not impair the ability of the college to provide the interim measures.

**Range of Interim Measures**

Interim measures will be implemented at the discretion of the college. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:

- Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Imposing a No Contact Order between parties;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
- Providing alternative course completion options (with the agreement of the appropriate faculty);
- Changing a class schedule, including the ability to take deferral, drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
- Changing a work schedule or job assignment;
- Changing an on-campus housing assignment;
- Providing assistance from college support staff in completing housing relocation;
- Limiting an individual or organization’s access to certain college facilities or activities pending resolution of the matter;
- Providing a voluntary leave of absence;
- Providing an escort to ensure safe movement between classes and activities;
- Providing medical services;
- Providing academic support services, such as tutoring;
- Imposing interim suspension or leave;
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy;
- Any other remedy that can be tailored to the involved individuals (students or employees) to achieve the goals of this policy.

**Interim Suspension or Leave**

Where the report of sexual harassment, sexual violence, stalking, or intimate partner violence poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal college functions, the college may place a student or student organization on interim suspension or impose a leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or
all other college activities or privileges for which the individual or organization might otherwise be eligible, as the college determines appropriate. When interim suspension or a leave is imposed, the college will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Students may be placed on interim suspension at the discretion of the Vice President for Student Affairs and Dean of Students or his designee as described in the Code of Student Conduct. Provisions for suspension of faculty members are contained in the Faculty Handbook. Staff may be placed on leave at the discretion of the college.

**Title IX Review, Investigation, and Resolution**

**Overview of Procedural Options (students, staff, faculty)**

Upon receipt of a report, an appropriate subgroup of the college’s Title IX Team will conduct an initial Title IX Review. The goal of this review is to provide an integrated and coordinated response to reports of sexual harassment or misconduct. The review will consider the nature of the report, the safety of the individual and of the campus community, and the Complainant’s expressed preference for resolution.

At the conclusion of the assessment, the college may choose to pursue Informal Resolution, a remedies-based approach that does not involve disciplinary action against a Respondent, or refer the matter for a college-based investigation and the Formal or Judicial Resolution process. The goal of the investigation is to gather all relevant facts and determine if there is sufficient information to determine whether a violation occurred.

The initial steps for resolution of a complaint against a student, an employee or a faculty member will involve the same stages: an initial assessment, investigation, and either informal or formal resolution. There are specific procedures for resolving complaints against a student, faculty or staff respondent detailed in the relevant Appendices.

**Role of the Title IX Officer and Team**

The President of Bates College has designated Gwen Lexow to serve as the college’s Interim Title IX Officer. The Title IX Officer oversees the college’s centralized review, investigation, and resolution of reports of sexual harassment, sexual violence, stalking, and intimate partner violence. The Title IX Officer also coordinates the college’s compliance with Title IX and other applicable statutes.
The Title IX Officer is supported by the Title IX Team. Members of this interdepartmental team include the Title IX Officer, Title IX Deputy Coordinators, and the Director of Security and Campus Safety. In addition, based on the role of the Complainant and the Respondent, the members of the team may include the Vice President for Academic Affairs and Dean of the Faculty, a representative from the Vice President for Student Affairs and Dean of Students Office, and/or Human Resources. Composition of the team will be limited to a small group of individuals who “need to know” in order to implement procedures under this policy.

Although a report may be made to any college employee, the college seeks to ensure that all reports are referred to the Title IX Team to ensure consistent application of the policy to all individuals and allow the college to respond promptly and equitably to eliminate the harassment, prevent its recurrence and address its effects.

The members of this team oversee the resolution of a report under this policy. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint. Interim remedies are also available to provide protection and security.

**Initial Title IX Review**

In every report of sexual harassment or misconduct, the college will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, further action may be initiated depending on a variety of factors, such as the Complainant’s wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

**Investigation**

Where the Title IX assessment concludes that disciplinary action may be appropriate, the college will initiate an investigation. The college will designate a trained investigator who has specific training and experience investigating allegations of sexual harassment, sexual violence, stalking, and intimate partner violence. The investigator may be an employee of the college or an external investigator engaged to assist the
college in its fact gathering and determination of a finding. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent and any witnesses. The investigator will also gather any available physical evidence, including documents, communications between the parties, and other electronic records as appropriate. In gathering the facts, the investigator may consider prior allegations of, or findings of responsibility for, similar conduct by the Respondent to the extent such information is relevant.

As part of the investigation, the college will provide an opportunity for the parties to present witnesses and other evidence. Witnesses must have observed the acts in question or have relevant information and cannot be participating solely to speak about an individual's character. The investigator will provide periodic updates to the Title IX Officer and the Title IX Team, particularly regarding any emerging needs for the Complainant or Respondent for additional interim measures and regarding estimated timelines.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. As described in Section IV. Privacy vs. Confidentiality, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The college will seek to complete the investigation within 20 (twenty) calendar days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, the investigative report will be forwarded to the Title IX Officer and will follow the relevant procedures for Formal Resolution depending on whether the Respondent is a student, faculty member, or staff member.

Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the college campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. At the conclusion of the investigation, the college will notify all parties that the investigation is complete and provide information about next steps in the process.
Based on the information gathered in the initial Title IX Review and/or full investigation, the college will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

The Title IX Coordinator will document each report or request for assistance in resolving a case involving charges of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

**Informal or Remedies-Based Resolution**

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking formal disciplinary action against a Respondent.

Where the Title IX Review concludes that informal resolution may be appropriate, the college will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant’s access to the educational activities at the college and to eliminate a hostile environment. Examples of protective remedies are detailed in the Interim Measures section above. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX Officer or the college. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The college will not compel a Complainant to engage in mediation or a restorative justice process, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation or restorative practices, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the college has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Officer will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

**Formal or Judicial Resolution**

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the
college differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

- For a complaint against a student, disciplinary action may be taken by the Sexual Misconduct Board after the investigator has determined that a violation has occurred.
- For a complaint against an employee, disciplinary action may be taken at the conclusion of the investigation by the Assistant Vice President for Human Resources and Environmental Health and Safety.
- For a complaint against a faculty member, disciplinary action may be taken at the conclusion of the investigation by the Vice President for Academic Affairs and Dean of the Faculty using the procedures outlined in the Faculty Handbook.

Procedures for Resolving Complaints Against a Student

Bates College has established the Sexual Misconduct and Harassment Policy that articulates the college’s community standards and includes definitions of prohibited conduct and key concepts. This policy also outlines the resources and reporting options available to the college community and methods of addressing cases involving sexual harassment, sexual violence, stalking, or intimate partner violence. This appendix details the specific procedures for resolving a complaint of sexual misconduct or harassment where a student is identified as the Respondent.

Preliminary Concerns

Timing of Reports

Complainants and third-party witnesses are encouraged to report sexual harassment, sexual violence, stalking, and intimate partner violence as soon as possible in order to maximize the college’s ability to respond promptly and effectively. The college does not, however, limit the time frame for reporting. If the Respondent is no longer a current student, the college may not be able to take disciplinary action against the Respondent, but will still seek to meet its Title IX obligations by taking steps to end the harassment, prevent its recurrence, and address its effects.
A current student is defined as someone who has matriculated and has not formally severed recognized student status with the college. A student retains this status throughout the student’s career at the college, including academic terms, scheduled vacations, summer months, and periods of leave or off-campus study.

**Jurisdiction**

An incident does not have to occur on campus to be reported to the college. All college community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the college community have a responsibility to adhere to college policies and local, state, and federal law. As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus conduct that is likely to have a substantial adverse effect on any member of the college community or Bates College may be addressed under this policy.

**Effect on Criminal Proceedings**

The college encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence, stalking, and intimate partner violence that may also be crimes under Maine criminal statutes. The college’s policy, definitions, and standard of proof may differ from Maine criminal law. The college will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation using the procedures outlines here except at the request of local law enforcement during the initial stages of a criminal investigation. Neither law enforcement’s decision whether or not to prosecute a Respondent nor the outcome of any criminal prosecution are determinative of whether sexual harassment, sexual violence, stalking, or intimate partner violence has occurred under this policy.

**Effect of Pending Complaint on Respondent**

If a Respondent elects to withdraw from the college after an investigation has commenced but prior to a final resolution, the transcript of the Respondent will reflect a withdrawal and shall contain the notation “Voluntary withdrawal with disciplinary charges pending.” A Respondent electing to withdraw from the college under these conditions shall have no right to apply for readmission. In exceptional circumstances, the Vice President for Student Affairs and Dean of Students may grant permission to apply for readmission to a withdrawing or withdrawn student. If such special permission is granted, readmission will not be automatic and may be subject to such terms and conditions as the Dean may deem to be appropriate.
Amnesty for Alcohol and Other Drug Use

The college seeks to remove any barriers to reporting. An individual who reports sexual harassment or misconduct, either as a Complainant or a third party, will not be subject to disciplinary action by the college for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

Advisors

The Complainant and Respondent have the right to be assisted by an advisor of their choosing. The Vice President for Student Affairs and Dean of Students Office maintains a list of available advisors who have received training on the student conduct system and the Sexual Misconduct and Harassment Policy. The college encourages Complainants and Respondents to select an advisor who has received training, but the final decision rests with each individual. Parties may share information related to a complaint with individuals that may support or assist them in presenting their case.

An advisor serves to guide the student through the all phases of the process and may accompany the student to any meeting throughout the process. The role of the advisor is one of support, but not active participation. The advisor should assure that the student clearly understands all questions asked, and that the student clearly communicates their account of events. The advisor may also help the student identify appropriate witnesses. The advisor’s role during an investigatory interview or subsequent meeting is as a silent observer. The advisor may not make arguments, ask questions, or speak for a Complainant, Respondent, or third party. Similarly, the advisor may not interact with the investigator during the course of an investigation. The advisor may request a recess during an investigatory interview or meeting to consult with the student, but not while any question is pending before the student. Any advisor who becomes disruptive in any meeting may be removed from that meeting or prohibited from participation in the remainder of the process. The advisor may accompany a student to any meeting with an investigator or with a College employee. Any person who serves as an advisor should plan to make themselves available for meetings throughout the process.

Any advisor selected who has not been trained by the college must attend a meeting with the Title IX Officer or a member of the Title IX Team prior to attending any
case related meeting in order to understand the college’s processes and their role. A witness for the case at hand may not serve as an advisor to any party involved.

Witnesses called to speak with an investigator as part of this process also have the right to bring an advisor of their choosing to all meetings related to the investigation. This advisor must be a member of the Bates community (current faculty, staff, or student) and serves in a role similar to that described above.

**Agreements not Recognized by the College**

Other than a judicial order, the college will not recognize agreements between the Complainant and Respondent in which the college did not participate unless reviewed and approved by the Title IX Officer.

**Time Frames**

The College seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution time frame needs to be extended for good cause, the College will provide written notice to all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where the Respondent is a second semester senior, the college may withhold that student’s Bates College degree pending conclusion of the sexual misconduct proceedings. The college reserves the right to restrict a student’s participation in college programs while an investigation is pending.

**Communications**

All communications and notices required by these procedures may be made electronically, in hard copy, or in person.
Standard of Proof

The Investigator will determine the Respondent’s responsibility by the preponderance of the evidence standard which is whether the information provided supports a finding that it is “more likely than not” that the Respondent is responsible for the alleged violation.

Records

The investigative report, including all documents, information, and other evidence, and the documentation regarding any finding, sanction, and appeal will serve as the formal record of the proceedings and will be maintained by the Title IX Officer as part of the Respondent’s conduct record.

If a student has been found responsible for a violation of this policy, such records may be used in reviewing any further conduct issues consistent with this policy and the Code of Student Conduct.

All records shall be held and reported according to the College Policy on Reporting Student Disciplinary Matters.

Initiating a Report

Any person who has experienced an incident of sexual misconduct or harassment, as defined in the Sexual Misconduct and Harassment Policy, may file a report against a Bates College student responsible for that conduct. Students filing complaints may request that the college initiate its formal, judicial resolution option, its informal, remedies-based resolution option or to take no action.

At the time a report is made, a Complainant does not have to decide whether or not to request disciplinary action. Choosing to make a report and deciding how to proceed after making the report can be a process that occurs over time. To the extent possible, the college will respect an individual’s autonomy in making these decisions and provide support that will assist each individual in making that determination.

Where a Complainant requests that their name or other identifiable information not be shared with the Respondent or that no formal action be taken, the college will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all Bates community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the college may consider:

- The seriousness of the conduct
• The respective ages and roles of the Complainant and Respondent;
• Whether there have been other complaints or reports of harassment or misconduct against the Respondent;
• The rights of the Respondent to receive notice and relevant information before disciplinary action is sought;
• If circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual violence or other violence;
• Whether the Respondent has a history of arrests or records from a prior school indicating a history of violence;
• Whether the alleged perpetrator threatened further sexual violence or other violence against the student or others;
• Whether the sexual violence was committed by multiple perpetrators;
• If the circumstances suggest there is an increased risk of future acts of sexual violence under similar circumstances;
• Whether the sexual violence was perpetrated with a weapon;
• Whether the school possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

The Title IX Officer in consultation with the Title IX Team will evaluate requests for confidentiality.

In exceptional cases, such as cases threatening community safety, the college may make a determination that further action is required even if the Complainant desires no action or an informal, remedies-based resolution. As set forth in the Sexual Misconduct and Harassment Policy, reports of sexual misconduct undergo a Title IX Review to determine the appropriate response in such cases.

Information for Complainant and Intake Meeting

After receipt of the report, the Title IX Officer or a member of the Title IX Team will conduct an intake meeting with the Complainant. At this meeting, the person conducting the intake will inquire into the nature of the complaint and allegation of misconduct. The Complainant will be informed of all interim measures and resolution options available under this policy and encouraged to select an advisor who has received training from the college. The Complainant will be informed of the prohibition against retaliation and instructed not to destroy any potentially relevant documentation or evidence in any format. The Complainant will be given a copy of the Sexual Misconduct and Harassment Policy. The Complainant will also be offered support resources on and off campus as described in Section VII of this policy.
Title IX Review

In every report of sexual harassment or misconduct, the college will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

As part of the initial assessment of the facts, the college will:

- Assess the nature and circumstances of the allegation;
- Address immediate physical safety & emotional well-being;
- Notify the Complainant of the right to contact law enforcement and seek medical treatment;
- Notify the Complainant of the importance of preservation of evidence;
- Enter the report into the college’s daily crime log;
- Assess the reported conduct for the need for a timely warning under the Clery Act;
- Provide the Complainant with information about on and off-campus resources;
- Notify the Complainant of the range of interim accommodations and remedies;
- Provide the Complainant with an explanation of the procedural options, including remedies-based resolution and judicial resolution;
- Identify an adviser and/or support person for the Complainant and Respondent;
- Assess for pattern evidence or other similar conduct by Respondent;
- Discuss the Complainant’s expressed preference for manner of resolution and any barriers to proceeding;
- Explain the college’s policy prohibiting retaliation.

Interim Measures

Upon receipt of a complaint, the Title IX Officer, in consultation with the Title IX Team, will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct, or retaliation and to provide a safe educational and work environment. Potential remedies, which may be applied to the Complainant and/or the Respondent, include:

- Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus;
- Imposing a No Contact Order between parties;
- Rescheduling of exams and assignments (in conjunction with appropriate faculty);
● Providing alternative course completion options (with the agreement of the appropriate faculty);
● Changing a class schedule, including the ability to take deferral, drop a course without penalty or transfer sections (with the agreement of the appropriate faculty);
● Changing a work schedule or job assignment;
● Changing an on-campus housing assignment;
● Providing assistance from college support staff in completing housing relocation;
● Limiting an individual’s or organization’s access to certain college facilities or activities pending resolution of the matter;
● Providing a voluntary leave of absence;
● Providing an escort to ensure safe movement between classes and activities;
● Providing medical services;
● Providing academic support services, such as tutoring;
● Imposing interim suspension or leave;
● Any other remedy that can be tailored to the involved individuals (students or employees) to achieve the goals of this policy.

Withdrawal of Complaint

Prior to the completion of the resolution options described in this policy, the Complainant may withdraw the sexual misconduct complaint. Withdrawal of the complaint will, in most circumstances, end any investigation or process taking place under this policy. The college reserves the right to move forward with a complaint, even after the Complainant withdraws it, in order to protect the interests and safety of the college community.

Summary of Resolution Options

Informal, Remedies-Based Resolution

Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking formal disciplinary action against a Respondent.

Where the Title IX Review concludes that informal resolution may be appropriate, the college will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant’s access to the educational activities at the college and to eliminate a hostile environment. Examples of protective remedies are detailed in the Interim Measures section above. Other potential remedies include targeted or broad-based educational programming or training, direct
confrontation of the Respondent and/or indirect action by the Title IX Officer or the college. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The college will not compel a Complainant to engage in mediation or a restorative justice process, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation or restorative practices, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the college has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Officer will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

**Formal Resolution**

Disciplinary action against a Respondent may only be taken through the Formal Resolution process. The Formal Resolution process contains three phases: Investigation, Sanction, and Appeal. This process is outlined in detail below.

**Responding to Report**

**Information for Respondent and Intake Meeting**

After receipt of the report, the intake meeting with the Complainant, and the Title IX Review, the Title IX Officer or a member of the Title IX Team will conduct an intake meeting with the Respondent if deemed appropriate. At this meeting, the person conducting the intake will discuss the nature of the complaint and allegation of misconduct and the procedures for the method of resolution being initiated. The Respondent will be encouraged to select an advisor who has received training from the college. The Respondent will be informed of the prohibition against retaliation and instructed not to destroy any potentially relevant documentation or evidence in any format. The Respondent will be given a copy of the Sexual Misconduct and Harassment Policy. The Respondent will also be offered support resources on and off campus as described in Section VII of this policy. If the Respondent fails to meet and cooperate with the person conducting the intake meeting, the investigator, or any other person during this process, the resolution of the complaint will proceed without input from the Respondent.
Acceptance of Responsibility

After the initial intake meeting, the Respondent may choose to accept responsibility for all or part of the alleged misconduct. If the Respondent accepts responsibility for the alleged misconduct, the process may, but will not necessarily proceed to the Investigation phase. The Title IX Officer may proceed directly to the Sanction phase to determine an appropriate sanction for the Respondent. If the Respondent disputes any aspect of the allegations, the matter will proceed to an Investigation.

At any point in the process, the Respondent may accept responsibility for the alleged misconduct. In such cases, the Title IX Officer may proceed directly to the Sanction phase to determine an appropriate sanction for the Respondent.

Formal or Judicial Resolution Procedures

Investigation Phase

Investigator

The Title IX Officer, in consultation with the Title IX Team, will designate an investigator of their choosing, who has specific training and experience investigating allegations of sexual harassment and sexual misconduct, to conduct a thorough, impartial, and fair investigation. The college will designate a trained investigator who may be an employee of the college or an external investigator engaged to assist the college in its fact gathering and determination of a finding. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest.

The investigation is designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the Complainant, the Respondent and any third-party witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the investigation will safeguard the privacy of the individuals involved.

Investigation Process

The investigator will coordinate the gathering of information from the Complainant, Respondent, and other individuals or entities with relevant information regarding the complaint using any of the following processes. The investigator will share with the Complainant and Respondent for comment or rebuttal information and documentation considered material to the findings related to the complaint. The investigator(s) may consider prior allegations of, or findings of responsibility for, similar conduct by the
Respondent. The Complainant and Respondent will have an equal opportunity to be heard, to submit evidence, and to identify witnesses who may have relevant information. The investigation will typically be completed within twenty (20) calendar days. Given the availability of witnesses or complexity of the circumstances, this time frame may be extended as necessary to ensure the integrity and completeness of the investigation. The investigator will provide periodic updates to the Title IX Officer and the Title IX Team, particularly regarding any emerging needs that would require additional interim measures for the Complainant or Respondent or regarding any adjustments to estimated timelines.

Information gathered during the investigation will be used to evaluate the appropriate course of action, provide for the safety of the individual and the campus community, and impose remedies as necessary to address the effects of the conduct cited in the report.

**Document/Records Review**

In addition to reviewing any documents submitted by the Complainant and Respondent, the investigator will try to obtain such other physical or medical evidence relevant to the investigation as the investigator determines, in his or her judgment, to be necessary, including but not limited to documents, police records, electronic or other record of communications between the parties or witnesses, records or other relevant information. In obtaining such evidence, the investigator will comply with applicable laws and college policies.

**Site Visits**

The investigator may visit relevant sites or locations and record observations through written or photographic documentation.

**Complainant and Respondent Interviews**

The investigator will interview the Complainant and the Respondent separately and may interview one or both more than once as necessary. The Complainant and Respondent may be accompanied by their respective advisors.

**Witness Interviews**

The investigator will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the college. The investigator may also interview any other individual he or she finds to be potentially relevant to the allegations of the complaint. The investigator will inform
each witness or other individual interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses.

**Experts**

The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

**Priory Sexual History, Bad Acts, or Pattern Evidence**

In general, in a case where the Respondent raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant to assess the manner and nature of communications between the parties, but not necessarily determinative. As noted in the Sexual Misconduct and Harassment Policy, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Generally, prior sexual history of the Complainant or Respondent will not be considered relevant to an investigation. However, in limited circumstances, such as pattern evidence, it may be relevant in the determination of responsibility or, in the case of Respondent, assigning of a sanction. Additionally, a prior finding (post appeal rights) of responsibility for a similar act of sexual misconduct will always be deemed relevant and may be considered in making a determination as to responsibility and/or assigning of a sanction.

If either party wishes to bring forth information concerning the other party’s sexual history, bad acts, or pattern evidence, such requests must be made during the course of the investigation to the investigator, who is responsible for determining its relevance.

**Report**

At the conclusion of the investigation, the investigator will prepare a written investigative report summarizing and analyzing the relevant facts determined through the investigation, referencing any supporting documentation or statements. In preparing the report, the investigator will review all facts gathered to determine whether the information is relevant and material to the determination of responsibility given the nature of the allegation. In general, the investigator may redact information that is irrelevant, more prejudicial than probative, or immaterial. The investigator may also redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts. Further, the investigator may redact any statements regarding general reputation or any character trait. The investigative report may include
summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records and forensic evidence. The investigator may provide a summary of impressions including context for the evidence.

Before the report is finalized, the Complainant and Respondent will be given the opportunity to review their own statement and other relevant information collected during the investigation, including the statements of the other party and any witnesses.

A Complainant or Respondent may submit any additional comment or evidence to the investigator within five (5) business days of the opportunity to review the relevant portions of the investigative file.

Upon receipt of any additional information by the Complainant or Respondent, or after the five (5) day comment period has lapsed without comment, the investigator will make a finding as to whether there is sufficient information alleged to suggest that a policy violation may have occurred.

Findings

The investigative report will include a determination by the investigator as to whether the Respondent is responsible for a violation or violations of the Sexual Misconduct and Harassment Policy using the preponderance of the evidence standard. This determination may be accompanied by a rationale or further information if deemed appropriate.

Distribution to Parties

The Title IX Officer or a member of the Title IX Team will provide the Complainant and Respondent with a final copy of the investigative report and the findings and will inform them of the next steps in the process including the option to appeal, if applicable.

Should the Respondent be found not responsible for a violation of the Sexual Misconduct and Harassment Policy by the investigator, the Complainant retains the option to appeal on limited grounds as described in the Appeals phase section below.

Should the Respondent be found responsible, the case will proceed to the sanction phase. Both parties may opt to appeal the finding prior to the start of the sanction phase on limited grounds using the procedures described in the Appeals section below. Appeals filed in this manner must be submitted within five (5) calendar days of the receipt of the finding. The Complainant and Respondent shall retain the full
right to appeal on limited grounds following the decision of the Sexual Misconduct Board.

**Sanction Phase: Sexual Misconduct Board**

Should the Respondent be found responsible for a violation of the Sexual Misconduct and Harassment Policy by the investigator, the case will proceed to the sanction phase where the Sexual Misconduct Board will review the investigative report to impose an appropriate sanction. Generally, the Board shall meet to determine the appropriate sanction within ten (10) calendar days of completion of the investigative report.

**Composition of Board**

The Sexual Misconduct Board shall be composed of a pool of staff members appointed by the President through a selection process determined by the Title IX Officer in consultation with the Title IX Team. For any given case, three members of the pool will be selected to comprise the Board. These three members shall be voting members of the Board. The Sexual Misconduct Board will be chaired by the Assistant or Associate Dean of Students responsible for student conduct; the chair shall not vote. All members of the Sexual Misconduct Board shall be trained annually regarding the dynamics of sexual misconduct, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, relevant sanctioning precedent (which shall inform but not bind the Board), and the college’s policies and procedures. The training shall also stress the importance of confidentiality and privacy of all parties.

**Review of Investigative Report and Finding**

The Sexual Misconduct Board shall have access to the investigative report, finding, and all related documents to review prior to making a decision on an appropriate sanction. All documents provided to the Board shall have all personally identifiable information for all students involved redacted.

After reviewing the report and finding, if the Board feels that more information is required, they may refer the case back to the investigator for further clarification.

**Review of Other Relevant Information and Opportunity to Respond**

The Sexual Misconduct Board shall have access to other relevant information in the Respondent’s student file, including prior student conduct history. This information shall have personally identifiable student information redacted and be prepared for
review by the Sexual Misconduct Board by the chair. The Complainant and Respondent shall have access to this information prior to its presentation to the Board and shall have an opportunity to respond via a written statement to be provided to the Board. Only information related to the information presented from the Respondent’s student file shall be permitted in this statement.

The Complainant and Respondent shall have the opportunity to present a statement to the Board describing the impact of the case on them. This statement may be presented in writing to the Board or in person. If presented in person, the Board will not ask any questions of the individual present. Any advisor who may be present may not make any statements to the Board. If both the Complainant and Respondent wish to make in-person statements to the Board, they shall not be present in the room together. To the extent either party requires support in preparing such a statement, the college will provide assistance.

**Sanction Statement**

The Sexual Misconduct Board may impose any sanction defined in the Code of Student Conduct, including probation, suspension, and expulsion.

Any student found responsible for a sexual assault violation will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for a non-consensual sexual contact violation (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for a sexual exploitation or sexual harassment violation will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The Board will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

**Deliberations**

After a thorough review of the investigative report, finding, all other related documents, other relevant information, and any response from the Complainant or
Respondent, the Sexual Misconduct Board shall deliberate regarding the appropriate sanction. The sanction shall be determined by a majority vote of the voting members of the Board present. Should there be a tie, the chair shall cast the deciding vote.

Notice of Outcome

The final written notice of outcome shall be simultaneously provided in writing to both the Complainant and the Respondent by the Title IX Officer or a member of the Title IX Team. The college will also provide written notice, at the same time to both parties, of any change in the outcome that occurs before the outcome becomes final.

Both parties have the right to be informed of the outcome. The notice of outcome will include the finding as to whether there is a policy violation, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. In addition, the Respondent will be fully informed of any sanctions. For reports involving sexual violence, the Complainant will be fully informed of any sanctions and remedies that directly relate to Complainant, including information about the Respondent’s presence on campus (or in a shared class or residence hall), that may help a Complainant make informed decisions or work with the college to eliminate harassment and prevent its recurrence. For all other reports under this policy, the Complainant will be informed of only those sanctions that directly relate to the Complainant, consistent with FERPA and other applicable law. The notice shall include information regarding the right to appeal the outcome for both the Complainant and Respondent.

Appeal Phase: Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs and Dean of Students serves as the appeal officer for all violations of the Sexual Misconduct and Harassment Policy using the procedures outlined below.

Eligibility, Timeline, and Filing Procedures

Either the Complainant or Respondent may file an appeal within ten (10) calendar days of notification of the decision. Appeals must be filed at the Vice President for Student Affairs and Dean of Students Office. The Dean will generally make all appeal decisions within five (5) calendar days of receipt of an appeal.

Grounds for Appeal

The Complainant and/or Respondent may appeal the parts of final outcome directly relating to him/her. Dissatisfaction with the outcome of the hearing is not
grounds for appeal. Appeals may be based only on one or more of the following grounds:

- a procedural error that may have had a prejudicial effect upon the outcome of the proceedings;
- new evidence that was discovered after the investigation and could not have been discovered previously that might have had an effect upon the outcome of the proceedings; or
- the sanction imposed on the Respondent is grossly inappropriate.

The receipt of the appeal will be acknowledged in writing (which can include email).

**Review for Appeal**

All appeals are limited to the three possible grounds. The appeal shall consist of a plain, concise, and complete written statement outlining the facts that support the available grounds for the appeal.

The appeal will be conducted in an impartial manner by the Vice President for Student Affairs and Dean of Students. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately. The appeal is not a new review of the underlying matter. The decision shall affirm the original finding of the investigator and the sanction imposed by the Sexual Misconduct Board unless the Vice President for Student Affairs sustains one of the grounds for appeal, in which case the Vice President can:

- Refer a case to the original or new investigator if new evidence is present or if there were prejudicial procedural errors; or
- Refer a case back to the Sexual Misconduct Board if the sanction is considered to be grossly inappropriate.

Appeals are not intended to be full rehearing of the complaint (de novo). This is not an opportunity for the Vice President to substitute his/her judgment for that of the original investigator or Sexual Misconduct Board merely because s/he disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original or new investigator or the Sexual Misconduct Board except where there is clear error.

If the appeal is properly filed, each party will be given the opportunity to review the written appeal and respond to it in writing to the Vice President. Any response by the opposing party must be submitted to the Vice President within five (5) business days
from being provided the appeal. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

**Appeal Decision and Notification**

The appeal decision will include a rationale and shall be presented simultaneously in writing to both the Complainant and Respondent by the Title IX Officer or a member of the Title IX Team.

Sanctions imposed are implemented immediately after all appeals. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Appeal decisions are final.

**Sex Offender Registration**

The federal Campus sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement 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, volunteers services or is a student.

In the State of Maine, convicted sex offenders must register with the law enforcement agency having jurisdiction in those areas where the offender is domiciled, resides, works or attends school. You can access the State of Maine website at [www.bates.edu/security/](http://www.bates.edu/security/).

**Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks**

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior and how to avoid potential attacks.

**Warning Signs of Abusive Behavior**

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and
psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of you partner.

2. Constantly watching what you say to avoid a “blow up.”

3. Feelings of low self-worth and helplessness about your relationship.

4. Feeling isolated from family or friends because of your relationship.

5. Hiding bruises or other injuries from family or friends.

6. Being prevented from working, studying, going home, and/or using technology (including your cell phone).

7. Being monitored by your partner at home, work or school.

8. Being forced to do things you don’t want to do.

**Help Reduce Your Risk and Avoid Potential Attacks**

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Health Center, Dean of Students Office or the Title IX Officer.

2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.

3. Consider making a report with Security and Campus Safety and/or The Title IX Officer and ask for a “no contact” directive from the College to prevent future contact.

4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

**Sexual Assault Prevention (From RAINN) In a Social Situation**

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.
1. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

2. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

3. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

4. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

5. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

6. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

**If Someone is Pressuring You**

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

1. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

2. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

3. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

5. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

6. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Timely Warnings

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Bates College Security and Campus Safety Department will provide timely warnings upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus.

The Director of Security & Campus Safety or a designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College Community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications:

- Arson,
- Criminal homicide
- Robbery
- Aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Security & Campus Safety.
For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members, therefore; a Timely Warning Notice would not be distributed. Sexual assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by Security & Campus Safety. Timely Warning Notices may be distributed for other crimes as determined necessary the Director of Campus Safety & Security or his or her designee in his or her absence.

**Security and Campus Safety does not issue a timely warning or emergency notification for the above listed crimes if:**

The suspect(s) apprehended and the threat of imminent danger to the campus community has been mitigated by the apprehension: if a report was not filed with Security and Campus Safety or if Security and Campus Safety was not notified by campus security authorities in a manner that would allow the department 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 Security and Campus Safety to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

In an effort to provide timely notice to the College community, and in the event of a serious incident which may pose an on-going threat to members of the College community; a Timely Warning Notice is sent to all students and employees on campus by the following methods:

- **Blackboard Connect**: a secure emergency notification service that allows the College to send information and instructions simultaneously to individuals through landline phone, cellular phones, text messaging and e-mail. Students, Faculty and Staff must enter emergency contact information through Garnet Gateway [www.bates.edu/garnet-gateway/](http://www.bates.edu/garnet-gateway/).
- **Directed Communications email**: Bates College email system alerting students, faculty, and staff.
- **Security and Campus Safety website**: [www.bates.edu/security/](http://www.bates.edu/security/).
- **Bates College website**: [www.bates.edu](http://www.bates.edu)
- **Bates College Emergency P/A System**: A siren and voice alert system used when there is imminent danger to the community. This system is designed to not only alert
the campus community when there is imminent danger but also follows up with voice instruction.

- **WRBC** College radio station 91.5 FM.
- **Face to Face Communication**

A copy of the timely warning or emergency notification will be filed in the corresponding case file.

The Bates College Security and Campus Safety Department also maintains a daily crime and fire log that contains all crimes and fires reported to the department. These can be viewed on the Security and Campus Safety website at [www.bates.edu/security/](http://www.bates.edu/security/).

The decision to issue a timely warning or emergency notification shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Security and Campus Safety, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

**Campus Emergency Response & Evacuation Procedures**

**Emergency Preparedness**

The College’s Emergency Operations Plan includes information about Crises Communications Management Plans. College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous exercises each year, which have included table top exercises, field exercises and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the college.

The Security and Campus Safety officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious
incident occurs that causes an immediate threat to the campus, the first responders to
the scene are usually the Bates College Security & Campus Safety Department, the
Lewiston Police Department and the Lewiston Fire Department. They typically respond
and work together to manage the incident. Depending on the nature of the incident,
other Bates College Departments and other city, federal and private agencies could also
be involved in responding to the incident.

All members of the Bates College Community are notified on an annual basis
that they are required to notify the Bates College Security and Campus Safety of any
situation or incident on campus that involves a significant emergency or dangerous
situation that may involve an immediate or ongoing threat to the health and safety of
students and/or employees on campus. Bates College Security and Campus Safety
have the responsibility of responding to, and summoning the necessary resources, to
mitigate, investigate, and document any situation that may cause a significant
emergency or dangerous situation. In addition, the Bates College Security and Campus
Safety have a responsibility to respond to such incidents to determine if the situation
does in fact; pose a threat to the community. If that is the case, Federal Law requires
that the institution immediately notify the campus community or the appropriate
segments of the community that may be affected by the situation.

In the event of a confirmed serious incident which poses an immediate threat to
members of the Bates College community, Bates College Security and Campus Safety
will immediately notify Senior Emergency Response Group (SERG) and Office of
Communications. If Security and Campus Safety confirms that there is an emergency
or dangerous situation that poses an immediate threat to the health or safety of some or
all members of the Bates College Community, SERG will determine the content of the
message and will use some or all of the systems described below to communicate the
threat to the Bates College Community or to the appropriate segment of the community,
if the threat is limited to a particular building or segment of the population. SERG will,
without delay and taking into account the safety of the community, determine the
content of the notification and initiate the notification system, unless issuing a
notification will, in the judgment of the first responders (including, but not limited to:
Bates College Security and Campus Safety, the Lewiston Police Department, the
Lewiston Fire Department and Emergency Medical Services, compromise the efforts to
assist a victim or to contain, respond to, or otherwise mitigate the emergency.

General information about the emergency response and evacuation procedures
for Bates College are publicized each year as part of the institution’s Clery Act
compliance efforts and that information is available on the Security and Campus Safety website [www.bates/security/emergency-information](http://www.bates/security/emergency-information).

**Emergency Notifications System**

The Bates College Emergency Notification System (Blackboard connect) currently uses a secure, web-based service to selectively store electronic contact information provided by students, faculty, and staff, through which the College is, would be able to communicate information and instructions in the event of an emergency. Emergency messages are sent simultaneously via voice mail, email, and/or text messaging to all of the numbers and addressed on file for each person. The benefits to the Blackboard Connect service are its immediacy and direct access to member of the College community through multiple points of contact.

This service compliments other mechanisms the College has in place to respond to emergencies and relay critical information using the most appropriate channels. These include email, the Bates College Emergency P/A System; a siren and voice alert system used when there is imminent danger to the community, the Bates Web site, personal notification by building, and posters in campus buildings.

**Emergency Response and Evacuation Testing Procedures**

Bates College conducts an annual exercise of the Campus Emergency Operations Plan. This exercise – tabletop, functional, or live – includes the membership of the Senior Emergency Response Group (SERGE) and representatives of local response agencies, as appropriate to the scenario. On December 11, 2014, a timed tabletop exercise was conducted to assess the College’s emergency response to the
report of an active shooter on campus. An After Action Report was written outlining the results of the response to the scenario.

An evacuation (fire) drill is coordinated by the Environmental Health & Safety Office three times each semester for all residential facilities. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. Residents are not advised in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Security and Campus Safety and Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

**Emergency Procedures**

A Senior Emergency Response Group (SERG) is established to determine the existence and nature of an emergency (including weather emergencies) affecting the College, and to initiate appropriate action and communication regarding such emergencies. The Group will continue to serve during the emergency, to coordinate the College’s efforts, and to advise the President on decisions regarding the emergency.

**SERG Operating Procedures**

- Following consultation with the Director of Security, the President or, if the President is unavailable, the Vice President for Academic Affairs, Dean of Students and the Vice President for Finance and Administration and Treasurer (in that order) will determine whether to convene SERG. In their absence, the Director of Security will activate the SERG committee. The Director or his designee will inform the Office of College Relations of the incident. In the event of imminent danger to individuals or groups of individuals, public safety procedures will take precedence over immediately activating SERG.

- Bates Security and Campus Safety will contact the SERG and other necessary personnel.
● If SERG is convened, they will meet in the Bates Security and Campus Safety Office during the emergency or crisis

● Immediate objectives of SERG, once convened:
  • Identify the nature and scope of the emergency.
  • Establish priorities and coordinate crisis response efforts.
  • Activate the emergency telephone system in the event of a power failure. If this system fails, activate the campus phone tree or courier system.
  • Interact with outside agencies including, but not limited to, the American Red Cross, law enforcement, fire department, and the Emergency Management Agency.
  • Determine the times and means to report efforts and progress to the campus community.

Depending on the nature of the emergency, additional members of SERG may be added, including, but not limited to, the head of Bates Emergency Medical Service (EMS), and the Director of Health Services.

Weather Emergencies

At the announcement of a weather emergency, the President, Vice President for Finance and Administration and Treasurer, and the Director of Security will determine whether or not College services are to be open or closed. The announcement will be made on the college’s web page and on the college emergency notification service, Connect Ed. If College offices are closed, only those personnel already defined in advance by the director of the department as “essential” should report for work; no other personnel should report. “Essential” personnel will be needed only to preserve safety, health, and maintenance functions. If College offices are declared open, all personnel should assume that they report to work.

Special events and programs (including non-resident Summer programs) These programs will be canceled if the College closes its services; while an effort to provide
appropriate notice will be made canceling a specific event, the assumption shall be that if College offices are closed, then the special event will be canceled.

Evacuation Procedures

In an event that it becomes necessary to evacuate specific buildings to alleviate al life-threatening emergency, Security and Campus Safety will coordinate the efforts with emergency responder as follows.

Shelter in Place Procedures

If an incident occurs and the buildings or areas around where you are located become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter in place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter in Place” Guidance

If an incident occurs and the building you are in is “not” damaged, stay inside seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If Security and Campus Safety, the police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter in Place”

A shelter in place notification can come from several sources, including Security and Campus Safety, Housing staff members, other College employees and the
Lewiston Fire and Police Department. Notification of a need to shelter in place also may come over the radio and television. In addition, the College can announce the need to shelter in place on campus through any of the communications methods already mention.

How to “Shelter in Place”

No matter where you are, the basic steps to shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel.

● If you are inside, stay where you are. Collect any emergency shelter in place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel are on the scene.
● Locate a room to shelter inside. It should be;
  ○ An interior room;
  ○ Above ground level; and
  ○ Without windows or with the least number of windows.
● Shut and lock all windows (tightly seal) and close exterior doors.
● Turn off air conditioners, heaters, and fans.
● Close vents to ventilation systems as you are able.
● Turn on a radio or TV and listen for further instructions.

Missing Student Notification Policy for Students Who Reside in On-Campus Housing

If a member of the Bates community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Security and Campus Safety at 207-786-6111. Security and Campus Safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should Security and Campus Safety determine that the student is missing and has been missing for more than 24 hours, Security and Campus Safety will notify the Lewiston Police Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated
individual, Bates College will notify the student’s parent or legal guardian immediately after Security and Campus Safety has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Bates College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Bates College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Bates College Dean of Students Office.

The College Alcohol and Drug Policy

Violating the College’s alcohol policy

Bates College observes all laws governing the use of alcoholic beverages within the State of Maine and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of Maine laws and Bates alcohol policy. The prohibitions of the Bates Student Conduct Code and Maine law include, but are not limited to, the following:

1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;

2. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;

3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;

4. The furnishing of, procurement of or delivery of alcoholic beverages to a person who has not attained the age of 21 years;

5. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;

6. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person’s own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
7. Transportation by automobile within the state of Maine of alcoholic beverages by any person who has not attained the age of 21 years.

8. Possession or consumption of hard alcohol or any beverage containing hard alcohol by any student on the premises of the College, at any College-sponsored event, or while the student is engaged in a College-related activity.

Violations of Maine law at reserved ("blue-slipped") College facilities or at scheduled events occur at the risk of the individuals involved and are not the responsibility of the College. A brochure, Drugs and Alcohol, Your Accountability and Responsibility at Bates, is distributed to each student. It describes specific routines to use when "blue-slipping," as well as reminding students of policies and guidelines for responsible behavior. Violators of these policies may be subject to disciplinary action, including the revocation of the privilege of using College facilities for such events and/or referral to the Deans of Students or Student Conduct Committee. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy. The College will also utilize its counseling resources to help students involved with drugs and alcohol.

**Illegally possessing, using, or distributing any scheduled drugs**

Possession, distribution, or the use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including dismissal, and/or referral to local police authorities.

Student violations of these policies governing drugs and alcohol are subject to disciplinary action, which may include referral to counseling, revocation of the privilege of using College facilities for such events if student groups or organizations are involved and/or referral of individuals to the Committee on Student Conduct.

Sanctions that may be imposed by the Committee include but are not limited to:
- verbal warning,
- letter of censure,
- exclusion from various College social and/preceremonial activities,
- disciplinary probation,
- mandatory referral to a counseling program,
- suspension for a designated period of time,
Employee violations of these policies will be reported to Human Resources. Employees are subject to appropriate sanctions that may include referral to standing procedure for termination of employment.

Unlawful possession, use or distribution of illicit drugs or alcohol may involve the above sanctions, according to the severity of the infraction and the kind of involvement of the employee. Employees involved may be required to undergo professional assessment by a substance abuse professional designated by the College to determine whether they are involved in substance abuse or addiction. In case of dependency, the College may treat the case as a disability.

2015 Annual Fire Safety Report

If fire occurs in a Bates College building, community members should immediately notify Security and Campus Safety at 786-6111. Security and Campus Safety will initiate a response by contacting the Lewiston/Auburn 911 Communication Center. If a member of the Bates College Community finds evidence of a fire that has been extinguished, and the person is not sure whether Security and Campus Safety has already responded, the community member should immediately notify Security and Campus Safety to investigate and document the incident.

The fire alarms alert community members of a potential hazard and community members are required to heed their warning, and evacuate a building immediately upon hearing a fire alarm in a facility. Avoid using an elevator and use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

Security and Campus Safety publishes this fire safety report of its annual Clery Compliance document, which contains information with respect to the fire safety practices and standards for Bates College. This report includes statistics concerning:

- the number of fires,
- the cause of each fire,
- the number of injuries and death related to a fire,
- and the value of the property damage caused by a fire.

The compliance document is available for review 24 hours a day on the Security and Campus Safety’s Web site at www.bates.edu/security/.
Fire Protection Equipment/Systems

A majority of College buildings are equipped with automatic fire detection and alarm systems which are constantly monitored at the Lewiston/Auburn 911 Community Center. Refer to page 95 to review the Fire Safety Amenities in Bates College Residential Facilities Chart for information about fire detection, notification, and suppression systems in each residential facility.

Fire Evacuation Plan

- All faculty, staff, and students are required to evacuate the building when the alarm has sounded, and proceed slowly to the nearest exit and go directly to the pre-arranged evacuation site
- The last individual exiting a room should close door and proceed to the closest exit. If smoke hampers your means of egress, find an alternative route.
- Never use an elevator to evacuate the building, as smoke will rise into the elevator shaft, placing everyone inside at serious risk. Handicapped individuals should go to the nearest staircase and wait for assistance.
- Do not re-enter the building until the fire alarm has been silenced and Security and Campus Safety or the Lewiston Fire Department has indicated that it is safe to re-occupy. Inform Security and Campus Safety if anyone has been injured or cannot account for their presence.

Fire Reporting Procedures
The following procedures should be followed if you discover a FIRE:

- Proceed to the nearest pull box and call either Security and Campus Safety or Emergency Dispatch at 911.

- Inform either dispatch officer, your name, the building name, the fire location, and if there are any injuries.

- If the fire is small use a fire extinguisher but only if you have been properly trained by Bates EH&S Department.

Emergency Evacuation Procedures for Individuals with Disabilities

- If the occupant, resident, or visitor is located above or below the ground floor, do not use the elevator. Stay in your office or room, or see specific examples below.
● If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.

● Call Security and Campus Safety and give the Communication Officer your name, exact location, room number, and telephone number. Remain by the phone until firefighters will assist persons who are unable to evacuate.

Health and Safety Inspections
The Office of Environmental, Health and Safety perform Residence Hall Health and Safety inspection twice a year, once in the fall and once in the spring. The inspections are primarily designed to find and eliminate safety violations. The inspection will include, but not be limited to, a visual examination of electrical cords, sprinklers heads, smoke detector, and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-cooking areas; etc.) or prohibited activity (e.g. smoking in the room, tampering with life safety equipment; possession of pets; etc.).

Housing Policies

Cooking
Cooking is among the most frequent causes of residential fires. Cooking is not permitted in student rooms. Cooking may only be done in designated kitchen area and must not be left unattended. Appliances with exposed burners (e.g. hotplates) are not permitted. Items with enclosed heating elements may be used in kitchen area. This includes, but is not limited to, use of appliances such as microwaves, toasters, toaster ovens, frying pans, deep fat fryers, grilling machines, waffle irons and slow cookers. Alarms set off by cooking in rooms are subject to fines.

Flammable Materials
Candles, incense or any source of open flame or ignition are prohibited in student residences. Flammable materials such as gasoline, camp stove fuel, paint solvents, propane, butane, charcoal lighter fluid or other highly flammable material may not be store or used in student residences and will be removed if found.

Electrical Appliances
Electric line load limitations prohibit the use of heavy-demand appliances in student rooms. One small refrigerator per resident is permitted in student room or in common areas. In no case may a refrigerator exceed 3.0 cu. ft. or operate at more than 350 kWh. Larger sized refrigerators, keg refrigerators, coolers, air conditioners and space heaters are prohibited and will be removed if found.
Light-demand electrical items, such as radios, stereos, alarm clocks and televisions may be used within the limitations of safe operating conditions. If in doubt about multiple appliance usage, please contact the Physical Plant electrical staff for guidance. All electrical items should be unplugged if the student room will not be occupied for an extended period of time such as break periods.

**Electrical Safety**

Any electrical device which is modified after purchase is prohibited and will be removed. Students may not add wiring, remove or alter existing wiring or use unsafe wiring devices. Outlet expanders are prohibited and will be confiscated. Thin wire extension cords used for any purpose other than extending a single, low wattage item will be removed. Overloading thin wire extension cords can lead to overheating and fire. Do not plug power strips into thin wire extension cords. In no case should power strips be plugged into other power strips.

In no case may current-carrying wire be run under carpets or be taped across walking paths, door thresholds or through doorways where pinching or other damage can result. Fines may be issued for unsafe wiring practices.

**Fire Protection and Combustible Materials**

A fire in a college residence is a disaster that can be avoided by the mutual effort of residents and staff. The misuse of fire safety equipment (e.g. fire escapes, fire extinguishers, smoke detectors, sprinkler systems and fire alarms) is not permitted and is a violation of public safety laws in the State of Maine. Smoke detectors, sprinkler heads and fire alarms may not be covered with tapestries or other materials. Nothing may be attached to or hung from sprinkler pipes or sprinkler heads. A $75.00 fine will be assessed along with the repair/replacement cost of any life safety items is tampered with. All students should become familiar with policies regarding fire and life safety, administered by the Office of Environmental, Health and Safety.

**Smoking**

Smoking or the burning of any type of pipe, cigar, and cigarette or similar product is prohibited in all campus buildings including residence halls and houses and their stairwells, porches or garages. Smoking is also prohibited within 50 feet (approximately 20 paces) of all campus buildings, including residences.

The presence of ash-filled ashtrays and/or hookahs and water pipes will be considered proof of smoking in rooms and will be reported to Security and Campus Safety and the Dean of Students Office. Water pipes and hookahs may be confiscated.

- First violation will result in a warning.
- Second violation will result in a fine of $75.00
- Third violation will result in being moved to a different building on campus and mandatory meeting with the Alcohol, Tobacco, and Other Drug Counselor.
Fire Safety Tips

Fire Drills/Evacuation
- Never assume it’s a false alarm
- Know the safest and quickest route out of your building
- Always move as quickly and safely as you can
- Showers are not safe place during a fire
- Know where to gather to get a head count

Fire Safety Equipment
- Never hang items or cover sprinkler piping or heads
- Know locations of the nearest alarm pull station
- Never tamper or cover smoke detectors

Prevention
- Maintain a clear path through your room to door
- Never cook in rooms
- Never use candles
- Avoid placing extension cords under carpeting
- Always plug personal items into power strips
- Avoid using thin wire extension cords
- Outlet adapters are prohibited
- Flammable materials and combustion source devices are prohibited in residential resident halls
- Always keep hallways free on personal items and trash

A daily fire log is available for review 24 hours a day on the Security Campus Safety Web site at www.bates.edu/security/ or at Security and Campus Safety, 245 College Street from 8:00 a.m. to 4:00 p.m. Monday through Friday. The information in the fire log typically includes the nature, date, time, and general location.
# Bates College Student Housing Fire Safety System

**January 1, 2014 – December 31, 2014**

<table>
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<tr>
<th>Student Housing</th>
<th>Fire Alarm Monitored by</th>
<th>Full Sprinkler System</th>
<th>Smoke or Heat Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans / Placards</th>
<th># of Fire Drills each Academic Year</th>
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### Bates College Student Housing Fire Log

**January 1, 2014 – December 31, 2014**

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<th>Student Housing</th>
<th># of Fires</th>
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<th>Time</th>
<th>General Location</th>
<th>Cause</th>
<th>Injuries</th>
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