

SECTION ONE: PATROL PROCEDURES

SUMMARY

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

Campus security patrols serve two important functions.

- First, campus patrols provide a unique opportunity for security officers to personally observe campus activity, and monitor individuals, and/or situations, which could pose a threat to the safety and security of the students, faculty and staff of the College and/or its physical plant.
- Second, patrols by campus security officers, particularly foot patrols, offer a unique opportunity for direct, personal interaction between officers and members of the Colby community. While vehicle patrols allow officers to efficiently cover more of the campus, they do not provide the same opportunity for the personal interaction between security officers and students, faculty, and staff that is available to an officer patrolling the campus on foot. It is for this reason that security officers are expected to patrol the campus on foot whenever possible.

FOOT PATROLS

Foot patrols are to be conducted whenever there is more than one officer on duty. The size of the foot patrol area will depend on how many officers are working. (See the patrol map for details.) The primary purpose of a foot patrol is to observe conditions in and around buildings, parking lots and events on campus. Ground floor doors and windows are to be checked and secured and any safety violations recorded. Foot patrols are conducive to personal contact between security officers, students, faculty and staff. It is for this reason that security officers are expected to spend the shift walking the campus.

FOOT PATROLS IN RESIDENCE HALLS

Sunday to Wednesday

- Security officers will conduct foot patrols in residence halls during all shifts.

Thursday, Friday and Saturday

- Until 8 p.m.

Security officers will conduct foot patrols in residence halls.

- Between 8 p.m. and 2 a.m.

Residence halls will be patrolled by the resident Community Advisor(s).

Security officers will respond to requests by Community Advisors and/or residents and/or enter resident halls if circumstances warrant, but security officers will not conduct regular patrols of residence halls during these hours.

- Beginning at 2 a.m.

Security officers will patrol residence halls with particular attention paid to bathrooms and lounge areas.

Residence halls or specific areas of residence halls (e.g. lounges) where repeated noise or alcohol violations have occurred will be subject to more frequent foot patrols by security officers. The decision to increase the frequency of residence hall foot patrols by security officers will be at the discretion of the Dean of Students.

VEHICLE PATROLS

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

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

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

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

VEHICLE PATROL PROCEDURES

- Vehicle patrols do not follow set routes or timetables.
- Security officers in vehicles are expected to patrol all College properties at least

once during every shift, except in circumstances when other assignments make this impossible.

- ***Parking lots should be checked on a regular basis. Running loops should be checked during daylight hours. Remote areas should be checked at least twice a shift paying attention to Runnals Hill and the Colby Gardens on Washington Street.***
- During periods of little activity on campus, e.g. holiday breaks, security officers will conduct more frequent vehicle patrols of parking lots and closed campus buildings.
- Security officers patrolling in vehicles are expected to obey all state and local traffic rules and regulations **at all times**. Failure to do so may result in disciplinary and/or legal action.
- Security vehicles should be driven only on established roads and/or parking lots except in rare circumstances, i.e. better access to an injured student.

OPEN CONTAINER VIOLATIONS

OUTDOORS

- Under 21 years of age: dump or confiscate alcohol.
- 21 year of age or older: dump alcohol.
- Document incident for the Dean of Students.

INDOORS, PUBLIC SPACE, REGISTERED EVENT

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

FAILURE TO PRODUCE IDENTIFICATION

- Students are required to carry their Colby IDs at all times and produce them for security when requested.
- If a student declines a security officer's request to produce his/her student ID, contact the Dean on Call.
- If a student declines the Dean on Call's request to produce his/her ID, advise the student the Waterville Police Department will be contacted.

- The final decision to contact the WPD rests with the Dean on Call.
- Document the incident for the Dean of Students.

NOISE COMPLAINTS

- Respond to location (room, lounge, etc...) with the Community Advisor and request the noise level be lowered.
- A second request to respond to the same location requires the Security Office to contact the Dean on Call.
- Document the incident for the Dean of Students.

NOISE COMPLAINTS, UNREGISTERED PARTY

- If the participants are under 21 years of age, confiscate the alcohol and shut down the party. Contact the Dean on Call with any problems.
- If the participants are 21 years of age or older, close down the party. Contact the Dean on Call with any problems.
- Document the incident for the Dean of Students.

DRUG RESPONSE, SMELL OF MARIJUANA

- Contact the appropriate Community Advisor.
- Locate area of smell.
- If illegal drugs or drug paraphernalia are visible, confiscate them.
- Contact the Dean on Call with any problems.
- Document for the Dean of Students.

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

MEDICAL RESPONSE, ALCOHOL RELATED

- Security officer(s) are to respond with Colby Emergency Response (CER) EMTs.
- CER will evaluate the student(s) in question and recommend:
 - a.) Release
 - b.) Security and CER escort student to the hospital;
 - c.) Contacting an ambulance to transport the student to the hospital.
- If ambulance personnel determine the student can be released, he/she should be allowed to go.
- Contact the Dean on Call if the student(s) are uncooperative.
- If the student does not cooperate with the Dean on Call, Security Officers may

- be directed by the Dean to contact the Waterville Police Department. In this circumstance, the decision to contact the WPD lies solely with the Dean on Call.
- Document the incident for the Dean of Students.

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

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

DEAN ON CALL

- In all cases where the Dean on Call is contacted by Security, the Dean becomes the authority in charge.
- If the Dean on Call cannot be reached, contact the back-up Dean on Call.
- Document interactions with the Dean on Call for the Dean of Students

SECTION TWO: MOTOR VEHICLE ENFORCEMENT, CHECKS AND ASSISTS

SUMMARY

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

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

PARKING

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

MOTOR VEHICLE ASSISTS

This is the department's terms for unlocking vehicles for drivers who have locked their keys inside. The Department has tools to unlock most vehicle locks, though, as a matter of policy, Security Officers are forbidden from attempting to unlock a vehicle with electronic locks. Prior to attempting to unlock a vehicle, the Security Officer must obtain the vehicle owner/operators consent. This is done by having the owner/operator complete and sign a Lock-out Waiver form. The Security Officer must obtain a signed

consent form and adequate photo identification from the owner/operator prior to attempting to unlock the vehicle.

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

SECTION 3: ALCOHOL POLICY

SUMMARY

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

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

COLBY ALCOHOL POLICY

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

Under the terms of the Alcohol Policy:

- Security officers may request photo identification from students for the purpose of verifying the student's age and compliance with state laws regarding the legal consumption of alcohol.
- In the presence of alcohol, if a student's behavior requires that his/her ID be examined by a Security Officer, the Officer will record the individual's name, date of birth, and other relevant data from the ID.
- A student under the age of 21 possessing alcohol is in violation the Alcohol Policy. Security Officers will confiscate and/or dump alcohol in the possession of students under the age of 21 and document for the Dean of Students.
- Under the terms of the Alcohol Policy, kegs, beer balls and taps must all be registered with Campus Life. **Hard Alcohol is not allowed on Campus except**

for the Pub and licensed catered events.

- Students of legal drinking age may have alcohol in their rooms, provided that it is not in a common container (e.g. kegs, beer balls, or hard alcohol). The Alford Apartments are the only exception to this rule; they may have kegs or beer balls.
- Students of legal age may consume alcoholic beverages in their residence halls, subject to the restrictions of social events as defined under the Alcohol Policy. In simplest terms, any gathering of 25 or more must be registered with the Office of Campus Life. For further clarification, please refer to the attached copy of the Student Alcohol Policy.

Alcohol is served in some College facilities, i.e. the Pub, and at some College events under license from the State of Maine. If the event is sponsored by and/or primarily attended by Colby students, then the event must be registered and conform to all provisions of the Colby Alcohol Policy.

Registration is required for all events even when alcohol is not being served. This gives the Department of Security a contact person in the event in case of any problem.

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

TRIAGE OF INTOXICATED STUDENTS BY THE DEPARTMENT OF SECURITY

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

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

- (a) The student is unable to stand or walk, or can do so only with difficulty.
- (b) The student is only poorly aware of his/her surroundings.
- (c) The student has difficulty breathing.
- (d) The student is passed out.
- (e) The student has fever or chills.
- (f) The student has difficulty speaking or identifying him/herself.
- (g) The student has an injury.
- (h) The student is paranoid, confused, or disoriented.
- *(i) The student is violent or threatening.
- (j) The student appears to be a risk to him/herself or others.
- *(k) The student is obnoxious and unruly.

- (l) The student is reported to have consumed a large quantity of alcohol, or “CHUGGED”, or ingested other sedating or tranquilizing drugs within the last 30 minutes.

Once CER and/or Security Officers have been summoned to deal with an intoxicated student, that student may be escorted to the Health Center or Maine General (Thayer Unit) for a medical evaluation. Security officers are not permitted to release an intoxicated student prior to a medical evaluation by the Director/Assistant Director of Security, CER, the Health Center Staff, Ambulance Personnel or the Staff at Maine General Hospital (Thayer Unit). Authorized medical personnel, e.g. Health Center Staff, Ambulance Personnel, Maine General Staff, will determine if an intoxicated student can be released or must remain in the Health Center or Maine General Hospital.

In most cases, an intoxicated student should be escorted to the Health Center or Maine General Hospital (Thayer Unit) for a medical evaluation.

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

POLICY ON ILLEGAL DRUGS

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

DRUG LAWS

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

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

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

COLBY COLLEGE DRUG AND ALCOHOL POLICY

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

- When they are on campus.
- When they are off-campus in/on College owned or operated facilities.
- When they are off-campus as part of a College sponsored event.
- When they are off-campus as part of an event sponsored by a registered College organization or student-run club.

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

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

The College will not interfere with the legal prosecution of any community member, including students, who violates Local, State or Federal laws. Law enforcement officers in possession of the proper documents have a legal right to search any and all buildings on the campus without prior notice.

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

DISCIPLINARY RESPONSE:

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

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

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

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

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

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

COLLEGE SERVICES: INFORMATION AND HELP

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

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

Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, and Adult Children of Alcoholics groups meet regularly in Waterville and welcome student participation.

A listing of meeting times and locations is available through the Health Center or the local newspaper.

SECTION FOUR: WATERVILLE POLICE BACK-UP PROTOCOL

SUMMARY

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

WATERVILLE POLICE **MUST BE CALLED IN THE FOLLOWING SITUATIONS**

- Sexual Assault.
- **Aggressive physical violence against a campus security officer or anyone else on campus that is intended to cause physical harm.**
- A deadly weapon has been seen or is reported to be on campus.
- An obviously intoxicated person is operating a motor vehicle.

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

WATERVILLE POLICE **MAY BE CALLED** AFTER CONSULTATION WITH THE DIRECTOR OR ASSISTANT DIRECTOR OF SECURITY AND THE DEAN ON CALL IN THE FOLLOWING SITUATIONS:

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

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

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

- Out of control parties.
- Public disturbances.

In all cases where the officer is unsure what to do he/she should always call the Director or the Assistant Director of Security for additional instructions.

If the Waterville Police Department, or any law enforcement agency, responds to the campus that agency and its representatives take charge of the situation.

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

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

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

NON-EMERGENCY SITUATIONS

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

SECTION FIVE: UNLOCKS AND ASSISTS

SUMMARY

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

UNLOCKS

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

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

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

- A student may only request his/her own room be unlocked
- A student requesting an "unlock" is required to provide the Department of Security with his/her name, class year, Colby ID number and resident hall room number. This information will be recorded in the Dispatch Log.
- The Department of Security will verify each "unlock" request using the appropriate Housing Directory as supplied by Campus Life, before assigning an officer to the "unlock."

- The security officer assigned to perform the “unlock” will verify the student’s identity via photo ID prior to performing the “unlock.” The only exception to this photo ID requirement is a student who is personally known to the officer.
- The Security Officer assigned to perform the “unlock” will document the student’s name, class year, Colby ID number, residence hall room number and the time the “unlock” was completed.

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

ASSISTS

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

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

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

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

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

SECTION SIX: NON-EMERGENCY RIDES AND ESCORTS

SUMMARY

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

NON-EMERGENCY RIDES

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

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

ON CAMPUS ESCORTS

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

SECTION SEVEN: LOST, FOUND AND RECOVERED ITEMS

SUMMARY

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

RECOVERED PROPERTY

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

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

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

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

SECTION EIGHT: STOLEN and RECOVERED BICYCLES

SUMMARY

Because bicycles on campus are a frequent target of thieves, the Department of Security and the Waterville Police Department have developed a coordinated system of logging thefts and recoveries.

STOLEN BICYCLES

Security Officers must do the following for each reported stolen bicycle:

- Complete a "Stolen Bicycle Report" which documents the make and model of the bike along with any identifying characteristics, including the model and serial numbers, and the time and place of the theft.
- If the owner does not have the bike's serial number, he/she should be encouraged to contact the place of purchase, which may have a record of this information.
- File the "Stolen Bicycle Report" in the "Stolen Bike Book," which is organized by manufacturer.
- Document details of the theft and a description of the bike on an "Incident Report."
- Contact the Waterville Police Department with details of the theft.

RECOVERED BICYCLES

Security Officers encountering an unattended bicycle should document the bike's make, model and serial number and check that information against the Department of Security's "Stolen Bicycle Reports."

If there is no match, the Security Officer or a Security Dispatcher will contact the Waterville Police Department for a check against its records. If the results of this check are negative, the Security Officer may, at his/her discretion, bring the bicycle to the Department of Security. All bikes brought in by Security Officers will be logged into the "Bicycle Inventory Book" and placed into secure storage.

These Standard Operational Procedures are to be read and updated on an annual basis.