

Goucher College Clery Act Annual Report



- **Campus Public Safety**
- **Alcohol Policy**
- **Sexual Misconduct Policy**

Campus Public Safety

Published in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." (Originally known as the "Student Right to Know and Campus Security Act.")

NOTE: The Office of Public Safety reserves the right to change or cancel, without notice policies, regulations, procedures, or any of the following information, based on the needs of the Goucher Community, and new compliance standards enacted by the Department of Education for the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

OFFICE OF PUBLIC SAFETY

*The department's office is located
on the ground floor of Robinson
House in Heubeck Hall.*

The Goucher College Office of Public Safety believes in the dignity and worth of all people. Its members are committed to providing quality, community oriented public safety services. We strive to improve and maintain a high quality of community living; protect the rights and safety of our campus community; and utilize problem solving strategies to address the security concerns of students, staff, and guests. The Public Safety Office responds to all campus emergencies, conducts investigations, issues Goucher College identification cards, and maintains the vehicle registration and parking enforcement programs.

The public safety staff consists of the director, associate director, 15 full-time and nine part-time security officers. Officers are on duty at the communications desk and on campus patrol by vehicle, bike, and on foot 24 hours a day, 365 days a year. The Office is part of the Student Life Division and reports to the vice president and dean of Students and is located in the lower level of Heubeck Hall, opposite the Community Living and Multicultural Affairs office. Any and all on-campus emergencies, criminal activity, suspicious conditions, subjects, or vehicles should be reported immediately.

Training

Members of the Office of Public Safety are routinely trained and certified in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillation (AED). All members of the office also have prior experience in law enforcement or security related fields, and all receive ongoing training. This training includes, but is not limited to, workshops and seminars sponsored by the University of Maryland System, Baltimore County Police and Fire Departments, Turnaround Sexual Assault Center, the College and University Police Investigators Conference, the International Association of Campus Law Enforcement Administrators, and the Criminal Justice Information System.

RELATIONSHIPS WITH LOCAL LAW ENFORCEMENT AUTHORITIES

Although Goucher does not have a formal written agreement with local law enforcement agencies, Goucher officers maintain a close working relationship with Baltimore County Police Department, which serves our campus and is a nationally accredited police agency. Criminal reports are filed with this agency and meet Uniform Crime Reporting (U.C.R.) standards.

REPORTING CRIMINAL ACTIVITIES AND SUSPICIOUS CONDITIONS

Students, faculty, staff, and guests of Goucher College are encouraged to immediately report criminal activity and any suspicious conditions, subjects, or vehicles to the Office of Public Safety at ext. 6111. Officers will conduct a thorough investigation of all incidents and offenses. The identity of complainant(s), victim(s) and witness(es) will be kept confidential as much as possible.

EMERGENCY PHONES ON CAMPUS

The college has emergency phones strategically placed on campus to assist community members in the event of an emergency. These phones are easily identified by the flashing blue lights, which are on top of the phone units. In case of an emergency, the large red button on the face of the phone unit should be pushed. This will immediately ring into Public Safety, and will give the on-duty desk officer the location of the problem.

OFF-CAMPUS STUDENT ORGANIZATIONS

There are no off-campus student organizations affiliated with Goucher College.

ACCESS TO CAMPUS FACILITIES

The Goucher College campus is private property and is posted as such. Trespassers are prosecuted and/or barred from campus.

Unless otherwise warranted, the back service drive entrance to Goucher's campus is unlocked every day between 6 a.m. and 7 p.m. After 7 p.m., vehicular traffic may only enter campus through the Front Gate (main) entrance, located on Dulaney Valley Road.

After-Hours Guests

When the college is in full academic session, public safety officers monitor all incoming vehicular traffic at the Gate House after 8 p.m. These officers assist with traffic control during special events and serve as an informational source for the community's guests and as a deterrent to trespassers.

All drivers must stop their vehicles at the Gate House and check in with the officer every time they enter campus. The registration decals on community members' cars are their pass onto campus. Guest vehicles are logged in by the Gate House officers.

Guests are the responsibility of their host or hostess. Any student who is expecting a guest after midnight must contact the Office of Public Safety and give his/her name, room number, and guest's name. Students must meet their guest at the front doors of the residence halls and accompany them at all times, while they are on-campus. This system assists our efforts to maintain a safe campus.

Note: After midnight, failure to advise Public Safety of an expected after-hours guest will result in the guest being denied campus entrance at the Gate House.

BUILDINGS AND ROOMS ACCESS POLICIES*General Policies*

- The security and safety of the college's students and employees is a shared community responsibility.
 - Access policies and permissions will be structured such that all members of the community will be granted access to buildings and rooms as required in order to either perform the duties of their position or complete their academic requirements.
 - Granting or rescinding access to a building or area will require the written authorization of a department chair, director, or divisional head.
 - Accountability will be maintained and both the individuals granted access and the individual authorizing access would share in the responsibility for the access.
 - On a temporary basis, changes to these policies can be made by the OneCard manager. Permanent modifications to these policies and procedures will be made only with the approval of the College Council.
 - The academic and residential calendar found in the *Campus Handbook* will be the official campus calendar for determining official "open" and "closed" dates.
 - Use of keys, access cards and/or access system in a manner contrary to the safety and security of the community or to the detriment of the College's property and facilities will result in disciplinary action as specified in the *Campus Handbook*.
 - Keys and cards to access Goucher facilities are the property of the college.
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BUILDINGS:*Administrative Buildings*

Administrative buildings will be opened for general access Monday through Friday from 7 a.m. until 6:30 p.m.. At all other times, access will be limited only to authorized employees.

Academic Buildings

Academic buildings will be opened for general access Monday through Friday from 7 a.m. until 6 p.m. After 6 p.m. on weekday evenings, and on weekends, when classes are scheduled, access will be limited to instructors and students enrolled in those programs. When there are no scheduled classes, access will be limited only to authorized employees and students. When classes are not in sessions, academic buildings will follow the same policies as administrative buildings.

Note: All after-hours admissions will be coordinated through the OneCard access policies.

When classes are not in session, academic buildings will follow the same policies as administrative buildings.

Residence Halls

All residence halls have public areas and residence wings. Access to residence wings will be limited to only resident students and authorized employees. Refer to “Students” section below for further explanation. Staff with on-call responsibilities associated with the residences will have unrestricted access.

Library

The Library located in the Athenaeum, will be opened for general access based on the schedule approved by the Librarian. Access to the library at other times will be limited to authorized employees.

Sports and Recreation Center

The Sports and Recreation Center will be opened for general access based on the schedule approved by the director of physical education and athletics. Access to the center at other times will be limited to authorized employees.

COMMUNITY MEMBERS:

Students

1. Within the first two weeks of the fall semester, each residence house will meet to decide their access policy for the semester. By majority vote of the house’s residents, each residence house will be able to select either “open” or “house only” access. “Open” access will allow access to a house by all resident students on an unrestricted basis. “House only” access will restrict access to only those students whom reside in that house. In the case of houses that share common stairwells and doors, the access policy will be determined by a joint house vote. The default policy will be “house only.” The decision to change a house’s policy to “open” can only be made during the first two weeks of each semester and will remain in effect for the entire semester.
2. All students will have access to the public areas leading to the commuter student, club, and student/social activity areas in Pearlstone.
3. Access to academic buildings at times other than scheduled class times will be granted in order to complete academic requirements. Requests for building access must be made by the instructor with the department chair’s approval and will be limited to students currently enrolled in the course. These special access privileges for students will be automatically revoked at the end of each semester.
4. Access to administrative buildings at times other than normally open times will be granted to students only at the request of the appropriate director or vice president.

ONECARD PHOTO IDENTIFICATION CARDS AND COLLEGE-ISSUED KEYS

Note: The website for in-depth information concerning the OneCard is www.goucher.edu/onecard.

All students, faculty and staff are required to have a “OneCard” photo identification card, which is issued by the Office of Public Safety. The OneCard is not only for identification purposes, but also serves as an electronic “key” for access to (authorized) campus buildings and a Goucher library card, as well as, a debit card for spending on-campus and with participating off-campus merchants. Access permissions for staff will be established based on an individual’s employment status and authorization of their department chair, director, or divisional head. Students’ permissions will be based on their enrollment status and residence as listed in the Registrar’s database. There is no charge for an individual’s first card or set of keys.

Students

A new Goucher identification card will be issued to all incoming first-year and transfer students, and to students who have lost their identification cards. (See Replacement Policies costs on the following page.) All returning sophomores, juniors, and seniors are requested to retain their current identification cards, which will be validated by the OneCard manager upon the completion of the registration process with Student Administration Services.

Faculty and Staff

The current identification card has name, faculty or staff, and no expiration date printed on it. All faculty and staff must retain their current identification cards from year to year.

Obtaining OneCard Photo Identification Cards and College-Issued Keys

OneCard I.D. cards may be obtained from the Office of Public Safety at anytime. Photo identification will be required for issuance of a new OneCard.

The Office of Community Living is responsible for the issuance of all keys to residential areas. Keys may be obtained from Office of Community Living Monday through Fridays from 9 a.m. to noon and 1 p.m. to 4 p.m. If a key needs to be duplicated, up to three working days will be needed.

Facilities Management Services is responsible for the issuance of all keys to administrative or academic areas, and for determining any fees or expenses relating to their replacements. Keys may be obtained from Facilities Management Monday through Fridays from 9 a.m. to noon and 1 p.m. to 4 p.m. If a key needs to be replaced, up to three working days will be needed.

Duplication

Reproduction of OneCards or college-issued keys by anyone other than authorized employees in FMS, Public Safety, or the OneCard Office is prohibited.

Departure from the College

All college-issued keys will be returned to the appropriate department chair or director upon departure or termination from the college. All Goucher identification cards are collected, during the exit interview, by the director of human resources. The OneCard manager will remove all permissions and privileges upon a student or employee's departure.

ONECARD AND COLLEGE-ISSUED KEY REPLACEMENT

You will not be asked to sit for a new photo when you request a new OneCard. Your on-file photo will be used for the replacement card.

Lost or Stolen

Community members whose OneCard is lost or stolen must report the loss to the Office of Public Safety. Replacement OneCards are issued by Public Safety, for a non-refundable fee of \$15, each time a new one is made. If the old OneCard is found at a later date, individuals may not request a refund, as the old card will no longer be active in our system.

Note: You will not be asked to sit for a new photo when you request a new OneCard. Your on-file photo will be used for the replacement OneCard.

A community member must report any college-issued keys to residential areas that are lost or stolen, to the Office of Public Safety, as well as to the Office of Community Living. The Office of Community Living is responsible for the issuance of all keys to residential areas and for determining any fees or expenses relating to their replacements.

Community members must report any college-issued keys to administrative or academic areas that are lost or stolen, to the Office of Public Safety, as well as, Facilities Management Services (FMS). Facilities Management Services is responsible for the issuance of all college-issued keys to administrative or academic areas, and for determining any fees or expenses relating to their replacements.

Lock Replacement

If it becomes necessary to replace one or more locks because of the loss of keys, the entire expense of the lock replacement and keys will be the responsibility of the department or individual.

Damaged

If a community member's OneCard becomes defective or is damaged through normal use, it may be replaced free of charge. OneCards that are damaged as a result of abuse, will be replaced for a non-refundable fee of \$15 each time a new one is made. Examples of an abused card would include folded cards, cards with holes punched in them that render them useless, or cards tampered with to change information. If the damaged card cannot be presented, it will be considered "lost" instead of "damaged," and a non-refundable \$15 replacement fee will be charged.

If, after normal business hours, a key breaks off in a residential lock, preventing access to a living area, the resident should call the Office of Public Safety. The on-duty desk officer will then make the necessary notification to the on-call FMS supervisor, who is responsible for having the appropriate maintenance personnel respond to rectify the problem.

Community members must report any college-issued keys to residential areas that are worn, bent, or broken to the Office of Community Living, which is responsible for

Community members must report any college-issued keys to academic areas that are worn, bent, or broken to Facilities Management Services, which is responsible for the issuance of all college-issued keys to administrative or academic areas, and for determining any fees or expenses relating to their replacements.

**AFTER-HOURS
BUILDING ACCESS**

After 9 p.m., all academic buildings will be locked. In order to have after-hours access to any academic area (including computer rooms, labs, and faculty offices), the following procedures must be followed:

1. Authorization must be given (in writing) by a qualified person, i.e., faculty member, stating the person(s), location, date, and time period allowed in area.
 2. Person(s) authorized to use any area after-hours must be accompanied by another person.
 3. Person(s) authorized to use any area after-hours are not allowed to be anywhere other than specified location.
 4. The Office of Public Safety is to be notified by person(s) using any area after-hours, when finished.
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**LOCK OUTS:
RESIDENTIAL**

Public Safety will not allow repairmen or delivery men access to any residence hall room unless the resident has filled out an Authorized Entry form.

If you are locked out of your room or your key is lost, stolen, or inoperable, the Office of Community Living will sign out a loaner key for short-term use during business hours.

After normal business hours, if you are unable to access your room, call Public Safety at extension 6112, and an officer will be dispatched to unlock the room or apartment after ID verification is made. Unfortunately, each year the Office of Public Safety is confronted with individuals who take advantage of the service. To control said abuse, Public Safety will levy a fee of \$25 for requesting an officer to unlock your residence hall room more than three times during a semester.

**LOCK OUTS:
NONRESIDENTIAL**

Requests for unlocking any non-residential area should be made to the Office of Public Safety.

MEDICAL ASSISTANCE

If a student calls after Student Health and Counseling Services hours and requests medical assistance he/she will be advised of the:

- a. Medical Assistance Policy (as set forth by the Student Health and Counseling Services)
- b. hospitals or medical facilities to call, and
- c. hours when Student Health Center staff are available.

If a student is too sick to make necessary arrangements or needs physical assistance, an officer will respond to the student's location and:

- a. request an ambulance if warranted (See Emergency Treatment under Student Health and Counseling Services.), and
 - b. advise the student of the Medical Assistance Policy (as set forth by Student Health and Counseling Services).
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MEDICAL TRANSPORTS

Medical Transportation by Cab

A service has been implemented for students who need transportation to go off campus and return from routine or non-emergency medical attention of fifteen miles or less. Students will be able to obtain this service through the cab medical transportation program.

- Students will have no initial out of pocket expenses and the cost will be assigned to the user's (student needing medical transportation) college account. Up to four people may ride in the cab for the same fare.
- This procedure will assist in keeping medical issues confidential and provide consistency of patrol by officers.

Note: The procedure remains the same for all medical emergencies. The student, faculty or staff should call 911, then the Office of Public Safety at ext. 6111. The desk officer will then dispatch a Goucher officer to meet the ambulance and direct the EMS personnel.

There are four offices on campus that are listed with Jimmy's Cab Company as authorized callers.

- Student Health and Counseling Services
 - Office of Community Living
 - Public Safety
 - Athletic Trainer
1. The authorized caller will call Jimmy's Cab Co. at 410-296-7200, give the account number and directions (where to pick up, destination) to Jimmy's dispatcher.
 2. The authorized caller will complete the appropriate part of the voucher(s), which will then be given to the student, after obtaining the completed Billing Authorization form from the student.
 3. *Departure:* The student will give the cab driver the appropriate voucher to get to the destination which is indicated on the voucher.
Return: The student will call the original authorizing office for the return trip. The cab company dispatcher will ask for the phone number at the location of the student. If a student requires only a return trip, i.e., from the hospital, any authorized caller may make the call, have the student return by cab to that office and give the cab driver the voucher at that time. If the possibility exists that the student will return after the authorizing office closes for the day, the authorized caller will advise the student to call the Office of Public Safety for the return authorization. The authorized caller will then call the Office of Public Safety to report that information.
 4. *Request for Return from Hospital/Accident or Injury off campus:* When the student requires cab transportation to return to campus the student will call the Office of Public Safety at 410-337-6112. Public Safety will call Jimmy's Cab Company and authorize the return trip to campus.

Medical Transportation by Public Safety

1. If a student is stranded at Greater Baltimore Medical Center or St. Joseph's Hospital, or a near-by medical facility, Public Safety will provide transportation back to the college, even if the original call was not handled through our office.
2. Public Safety will not provide transportation to a pharmacy for students to have prescriptions filled. Any student who makes such a request will be advised to have his/her doctor call in all prescriptions to a pharmacy that offers a delivery service. Pharmacies which deliver to Goucher include Lykos (410-252-4225) and Neighbor Care (410-583-9895).

ESCORTS: ON CAMPUS

The names of all persons escorted, destinations, as well as beginning and ending times are recorded for the protection of the students and officers.

Community members may request an escort to any on-campus destinations during the hours of darkness (from dusk to dawn). Public Safety provides escorts for one or two students, either on foot or in a patrol car, depending on officer availability and the destination of student(s). (Escorts are not provided for groups of three or more.)

The procedures for arranging an on-campus escort are as follows:

1. Call Public Safety at ext. 6112, and advise the desk officer of your name and starting and ending destinations.
2. First-year students, who are driving onto campus, may request an escort from the North Student Lot, through the gate house officer.
3. Wait at the designated location and show the officer your ID card upon request.
4. **Be patient.** Officers are often handling other calls when escort requests are received.

BICYCLE REGISTRATION

Goucher has a voluntary bicycle registration program.

1. All bicycles that are used on campus, by any member of the Goucher Community, can be registered with the Office of Public Safety.
2. To register a bicycle, you will need to bring the bicycle to the Office of Public Safety along with a valid Goucher I.D. card.
3. Students may not leave their bikes on campus during the summer. Any bicycle that is left on campus after graduation will be considered abandoned and will be donated to charity.

COLLEGE VEHICLE REGISTRATION

Goucher College grants the privilege to drive on campus to students, faculty, and staff. The privilege assumes people will abide by Maryland state transportation laws.

1. Maryland's Department of Transportation (Motor Vehicle Administration) requires all out-of-state students to obtain a nonresident (vehicle) permit. The permit fee is \$20 and is nonrefundable. A brochure containing more information regarding nonresident permits is available from the Office of Public Safety.
2. All motor vehicles operated on campus by staff, faculty, and students must be registered with the Office of Public Safety. Registered vehicles must display a current sticker inside of the left side window. Motorcycles must display a current sticker on the rear fender.
3. Staff, faculty, and students who show Goucher identification when entering campus at night, in lieu of having a properly registered campus vehicle permit, will be required to give vehicle information to the gate house officer and will be asked to register their vehicles. Failure to register the vehicle with campus public safety may result in a citation or banning of the vehicle.
4. Vehicles may be registered at the Office of Public Safety in Heubeck Hall at anytime. A current Goucher College ID, driver's license, and state motor vehicle registration card must be presented to register a vehicle.
5. Student vehicles must be registered by the end of the first week of classes. Students who matriculate in the spring semester must register their vehicles by the first day of spring semester classes. There is a fee of \$50 per year or \$35 per semester for student vehicle registration.
6. Commuting students must comply with the same vehicle registration policy as resident students.
7. Employees must register their vehicles during the first two weeks of employment.
8. Any vehicle purchased during the year must be registered on the first day that it is driven on campus. Students who have already registered a vehicle may obtain a new registration decal for a \$5.00 fee, if the decal from their original vehicle is returned.
9. Community members who are using an alternate vehicle for a short period on campus (e.g., registered vehicle is disabled) must obtain a temporary parking permit from the Public Safety Office. A state motor vehicle registration card must be presented to receive a temporary permit. If a community member does **not** have a vehicle registered with the Office of Public Safety, they will be allowed to have three (3) temporary permits, per semester, at no charge. There will be a \$5 fee charged for any additional permits issued within the same semester. There will be a \$5 fee charged for any additional permits issued within the same semester. Each temporary permit is restricted to a maximum period of seven (7) days.
10. Vehicle registration permits parking on campus and entry to campus during hours of gate operation, as well as enabling security to contact owners in the event of problems, such as lights left on or damage to vehicle.
11. A copy of the campus parking/traffic regulations will be issued whenever a vehicle is registered.
12. Goucher College will not be responsible for any damages occurring to vehicles. Complaints of vandalism, accidents, and thefts should be reported to the Office of Public Safety.
13. Goucher understands the need to make reasonable accommodations for persons with disabilities. Vehicles used by community members with disabilities must be registered the same as all other community members' vehicles. In addition, upon proof of medical need or upon submitting a copy of a valid state permit for the community member using the vehicle, a Goucher handicap permit will be issued. When a state handicap permit has been issued for the community member, a Goucher handicap permit will not be needed. Any person who uses a car with a handicap permit, but is not themselves handicapped, is not entitled to utilize handicap spaces.

PARKING

1. Parking is allowed only in spaces designated by white or yellow parallel lines, or white curb marks.
2. No parking is allowed for other than authorized vehicles in service drives, fire lanes, traffic lanes, handicapped spaces, reserved spaces, on lawns, and along the roadways.
3. Resident first-year student parking is restricted to the North Lot, which is located near the Psychology/Music annex. Fire lanes are indicated by painted yellow curbs.
4. Vehicles parked in other than designated areas are subject to being cited, booted, and/or towed depending on the situation, at the owner's risk and expense, to Pollard's Towing Service.
5. Mopeds and motorcycles may be parked only in designated parking spaces. See item 1.
6. Mopeds and motorcycles may not be stored anywhere in buildings. (Mopeds and motorcycles found in buildings will be removed and stored at the owner's risk and expense at Pollard's Towing service.)
7. Community members are financially responsible for citations received for their registered vehicles, no matter who drives the vehicle.
8. Community members are responsible for advising their guests of Goucher's parking and traffic regulations.
9. Guest parking is restricted to the Dorsey Center and Sports & Recreation Center lots only.
10. Community members are financially responsible for citations issued to guests' vehicles.
11. Any vehicle which is habitually parked illegally will be subject to being barred from campus.

TRAFFIC

1. The campus speed limit is 24 miles per hour or less depending on traffic, road and weather conditions.
2. Vehicles must be driven on the right side of the road. No passing is allowed.
3. All traffic and parking signs are to be obeyed.
4. Report all traffic accidents immediately to Office of Public Safety at 410-337-6112 or 410-337-6111.

**VIOLATIONS AND
CITATION FINES**

No parking decal	\$25
Expired decal	\$25
Improper display of a decal	\$10
Tampering with a decal	\$50
Failure to obey officer's directions	\$50
Failure to obey traffic control device, i.e., one-way sign, stop sign	\$50
Unauthorized parking on lawns or walkways	\$25
Blocking/parking at a driveway, walkway, or door	\$25
Parking in roadway and automatic towing, without warning	\$50
Parking in a no parking area or any grass area not specifically designated for parking	\$25
Parking in an area reserved for others	\$25
Parking in a fire lane	\$35
Violation 15-minute space time limit	\$25
Unsafe operation (riding, hanging, or pulling someone on outside of vehicle, etc.)	\$75
Reckless driving (speeding, DWI, swerving, driving on grass, etc.)	\$75
Parking by non-handicapped persons in a space, including the stripzone, reserved for persons with disabilities and automatic towing without warning (Documentation of disability for individual using space may be required)	\$75
Falsely registering a vehicle for another or registering two vehicles under false pretense (This includes faculty/staff members who register vehicles used by their children, who are Goucher students.)	\$50
Operating a motor vehicle contrary to law—not legally registered/safe or insured	\$50
Abandoned vehicle (cost of removal and storage, plus fine)	\$50
Using a decal that was issued to another, or one that was reported lost or stolen	\$100

**PARKING CITATION
APPEALS PROCESS**

The parking appeals process has two steps. The first step is to appeal the citation to the issuing officer. If your initial appeal is denied, you may file a second appeal to the Parking Citation Appeals Board, which is independent of the Office of Public Safety with no Public Safety Personnel serving as voting members.

A completed appeal form must be received in the Office of Public Safety within fourteen (14) calendar days from the date the citation was issued in order for consideration to be given to any appeal. Holidays and break times, excluding summer, do not count toward the (14) calendar day period. Appeal Forms are available at the Public Safety Office.

Citation Appeals Board members are appointed by the Student Government Association, the faculty, the Administrative Staff, and/or Non-Exempt/ Exempt Staff and Hourly Employees. The date and times of meetings for the appeal review shall be based on the number of appeals to be heard and coordinated through Public Safety. The Office of Public Safety shall be responsible for providing the Board with a database of citations issued. The Board will be responsible for reporting the outcome of appeals to the Office of Public Safety, who will then advise the appellant of the Board's decision by e-mail.

The decision of the Appeals Board is binding on the Office of Public Safety and the appellant. Payment of a citation under appeal is suspended during the appeal process. However, whether or not citations are in appeal, the vehicle shall still be subject to towing or booting if the vehicle is found in violation. Unpaid citations shall be billed directly to the student's account and late fees associated with unpaid account balances shall be assessed. Appealed citations are not eligible for discount payment.

Definitions of Appeals Actions

Upheld means that the citation has been upheld as valid under Goucher College parking regulations and payment is due.

Reduced means that the Board agrees there was a violation of Goucher College parking regulations, but that mitigating circumstances presented in your appeal warrant a reduced fine. Payment of the reduced fine is required.

Dismissed means that the appeal was approved and the fine was waived.

Loss of Parking Privilege means that the person cited was found by the Board during the appeal process to be a habitual violator of campus parking regulations and failed to park responsibly. The individual can no longer bring his/her vehicle onto campus for a set period of time as determined by the Board but not exceeding two semesters.

Justification for Appeals

Parking citations are issued for violation of established College parking regulations. An appeal should be based on the premise that the citation was not consistent with Goucher College parking regulations, or that special extenuating circumstances exist that should excuse the appellant from compliance with these regulations. The following circumstances, on their own, are never excuses that result in reduction of a fine: "I was running late" or "I just ran in to do an errand."

Filing an Appeal

You may file an appeal by mail or in person. In all cases your written appeal must be received in the Office of Public Safety within 14 calendar days from the date the citation was issued, in order for the appeal to be accepted for consideration. Incomplete or illegible appeals will not be processed. Giving false information is a violation of the Campus Judicial Code and may affect your student status. Remember to keep a copy of your appeal and citation for your records. The following information must be included with the appeal, regardless of the method of submittal.

1. The original citation
2. Citation number if you're filing by fax or e-mail
3. Name
4. Current address
5. Telephone number
6. E-mail address
7. Vehicle license plate number
8. Permit number
9. Narrative explaining why the citation should be invalid
10. Any supporting documentation

The college parking committee, in order to address the number of complaints, curb improper parking, and be attentive to the primary violators, recommended this procedure.

The parking committee appreciates the continued cooperation of the Goucher community.

To File by Mail

Pick up an appeal form from the Office of Public Safety or have a form mailed to you.

Mail the completed form to:

Parking Citation Appeals Board
c/o Department of Public Safety
Goucher College
1021 Dulaney Valley Road
Baltimore, MD 21204

**BOOT/VEHICLE
IMMOBILIZATION
TOWING POLICY**

The Office of Public Safety will be utilizing vehicle immobilizers (also known as “boots”) as an additional parking enforcement tool during the 2007-2008 academic year. A vehicle boot is a device attached to the rear driver’s side wheel which immobilizes the vehicle until it is removed by authorities with a proper key. The boot program will not replace the towing program, but will be utilized in conjunction with towing in order to best enforce campus parking policies in a timely and convenient manner.

Goucher College will continue to maintain a towing contract with Pollards Tow Company. Facilities Management Services, in compliance with Maryland and Baltimore County law, has posted the Pollard’s towing signs on college property. Pollard’s is a licensed and bonded towing company located at 3 Ensor Avenue, Towson, Maryland 21204. Their contact number is 410-823-1808. All tows are conducted at the owner’s risk and expense.

Under the following circumstances, vehicles will still be subject to towing:

- Unauthorized parking in marked handicapped spaces.
- Blocking the roadway or blocking service or emergency vehicle ingress or egress.
- Creating a road hazard or damage to property or grounds.
- Deemed to be abandoned on college property.
- Designated by the college through disciplinary action or hearing process as banned from campus.
- Displaying expired state motor vehicle registration or operated contrary to law.

Vehicle boots will be utilized under the following circumstances:

- To immobilize vehicles which have been designated as habitual offenders. Habitual offender status is designated after a vehicle has received three citations in a single academic year (from September through August).
- Upon receipt of the fourth and each subsequent citation, whether or not citations are being appealed.
- To immobilize illegally parked unregistered vehicles in order to determine ownership.

Boot Notification Policy

When vehicles are registered with the Office of Public Safety, a contact phone number will be requested. When a vehicle is booted, this office will send an e-mail to the registrant’s Goucher account and leave a message on the registrant’s designated contact phone advising of the vehicle’s status. The registrant will have 48 hours in which to contact the Office of Public Safety for boot removal. After 48 hours, the vehicle will be subject to towing. Failure to provide appropriate contact information with your vehicle registration may result in your vehicle being towed.

Boot Removal

In order to have a boot removed from a vehicle, the registrant must report to the Office of Public Safety with payment of \$150. Payment will be accepted by major credit card, check, or OneCard. Cash payments cannot be accepted. Once payment has been made in full, an officer will respond to the vehicle and remove the boot mechanism.

**LOST AND FOUND
PROPERTY**

The Office of Public Safety provides a central location for the management of most property which is found on campus. Community members who have misplaced property may check with the office, either in person or via e-mail.

Note: Any property which is not claimed within 30 days will be donated, converted to departmental use, or sold with all proceeds going to charity.

PROHIBITED PRACTICE

The Office of Public Safety does not accept envelopes, packages, boxes, Federal Express and UPS mail, personal belongings, keys, etc. from any faculty, staff, students or guests for someone else to pick up. It will be each individual's responsibility to make other arrangements with the Post Office, Facilities Management, the recipient, etc. for these items to be dropped off or picked up. This procedure has been established as a result of the increase in parcels being dropped off, and time sensitive parcels requiring special handling.

OFFICE OF COMMUNITY LIVING/HOUSING

The professional residential living staff consists of a director, four community living coordinators, and an operations manager. Each of these individuals is available to discuss personal, academic, and housing issues that may arise in the residence halls. They not only monitor the physical amenities, but also supervise 31 community assistants (CAs), including four mentors, who are students selected from an extensive interview process. The CAs facilitate community building, provide educational and social programs for the residence halls, and work with the professional staff to provide an atmosphere conducive to personal growth. An CA is on duty every night in the residence halls and walks through each hall every evening to interact with students, check maintenance, and assure security in the halls. Any potentially threatening concerns are reported to security. CAs and students are educated on and encouraged to attend to security issues to ensure a safe and enjoyable environment.

FACILITIES MANAGEMENT SERVICES (FMS)

With the cooperation of Office of Public Safety and Office of Community Living offices, frequent tours of the campus are conducted to identify potential security/safety problems, such as burned out lights, broken windows, and malfunctioning locks. Periodic inspections are also made of all campus facilities by the local fire marshal. Public Safety sends FMS a daily report of any safety deficiencies and fire code violations which officers have noted during their tour of duty. FMS gives the highest priority to the repairing/replacing all safety deficiencies and to rectifying any fire code violations.

A call-back system is in place, through the Office of Public Safety, for after-hours maintenance or housekeeping emergencies.

THE COMMUNITY'S RESPONSIBILITY

It is absolutely necessary to have the cooperation and involvement of the college community to prevent crime and make the campus safe. Members of the community must assume responsibility for their own personal safety and the security of personal and college property by taking simple, common-sense precautions.

PERSONAL SAFETY TIPS

The following addresses the area which is of utmost importance to Public Safety—your personal safety. Please read this section carefully and make these tips part of your everyday life.

Dating:

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean "no," say "**NO**." Don't allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Don't immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.
- Be alert to diminished awareness caused by alcohol and drugs. When you lose control because of impaired judgment, you give the advantage to a would-be assailant.
- Don't allow others to violate your personal space.
- Take care of your keys. Don't leave them in your "cubby" or other hiding place.
- Be wary of bringing casual acquaintances to your room or home.
- When going out, let someone know with whom you are going, where you are going, and, if possible, the approximate time of your return.

- Do not prop doors open. If you find a door propped on campus, close it or report it to Public Safety.
- Know where fire alarms and emergency exits are located.
- Observe the college's fire prevention regulations.
- If you smell smoke or see a fire, pull the fire alarm and leave the building immediately.
- When a fire alarm sounds, leave the building immediately. Do not wait to see if it is a false/malfunctioning alarm.
- Notify Public Safety immediately (ext. 6111) of any emergency, criminal activity, suspicious conditions or suspicious subjects.

Campus Grounds:

- Avoid taking shortcuts through isolated areas.
- Don't go for a "nature walk" through the woods alone.
- When walking, jogging, or running around the campus road after dark, wear reflective clothing.
- Do not walk, jog, or run on campus alone after dark.
- Call security for on-campus escorts from dusk to dawn.

Telephone:

- Be suspicious of surveys or wrong-number calls. Do not divulge your name, room number, or phone number. The caller may have reached you by dialing a number at random.
- Always be certain of the identity of the person on the other end of the line.
- Hang up immediately on annoying or obscene telephone calls. Remember, you control with whom you will talk.
- Report all obscene or annoying phone calls immediately.

Vehicle:

- Have keys ready when approaching your vehicle. Check for intruders before, and lock the door immediately after getting into your vehicle.
- Close all windows (in addition to locking all doors) when leaving your vehicle, whether it's for a few minutes or several hours.
- Lock all valuables in the trunk.
- Park in well-lighted areas at night.
- Do not attach your name or license tag number to your key ring.
- Never pick up hitchhikers or hitchhike yourself.
- Always keep your gas tank at least half full.
- If your vehicle breaks down in an isolated area, raise the hood, lock the doors, and stay inside.
- If someone stops to help, ask him/her to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify Public Safety immediately.

PROPERTY SECURITY TIPS

The following are common-sense reminders for protecting your property. Please remember and practice these tips at all times.

- Never leave your book bag, wallet, purse, or other valuables unattended.
- Even if you are going to be gone for "just a minute," take your belongings with you.
- Don't leave easily stolen items, such as your wallet, checkbook, or jewelry, in open view.
- Don't keep large sums of money in your room.
- Engrave your driver's license number and state on all valuables (stereo, TV, typewriter, computer, etc.) Engravers are available at the Office of Public Safety.
- Do not engrave valuables with Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
- Fill out a serial record registration form which is available at the Office of Public Safety. Include serial numbers of valuables, and the Office of Public Safety will maintain this record for five years.

**CRIME PREVENTION
PROGRAM**

“Emergency Notifications” may be sent out through the e2Campus Notification system, a free system implemented by the college which may be used to contact community members by text message, email, or RSS feed in the event of a campus emergency.

The service is voluntary and community members are strongly encouraged to sign up for it at <http://www.goucher.edu/getalerts>.

The Office of Public Safety works closely with various campus groups to identify and address campus issues which have a direct impact on the safety of community members. The Office of Public Safety incorporates suggestions and ideas in their continuing development of better means by which to reduce, if not eliminate, the opportunity for crime on campus. Public safety officers and community members also share responsibilities as members of joint task forces, which conduct reviews of various policies. In order to keep the Goucher community informed, the Office of Public Safety publishes Crime Alert Bulletins and Emergency Notifications related to personal safety and property security.

- Crime Prevention Bulletins” contain useful information pertinent to everyday life, e.g., dating, shopping, jogging and driving.
- “Crime Alert Bulletins” provide a forum for addressing serious or chronic problems, and suggest what can be done to deter/reduce such situations. These bulletins are based on information obtained through reports filed with the department, and the “Weekly Crime Trends” report, which the director receives from the Baltimore County Police Department.
- “Safety Reminders Notices” include current topics of concern, such as holiday traveling, as well as, fire prevention, parking and traffic issues.

The department also presents workshops and seminars and prepares, or makes available, publications for the college community, which address both personal and property safety. Workshops, seminars, and publications include:

- Safety and Security Orientation, presented to first-year and transfer students.
- “Safety and Security on Campus” for prospective students attending any of Goucher’s events.
- “The Use and Abuse of Alcohol and other Drugs” is a discussion topic for all Connections classes which is a mandatory class for all first-year students.
- The log of reported Campus Crimes and Incidents is updated monthly and available for review in Public Safety.
- Alcohol and Drug Awareness Week, sponsored jointly by the Office of Public Safety and the Student Activities Office. Demonstrations and presentations are given by the Baltimore County Police Department.
- The Whistle Alert Program, includes the distribution of flashlight whistles and a “Whistle Alert” brochure to all students. (Whistles are also given to faculty and staff, upon request.)
- Rape Aggression Defense (RAD) is a women’s self-defense class sponsored and taught by public safety officers as a non-credit physical education class. The instruction culminates in a simulated attack in which the students can practice the skills which they have acquired in a dynamic situation.
- Office Watch Program, using various means to remind faculty and staff members of the need to lock their unoccupied offices, labs, or other work areas.

The Office of Public Safety maintains an Information and Resource Library, located in the vestibule area outside their office. Community members may choose from a variety of pamphlets and brochures concerning safety and security subjects.

The department also has an Audio/Visual Library, which has videotapes that are available to individual students, clubs, houses, or other community members for check-out.

**EMERGENCY RESPONSE
AND EVACUATION
PROCEDURES**

Goucher's Emergency Action Plan, <http://www.goucher.edu/x27946.xml>, governs the campus response to fires, explosions, floods, toxic material releases, civil disturbances, and any other emergency on campus. It also provides details about evacuation, emergency sheltering and lockdown procedures.

In addition, residence hall units contain a Campus Emergency Procedures Guide, <http://www.goucher.edu/x31057.xml>, which is a yellow flip-chart that includes instructions for responding to particular emergencies, as well as emergency phone numbers. This guide, which is also distributed to all departments on campus, includes details about the college's procedures related to medical emergencies, fire and weather emergencies, assaults, civil and criminal incidents and hazardous material releases. Copies of the Guide can be obtained from the Office of Communications.

As a basic principle of emergency response on campus, all calls for emergency response should be made first to 911, and immediately thereafter to the Office of Public Safety, at 410-337-6111. It is essential that Public Safety be contacted in addition to 911 so that public safety officers are able to direct emergency responders to the location of the emergency.

**EVACUATION
PROCEDURES**

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility-outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Goucher College, all persons in the affected premises must evacuate. Notification of a fire or other evacuation emergency is provided by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

**EMERGENCY
NOTIFICATION METHODS**

Goucher will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation, occurring on the campus, involving an immediate threat to the health or safety of students or staff, unless issuing a notification will compromise efforts to contain the emergency or would put the community at greater risk. These methods may include fire alarms, loudspeaker on security vehicles, voice notification, phone and email.

In addition, in an ongoing effort to better disseminate information during emergencies and campus closings, Goucher has implemented the e2Campus Notification System. The notification system will only send information regarding emergencies and campus closings. No advertising messages will be sent using this system. Note that information entered into this system (i.e. phone number, e-mail address) will not be shared with others. To receive these messages, individuals must be registered in the system.

*Register for the e2Campus
Notification System at
www.goucher.edu/getalerts*

The alerts are delivered via the following methods:

- Mobile Phone (as text messages)*
- Text Pager
- RSS feed
- E-mail
- iGoogle, My Yahoo, or My AOL portal page

The e2Campus system will be tested at least once per semester.

FIRE/FIRE ALARMS

Plan for a Fire Before it Occurs

- Know the locations of emergency exits.
- Know how to activate the fire alarm.
- Know the sound of the fire alarm.
- Know how to notify security.

- Know your designated meeting place.
- Participate in fire drills.

If There's a Fire

Special note: Halogen Lamps are not permitted in the Residence Halls.

These lamps, which produce a high level of heat and light, have been identified nationally by the U. S. Consumer Product Safety Commission as the cause of 291 fires and 27 deaths.

- If it is safe to do so pull the fire alarm if you discover or suspect a fire in the building. Notify the Office of Public Safety immediately, if the alarm does not function properly.
- Leave the building immediately, when the fire alarm sounds. If the nearest exit is blocked by fire, heat, smoke, or debris, go to another exit. Do not try to extinguish a fire yourself.
- Go to designated meeting place for roll-call. (After roll-call, the house runner will advise Public Safety if any student is unaccounted for.)
- Stay at the meeting place until the house runner returns from Public Safety and advises that the Baltimore County Fire Department has determined that building is safe for re-entry. No person(s) may re-enter the building without the authorization of the Baltimore County Fire Department (verified through Public Safety or Office of Community Living staff).

To Survive a Building Fire

- Crawl if there's smoke. Cleaner, cooler air will be near the floor.
- Before opening a door, feel the metal knob. If it is hot, don't open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in the room.
- If you're trapped in a room and smoke comes in, seal cracks and vents.
- If all exits from a floor are blocked, go back to your room, close the door, seal cracks, and open the window if safe. Hang an object at the window (a bed sheet, jacket, shirt), and shout to attract fire fighter's attention. If there's a phone in the room, call the Office of Public Safety, ext. 6111, and report that you are trapped. Be sure to give your room number and location.
- Stop, drop, and roll. If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the fire.

Fire Drills

Fire Drills are conducted periodically in the residence halls. In accordance with Maryland law and Goucher's policy, every occupant must participate in these drills. Failure to do so will result in disciplinary action.

ALCOHOL, TOBACCO, AND OTHER DRUGS

Alcohol

The sale, service, possession, and consumption of alcoholic beverages are regulated by federal and state laws, by local ordinances, and by college policies and regulations. All guests and members of the college community are individually responsible for being aware of the laws and are obligated to abide by them.

Maryland state law states that no individual under the age of 21 may buy, consume, or possess alcoholic beverages of any kind. Individuals over the age of 21 may not sell or provide minors with alcohol, nor may they consume alcohol in public.

Goucher College's policy on alcohol, tobacco, and other drugs states that the consumption of alcoholic beverage by individuals of legal drinking age may occur in the privacy of their rooms but may not occur in public areas, including, but not limited to, hallways, lounges, bathrooms, and commons rooms. For those of legal drinking age, containers of alcoholic beverages larger than three (3) liters, including kegs, are not permitted in the residence halls. Persons of legal drinking age may not, under any circumstances, furnish or make available alcohol to persons under 21 years old. Those who decide to drink are accountable for their behavior while under the influence of alcohol, on the same basis as if they had not been drinking.

Smoking Policy

Smoking is not permitted in any Goucher vehicle or building, including but not limited to residence halls, individual rooms and apartments within residence halls, individual faculty and staff offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

Drugs

The possession, sale, distribution, and use of controlled or illegal drugs/substances as defined by federal, state, and local statutes are strictly prohibited at any time on college

property. Goucher College is in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Community Act Amendments of 1989, the Policies of the Maryland Higher Education Commission Concerning Drug and Alcohol Abuse Control, and Goucher College's Alcohol, Tobacco and Other Drugs Policy, which prohibit the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcoholic beverages on campus property or as part of any college activity, whether on or off campus.

Violators of this prohibition will be subject to prosecution by civil authorities and the campus judicial system. Civil action neither necessitates nor precludes campus action.

: Violators of the Maryland's alcohol laws or Goucher's alcohol policy will be subject to disciplinary action by the college and/or referral to the appropriate law enforcement agencies.

As stated in the Office of Community Living and Multicultural Affairs Contract, "College personnel may enter rooms in the event of an emergency, for health or safety reasons, or because of suspected violation of the law or school policy. Room inspections are conducted periodically throughout the semester and during each break period by Office of Community Living and/or Public Safety personnel." If, during the course of a room-check, suspected illegal drugs or drug paraphernalia are found, Baltimore County Police Department may be notified in accordance with state and federal law.

Goucher College's Alcohol, Tobacco and Other Drugs Policy is given to all staff and union members in compliance with the Higher Education Act. The Student Life Division has both professional and self-help referral resources available through Student Health and Counseling Services.

FIREARM AND OTHER DANGEROUS WEAPONS

Possession or use on college premises of explosives, fireworks, firearms, or other weapons is strictly prohibited, whether a federal or state license to possess the same has been issued to the possessor. This includes, but is not limited to, pellet guns, knives, clubs, or look-alike weapons, such as toys that look like real guns, and/or any such item or object whose use or display harms, threatens, or causes fear to others.

INFORMATION CONCERNING REGISTERED SEX OFFENDERS IN MARYLAND

The federal Campus Sex Crimes Prevention Act requires that Institutions of Higher Learning advise the campus community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is listed on a website which may be found at <http://www.dpscs.state.md.us/sor/onlineservs/socem/portal.shtml>. Additionally, under the guidelines set forth in "Megan's Law," the Baltimore County Police sends the Office of Public Safety up-dated notices on registered child sex offenders who reside in Baltimore County. This information is available for review, at any time, in the Office of Public Safety.

CRIME STATISTICS

In accordance with the "Clery Act," specific criminal statistics must be compiled, published, and distributed annually to all current students and employees, and to any applicant for enrollment or employment, upon request, including the following:

- Murder
- Robbery
- Sex Offenses Forcible: forcible fondling, rape, forcible sodomy, and sexual assault with a foreign object.
- Sex Offenses Non-Forcible: incest and statutory rape.
- Aggravated Assault
- Manslaughter
- Arson
- Burglary
- Motor Vehicle Theft
- The number of the aforementioned offenses in which there is evidence of victim selection based upon prejudice relating to their race, gender, religion, sexual orientation, ethnicity or disability.
- Arrests or persons referred for disciplinary action for alcohol violations, drug violations, and weapon law violations.
- Hate crimes involving larceny, theft, assault, intimidation, vandalism and other crimes involving bodily injury

Students who are convicted of drug offenses will lose their student aid eligibility for specific periods of time depending upon whether the conviction was for use or sale, and how many times they have been convicted. For further details, consult the college's Alcohol, Tobacco, and Other Drugs Policy.

2008 OFF - CAMPUS CLASS LOCATIONS

BALTIMORE CITY

Old Goucher Neighborhood Collaborative
2526 North Charles Street
Baltimore, Maryland 21218

Anne Arundel County

Carver Staff Development Center
2671 Carver Road
Gambrells, Maryland 21225

Marley Glen School
200 Scott Avenue
Glen Burnie, Maryland 21060

Corkran Middle School
7600 Quarterfield Road
Glen Burnie, Maryland 21061

Odenton Elementary School
1290 Odenton Road
Odenton, Maryland 21090

Linthicum Elementary School
101 School Lane
Linthicum Heights, Maryland 21090

Overbrook Elementary School
401 Hampton Road
North Linthicum, Maryland 21090

Baltimore County

Eastwood Elementary School
428 Westham Way
Baltimore, Maryland 21224

New Town High School
4931 New Town Boulevard
Owings Mills, Maryland 21117

Scotts Branch Elementary School
8220 Tawnmoore Road
Baltimore, Maryland 21207

Wellwood international School
2901 Smith Avenue
Baltimore, Maryland 21208

Middle River Middle School
800 Middle River Road
Baltimore, Maryland 21220

Patapsco High School
8100 Wise Avenue
Baltimore, Maryland 21222

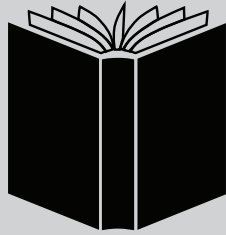
Southwest Academy
6200 Johnneycake Road
Baltimore, Maryland 21207

Winand Elementary School
8301 Scotts Level Road
Baltimore, Maryland 21208

GOUCHER COLLEGE CRIME STATISTICS FOR 2006, 2007, AND 2008

OFFENSES	2006				2007				2008			
	ON CAMPUS		Hate Crimes	Public Property	ON CAMPUS		Hate Crimes	Public Property	ON CAMPUS		Hate Crimes	Public Property
	All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls		
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:												
<i>Forcible</i>	3	3	0	0	0	0	0	0	2	2	0	0
<i>Non-Forcible</i>	0	0	0	0	0	0	0	0	0	0	0	0
<i>Handled by Others</i>	2	1	0	0	2	2	0	0	4	4	0	0
Robbery	0	0	0	0	0	0	0	0	1	1	0	1
Aggravated Assault	1	1	0	0	0	0	0	0	1	0	0	0
Burglary	4	3	1	0	13	13	1	0	3	3	2	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	-	-	-	1	-	-	-	-	-	-	-	4
Totals	10		1	1	15		3	3	14		4	4
<i>Definition:</i> Hate crimes are those that manifest evidence of prejudice based on the victim's race, gender, religion, sexual orientation, ethnicity, or disability.												
GOUCHER COLLEGE DISCIPLINARY CASES	ON CAMPUS		Non-Campus Buildings	Public Property	ON CAMPUS		Non-Campus Buildings	Public Property	ON CAMPUS		Non-Campus Buildings	Public Property
	All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls		
Alcohol Violations	286	274	0	0	273	269	0	1	239	232	0	0
Drug Violations	23	21	0	0	29	28	0	0	22	22	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Totals	309		0	0	302		0	0	261		0	0
ARRESTS	ON CAMPUS		Non-Campus Buildings	Public Property	ON CAMPUS		Non-Campus Buildings	Public Property	ON CAMPUS		Non-Campus Buildings	Public Property
	All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls			All On-Campus Areas	Residence Halls		
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	6	6	0	0	5	5	0	0	2	2	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Totals	6		0	0	5		0	0	2		0	0

Campus Policies



Alcohol, Tobacco,
& other drugs

2009-10
academic year

Alcohol, tobacco, & other drugs

I. INTRODUCTION

The college's policy prohibiting alcohol abuse, smoking in college buildings and the illegal manufacture, distribution, dispensation, possession, or use of alcohol and illicit drugs is designed to promote both the health and safety of all members of the community and their rights to an environment free from the effects of substance abuse. All students and employees are required to comply with this policy, which is adopted in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and the Drug-Free Schools and Campuses Regulations.

II. GENERAL REGULATIONS RELATING TO THE USE OF ALCOHOL, TOBACCO AND OTHER DRUGS

- A. All Goucher faculty, staff and student employees and all Goucher students are prohibited from the abuse of alcohol and the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or illicit drugs on college property or as part of any college activity, whether on or off campus.
- B. Each faculty and staff member and student employee is expected to report to work free of the influence of alcohol or illicit drugs and to refrain from the use of alcohol or illicit drugs during the performance of his or her work. Employees who are on call but not physically present on campus should either refrain from the use of alcohol during the on-call period or consume alcohol only in moderate amounts, so that they are capable of performing their job functions if called to the campus for duty.
- C. All faculty, staff, and student employees are required to notify the Human Resources Department of any conviction under a criminal drug statute, no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, and/or the imposition of a sentence by any responsible judicial body. If the individual is supported by a federal grant or contract, the college will notify the supporting government agency within 10 days after receiving notice.
- D. Any student who is arrested on or off campus for violation of a criminal drug statute must notify the Vice President and Dean of Students within 48 hours of the arrest.

III. SMOKING POLICY

Smoking is not permitted in any Goucher vehicle or building, including but not limited to residence halls, individual rooms and apartments within residence halls, individual faculty and staff offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

IV. REGULATIONS RELATING TO ALCOHOLIC BEVERAGES

- A. All members of the Goucher College community are subject to the laws of the state of Maryland. Those laws provide that no individual under the age of 21 may possess alcoholic beverages of any kind and that no individual may sell or furnish alcohol to individuals under the age of 21.
 - B. Alcoholic beverages served at campus events are subject to the policies outlined below for student events and non-student events.
 - C. No person associated with the college in any capacity – employee, student, or other community member – may serve or furnish alcohol to a person under the age of 21.
 - D. Alcoholic beverage consumption by individuals of legal drinking age is permitted in individual rooms in the residence halls, but may not occur in public areas, including but not limited to outdoor areas, hallways, lounges, bathrooms, and common rooms.
 - E. For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted.
 - F. Those who make the decision to drink are accountable for their behavior while under the influence of alcohol on the same basis as if they had not been drinking.
 - G. While studying and living in another country, members of the college community are subject to the laws of that country concerning alcoholic beverages. It is the responsibility of each individual to familiarize himself or herself with these laws and to understand the gravity of any violation of local laws, legal requirements, or behavior norms when in another country.
-

V. ALCOHOL REGULATIONS FOR STUDENT EVENTS

“Student events” are those events that are registered with the Office of Student Engagement or are hosted exclusively for students. All events that are sponsored or organized by student groups must be registered with the Office of Student Engagement.

- A. Beer and wine may be sold at scheduled student events that are registered with the Office of Student Engagement at least three weeks (15 working days) in advance. The sponsoring organization is allowed to charge admission to the event but the organization cannot include the cost of alcohol in the admission price. It is suggested that the organization sell tickets in advance of the event so that the projected attendance is as accurate as possible.
- B. At least one public safety officer or an outside vendor approved by the director of public safety must be hired for an event where alcohol will be served. If more than 100 attendees are expected, a minimum of two officers are required, with the need for additional officers being determined by the department of public safety. One public safety officer and one faculty/staff adviser will be responsible for checking identification cards and wrist banding those individuals of legal drinking age. Alcoholic beverages must be dispensed in a separate area that is restricted to individuals who are at least 21 years of age. The wrist band will be punched each time that alcohol is purchased. Beer or wine must be paid for per drink, at cost or above, rather than at discount rates so that the college does not subsidize the cost of the alcohol. Individuals attending the event cannot bring their own alcohol.

- C. A server hired through Campus Dining Services, Office of Student Engagement professional staff or other designee who has completed appropriate training will serve the alcohol. It is the server's responsibility to ensure that underage and visibly intoxicated persons are not served alcohol. The maximum amount of alcohol to be purchased will be determined by the number of people projected to attend and the number of hours for the event. This will be based on no more than one drink per person, per hour for a maximum of four hours. It is the responsibility of the organization sponsoring the event to purchase the alcohol.
- D. At least one executive board member of the organization sponsoring the event must be present at all times during the event. This individual cannot consume alcohol during the event. This/these person(s) will circulate throughout the event to ensure that alcohol is not being consumed by those who are under 21 and that those in attendance are behaving responsibly. Faculty and staff advisers are encouraged to attend the sponsoring organization's events.
- E. The event must have a theme and/or some form of entertainment to serve as its focus. Non-alcoholic beverages and food must be available for the duration of the event.
- F. The Associate Dean for Student Engagement or her/his designee will review an organization's request to register an event with alcohol and all plans for the event. The Associate Dean will have the authority to grant or deny approval for the event based on a variety of criteria including appropriateness of the event, the organization's ability to execute its plans in accordance with college policies, and knowledge of other college events scheduled for the requested time slot. The Associate Dean will then complete and send a liquor license application to the board of liquor license commissioners for final approval.
- G. The sponsoring organization is responsible for clean-up (removing trash and sweeping, vacuuming, or mopping floors) and for any damages that may be incurred as a result of the event. Violations of the above policies will result in the organization's loss of privileges to hold events at which alcohol is served and may be referred to the Judicial Board as appropriate.

**VI. ALCOHOL
REGULATIONS FOR
NON- STUDENT EVENTS**

Any campus event where alcohol will be served to persons 21 and older must be registered with the director of events and conference services. At any such event participation shall be limited to persons 21 or older. The following precautions shall be verified before the commencement of such an event:

- A guest policy must be established and publicized.
- Food and nonalcoholic beverages must also be served.
- The site shall be both clearly defined and physically restricted.
- Individuals responsible for the distribution of alcoholic beverages shall not consume alcohol until relieved of duties.
- The sponsor of such an event shall be responsible for making certain that these precautions are implemented and for obtaining the liquor license.

From time to time, a campus event at which alcohol is served may occur during working hours (e.g., retirement parties, trustee events, performances). By hosting such events, the college does not condone the use of alcohol by employees during work hours; nevertheless, employees who attend such events are granted a limited exception and permitted to consume alcohol in moderate amounts.

**VII. SANCTIONS FOR
POLICY VIOLATION**

Students who violate this policy are subject to disciplinary action pursuant to the Student Code of Conduct. Violations of this policy will be treated very seriously, and disciplinary action may include disciplinary probation, referral to an appropriate rehabilitation or treatment program, residence hall sanctions, suspension, and/or expulsion. Violations of this policy may also be reported to appropriate law enforcement agencies. Criminal or civil action neither necessitates nor precludes campus action.

In addition, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance (a chart of controlled substances is included at the end of this policy) shall not be eligible to receive federal student aid (including any grant, loan, or work assistance) during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving:

The possession of a controlled substance:

Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite

The sale of a controlled substance:

Ineligibility period is:	First offense	2 years
	Second offense	Indefinite

Rehabilitation—A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.

Faculty and staff members and student employees must abide by the terms of this policy as a condition of employment. Employees who violate the policy are subject to disciplinary action, including suspension with or without pay, termination of employment, and referral to governmental authorities for prosecution. Depending upon the circumstances, and at the college's discretion, Goucher College may suspend disciplinary action to allow an employee to participate in drug or alcohol counseling, rehabilitation, and/or an employee assistance program for the purpose of enabling the employee to permanently cease the prohibited conduct. Suspension of disciplinary action will be contingent upon an employee agreeing, in writing, to participate in and complete the college-approved program. Any employee who leaves the program prior to completion or who, after completion, again engages in conduct prohibited by this policy, shall be subject to disciplinary action up to and including termination of employment. In addition, should the college become aware of pre-existing performance problems during the time the employee is participating in the program, the college reserves the right to take disciplinary action against the employee, whether or not the employee completes the program.

**VIII. ADVERTISING AND
PROMOTION OF
ALCOHOL AND TOBACCO
ON-CAMPUS**

- A. The advertising of alcohol or tobacco products shall not be permitted in the college newspaper, on college-sponsored web pages or on the college radio or television station.
- B. Advertising for student events may not indicate that alcohol will be served at the event, with the exception of senior class "happy hours."
- C. The sale of tobacco products is not permitted on campus, including the bookstore, or in connection with fundraising events at the college.
- D. In limited circumstances, sponsorship of campus events by the alcohol or tobacco industry may be permitted. The Vice President and Dean of Students shall approve all such events.

**IX. POLICY
DISTRIBUTION**

In order to ensure that all community members are apprised of this policy, the following distribution procedures will be followed:

A. For students:

1. At the beginning of each semester and the summer term, a summary of the policy, with a reference to the location of the full policy on the college website will be e-mailed to all official students.
2. The residence life calendar will include the website address for the policy on-line.
3. The policy will be posted on the college website separately from the campus handbook.
4. Each student, upon enrollment, will be provided with a separate, clear, and conspicuous written notice that advises the student of the suspension of eligibility to receive federal student aid, including grants, loans, or work assistance, for drug-related offenses.

B. For employees:

1. Full-time and part-time staff and full-time and half-time faculty:
 - New employees will receive a copy of the policy at their orientation meeting.
 - The employee handbooks will include a summary of the policy with a reference to the location of the policy on-line.
 - Every fall semester, employees will receive a one-page summary of the policy, including the website reference, through campus mail, preceded by a policy summary via e-mail that provides notice of the mailing.
2. Part-time faculty:
 - A summary of the policy with a reference to the website will be given to part-time faculty with their orientation packet every semester.
 - An e-mail will be sent to all faculty members at the beginning of every semester with a policy summary and website reference.
3. Welch Center adjunct faculty:
 - A summary of the policy with website reference will be sent with appointment letters every semester.

**X. EDUCATION
PROGRAMS**

In order to encourage the lawful and responsible use of alcohol, the college will provide alcohol education programs. Included in these programs will be information on alcohol, the consequences of the use and abuse of alcoholic beverages, and information about individual responsibilities and liabilities with respect to alcohol, tobacco and drug use. The college will also provide tobacco-cessation programs and education to all students, as well as educational programs about other substances that may be abused, including narcotic and prescription drugs.

**XI. COUNSELING
SERVICES AND
ASSISTANCE
PROGRAM
REFERRALS**

All students are encouraged to participate in the education and training efforts offered by various departments of the Office of Student Engagement and the Student Health and Counselling Center. The college will also offer programs designed to promote the identification, treatment, and rehabilitation of students who are experiencing problems related to alcohol, tobacco, and other drugs. The college encourages students who feel they may have an alcohol, tobacco, and/or other drug problem to seek medical help voluntarily. In addition to contacting private physicians, students may obtain information on the resources available from the director of student health and counseling services. Student health and counseling services personnel are available to help coordinate referrals and treatment programs among students, their health insurance carriers, and other services in the community.

Employees may obtain information on the resources available from the director of human resources. If the employee seeking help is a participant in one of the college-sponsored health plans, the director of human resources may help coordinate the health benefits program with the employee's treatment. In addition to the health plans, the college offers an Employee Assistance Program (EAP) through the Sheppard Pratt Health Plan. All employees and their dependents who reside within their residence, except for part-time faculty and student employees, are eligible to receive benefits through the EAP. The employees need not be enrolled in one of the college's medical plans to use the EAP. Referrals may be made as well to other rehabilitation programs and services in the community.

XII. BIENNIAL REVIEW In accordance with federal law, the college will conduct a biennial review of its alcohol and other drug program in even-numbered years to determine its effectiveness and the consistency of enforcement, and to identify and implement any necessary changes to the program.

XIII. HEALTH RISKS OF ALCOHOL, TOBACCO, AND SUBSTANCE ABUSE Students and employees who abuse substances endanger the safety of the other members of the community and place themselves at risk. Substance abuse increases the likelihood of impaired learning, violence, injuries, accidents, acquaintance rape, unwanted pregnancies, and sexually transmitted diseases. Proven risks associated with controlled substances include the following:

1. ***Alcohol***

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce these effects.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

2. ***Cannabis (marijuana, tetrahydrocannabinol or THC, hashish, hashish oil)***

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Cannabis can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is highly irritating and carcinogenic. Long-term users may develop psychological dependence and tolerance.

3. ***Inhalants (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons or aerosol sprays, hydrocarbons or solvents)***

A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations, such as paint thinners and cleaning fluids, are mixtures of volatile substances, making it difficult to be specific about their various effects. There is no single "inhalant syndrome."

Immediate negative effects of inhalants may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces.

Long-term use can cause weight loss, fatigue, electrolyte imbalance, or muscle weakness, or may result in hepatitis or brain damage. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

4. ***Cocaine (cocaine or crack) and Other Stimulants (amphetamines, methamphetamines, others)***

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils, elevated blood pressure, increased heart rate, and elevated body temperature. Occasional use can cause stuffy or runny nose. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis, and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Cocaine can produce psychological dependency—a feeling that the user cannot function without the drug.

Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Cocaine may lead to death through disruption of the brain's control of heart function and respiration.

Other stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, or experience headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. People who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

5. **Depressants** (*barbiturates, methaqualone, tranquilizers*)

The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks.

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

6. **Designer Drugs** (*synthetic heroin, MPTP, MPPP, MDMA or ecstasy, STP, PCE, others*)

Designer drugs are created, often for illegal street use, by modification of the chemical structure of an existing drug. They are also known as "club drugs" because they are often used in dance clubs or raves. The new drugs, called "analogs," can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease—uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of hallucinogens cause illusions, hallucinations, and impaired perception.

7. **Hallucinogens** (*PCP, LSD, mescaline, peyote, psilocybin*)

PCP (phencyclidine) produces behavioral alterations that are multiple and dramatic. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users generally report a sense of distance and space estrangement. Time and body movement are slowed. Muscular coordination worsens, and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders—depression, anxiety, and violent behavior—also occur. In later stages, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain.

LSD (lysergic acid diethylamide), mescaline, and psilocybin (magic mushrooms) cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

8. ***Narcotics (heroin, methadone, codeine, morphine, opium, others)***

Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

Tolerance to narcotics develops rapidly, and dependence is likely. The use of unsterilized syringes may result in transmission of diseases, such as AIDS, endocarditis, and hepatitis.

9. ***Prescription Drugs (from the Office of National Drug Control Policy)***

Abuse of prescription drugs to get high has become increasingly prevalent among teens and young adults. In 2007, abuse of prescription pain killers ranked second—only behind use of marijuana—as the nation’s most prevalent illegal drug problem. While overall youth drug use is down by 23 percent since 2001, approximately 6.4 million Americans report non-medical use of prescription drugs. New abusers of prescription drugs have caught up with the number of new users of marijuana. Much of this abuse appears to be fueled by the relative ease of access to prescription drugs. Approximately 60 percent of people who abuse prescription pain killers indicate that they got their prescription drugs from a friend or relative for free.

Three classes of prescription drugs are most commonly abused:

- opioids such as codeine, oxycodone, and morphine
- central nervous system (CNS) depressants such as barbiturates and benzodiazepines
- stimulants such as dextroamphetamine and methylphenidate

10. ***Tobacco products (from National Cancer Institute’s and American Cancer Society’s websites)***

Tobacco use, particularly cigarette smoking, is the single most preventable cause of death in the United States. Cigarette smoking alone is directly responsible for approximately 30 percent of all cancer deaths annually in the United States. Cigarette smoking also causes chronic lung disease (emphysema and chronic bronchitis), cardiovascular disease, stroke, and cataracts. Smoking during pregnancy can cause stillbirth, low birthweight, Sudden Infant Death Syndroms (SIDS), and other serious pregnancy complications. Quitting smoking greatly reduces a person’s risk of developing the diseases mentioned, and can limit adverse health effects on a developing child.

Exposure to secondhand smoke, or environmental tobacco smoke (ETS), significantly increases the risk of lung cancer and heart disease in nonsmokers, as well as several respiratory illnesses in young children.

Cigarette smoke contains about 4,000 chemical agents, including more than 60 carcinogens. In addition, many of these substances, such as carbon monoxide, tar, arsenic, and lead, are poisonous and toxic to the human body. Nicotine is a drug that is naturally present in the tobacco plant and is primarily responsible for a person’s addiction to tobacco products, including cigarettes. During smoking, nicotine is absorbed quickly into the bloodstream and travels to the brain in a matter of seconds. Nicotine causes addiction to cigarettes and other tobacco products that is similar to the addiction produced by using heroin and cocaine.

People who use spit tobacco and other types of smokeless tobacco greatly increase their risk of cancers including those of the pharynx (throat). Other effects of spit tobacco use include chronic bad breath, stained teeth and fillings, gum disease, tooth decay, tooth loss, tooth abrasion, and loss of bone in the jaw. Users may also have problems with high blood pressure and may be at increased risk for heart disease.

**XIV. LEGAL SANCTIONS
UNDER FEDERAL, STATE
AND LOCAL LAWS**

Violations of local, state, and federal laws that govern the manufacture, distribution, dispensation, possession, and use of controlled substances can subject individuals to fines up to \$250,000 and jail terms of as much as 20 years.

A. State Penalties and Sanctions Relating to Alcoholic Beverages and Controlled Substances

Individuals age 21 and older who serve alcoholic beverages to individuals under the age of 21 and individuals who make misrepresentations of age to induce the sale of alcoholic beverages, are subject to fines of up to \$2,500 under Maryland state law. See Maryland Annotated Code, Criminal Law, Title 10.

Conviction by a Maryland court of driving while intoxicated or under the influence of an illegally used dangerous controlled substance will result in the automatic revocation of the guilty person's driver's license, plus a possible fine and imprisonment. In all cases, exact legal sanctions depend on the circumstances of the criminal act(s) and the substances involved. See Maryland Annotated Code, Transportation, Sections 16-205; 27-101.

A person may not drink any alcoholic beverage while on public property unless authorized by a governmental entity that has jurisdiction over the property, or the mall, adjacent parking area, or other outside area of a privately owned retail establishment, such as a shopping center, or in any parked vehicle located on any of these places, unless authorized by the owner of the establishment. Maryland Annotated Code, Article 2B, Section 19-202.

A person may not possess any open container of alcoholic beverage while on the mall, adjacent parking area, or other outside area of a privately owned retail establishment, such as a shopping center, or in any parked vehicle located on any of these places, unless authorized by the owner of the establishment. Maryland Annotated Code, Article 2B, Section 19-301.

A person may not possess or administer to another a controlled dangerous substance or manufacture, distribute, or dispense a controlled dangerous substance. Maryland Annotated Code, Criminal Law, Title 5, Subtitle 6 (See Maryland Annotated Code, Criminal Law, Title 5, Subtitle 4, for a list of controlled dangerous substances). Depending on the substance, an offender is subject to imprisonment up to 10 years and/or a fine up to \$100,000. Repeat offense may result in harsher penalties. Maryland Annotated Code, Criminal Law, Title 5, Subtitle 6.

B. Federal Sanctions Relating to Illegal Possession of a Controlled Substance¹

1. Criminal Penalties

- 1st conviction—up to 1 year prison term, \$1,000–\$100,000 fine
- 2nd conviction—minimum 15 days prison term, maximum 2 years prison term, \$2,500–\$250,000 fine
- 3rd + conviction—minimum 90 days prison term, maximum 3 years prison term, \$5,000–\$250,000 fine

2. Separate Criminal Penalties for Crack Cocaine

Minimum 5 years prison term, maximum 20 years prison term, \$1,000–\$250,000 fine if:

- 1st conviction and over 5 gm possessed, or
- 2nd conviction and over 3 gm possessed, or
- 3rd + conviction and over 1 gm possessed

1. Penalties for distribution of controlled substances are described in part C.

3. Forfeiture of Property
Vehicles, boats, aircraft, or other conveyances used to transport or conceal a controlled substance may be seized and forfeited. Any personal or real property used to possess or facilitate possession of a controlled substance may be forfeited, where the offense is punishable by more than one year minimum prison.
4. Civil Fine of up to \$10,000
5. Loss of Federal Benefits
Federal benefits such as student loans, grants, contracts, and professional and commercial licenses may be denied for up to one year for 1st offense, and up to five years for 2nd and subsequent offenses. Certain other federal licenses and benefits such as pilot licenses, public housing tenancy, etc., may be denied at the discretion of the applicable federal agency.

In addition, individuals studying and living in another country are subject to the laws of that country regulating the use of controlled substances.

- C. **Federal Legal Sanctions Relating to Illegal Trafficking in Controlled Substances.**
See chart on next page.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 g mixture	<p>First Offense Not fewer than 5 years, and not more than 40 years. If death or serious injury, not fewer than 20 years or more than life imprisonment. Fine of not more than \$2 million if an individual, \$5 million if not an individual.</p> <p>Second Offense Not fewer than 10 years, and not more than life imprisonment. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p>	5 kg or more mixture	<p>First Offense Not less than 10 years, and not more than life imprisonment. If death or serious injury, not less than 20 years or more than life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses Life imprisonment.</p>
Cocaine Base (Schedule II)	5-49 g mixture		50 g or more mixture	
Fentanyl ² (Schedule II)	40-399 g mixture		400 g or more mixture	
Fentanyl Analog ³ (Schedule I)	10-99 g mixture		100 g or more mixture	
Heroin (Schedule I)	100-999 g mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 g mixture		10 g or more mixture	
Methamphetamine (Schedule II)	5-49 g pure or 50 - 499 g mixture		50 g or more pure or 500 g or more mixture	
PCP (Schedule II)	10-99 g pure or 100 - 999 g mixture		100 g or more pure or 1 kg or more mixture	
DRUG/SCHEDULE	QUANTITY	PENALTIES		
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) ⁴	Any amount	<p>First Offense Not more than 20 years. If death or serious injury, not less than 20 years, or more than life imprisonment. Fine of \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense Not more than 30 years. If death or serious injury, not less than life imprisonment. Fine of \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam ⁵ (Schedule IV)	1 g or more			
Other Schedule III drugs	Any amount	<p>First Offense Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense Not more than 10 years. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	30-999 mg			
All other Schedule IV drugs	Any amount	<p>First Offense Not more than 3 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense Not more than 6 years. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mg			
All Schedule V drugs	Any amount	<p>First Offense Not more than 1 year. Fine of not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense Not more than 2 years. Fine of not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Source: <http://www.usdoj.gov/oea/agency/penalties.htm>

2: Fentanyl is a synthetic opiate analgesic similar to but more potent than morphine. In its prescription form, fentanyl is known as Actiq, Duragesic, and Sublimaze.

3: Fentanyl analogs are pharmacologically similar to heroin and morphine. Street names for the drug include Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, as well as Tango and Cash.

4: Gamma Hydroxybutyric Acid has street names of Liquid Ecstasy, Scoop, Easy Lay, Georgia Home Boy, Grievous Bodily Harm, Liquid X, and Goop. It is associated with sexual assaults.

5: Flunitrazepam is also known as Rohypnol. Street names include R-2, Mexican Valium, rophies, roofies, and circles. It is associated with sexual assaults.

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG/SCHEDULE	QUANTITY	FIRST OFFENSE	SECOND OFFENSE
Marijuana	1,000 kg or more mixture or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life imprisonment • If death or serious injury, not less than 20 years, not fewer than life imprisonment • Fine of not more than \$4 million if an individual, \$10 million if not an individual 	<ul style="list-style-type: none"> • Not fewer than 20 years, not more than life imprisonment • If death or serious injury, mandatory life imprisonment • Fine of not more than \$8 million if an individual, \$20 million if not an individual
Marijuana	100 kg–999 kg mixture or 100–999 plants	<ul style="list-style-type: none"> • Not fewer than 5 years, not more than 40 years • If death or serious injury, not fewer than 20 years, not more than life imprisonment • Fine of not more than \$2 million if an individual, \$5 million if not an individual 	<ul style="list-style-type: none"> • Not fewer than 10 years, not more than life imprisonment • If death or serious injury, mandatory life imprisonment • Fine of not more than \$4 million if an individual, \$10 million if not an individual
Marijuana	more than 10 kg hashish; 50–99 kg mixture more than 1 kg of hashish oil; 50–99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not fewer than 20 years, not more than life imprisonment • Fine of \$1 million if an individual, \$5 million if not an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life imprisonment • Fine of \$2 million if an individual, \$10 million if not an individual
Marijuana	1–49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine of not more than \$250,000 if an individual, \$1 million if not an individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine of \$500,000 if an individual, \$2 million if not an individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

COMMONLY ABUSED DRUGS

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE*/ HOW ADMINISTERED**
CANNABINOIDS		
Hashish	boom, chronic, gangster, hash, hash oil, hemp	I / swallowed, smoked
Marijuana	blunt, dope, ganja, grass, herb, joints, Mary Jane, pot, reefer, sinsemilla, skunk, weed	I / swallowed, smoked
DEPRESSANTS		
Barbituates	Amytal, Nembutal, Seconal, Phenobarbital / barbs, reds, red birds, phennies, tooies, yellows, yellow jackets	II, III, V / injected, swallowed
Benzodiazepines (other than flunitrazepam)	Ativan, Halcion, Librium, Valium, Xanax / candy, downers, sleeping pills, tranks	IV / swallowed, injected
Flunitrazepam***	Rohypnol / forget-me pill, Mexican Valium, R2, Roche, roofies, roofi- nol, rope, rophies	IV / swallowed, snorted
GHB***	gamma-hydroxybutyrate / G, Georgia home boy, grievous bodily harm, liquid ecstasy	I / swallowed
Methaqualone	Quaalude, Sopor, Parest / ludes, mandrex, quad, quay	I / injected, swallowed
DISSOCIATIVE ANESTHETICS		
Ketamine	Ketalar SV / cat Valiums, K, Special K, vitamin K	III / injected, snorted, smoked
PCP and analogs	phencyclidine / angel dust, boat, hog, love boat, peace pill	I, II / injected, swallowed, smoked
HALLUCINOGENS		
LSD	lysergic acid diethylamide / acid, blotter, boomers, cubes, microdot, yellow sunshines	I / swallowed, absorbed through mouth tis- sues
Mescaline	buttons, cactus, mesc, peyote	I / swallowed, smoked
Psilocybin	magic mushroom, purple passion, shrooms	I / swallowed

COMMONLY ABUSED DRUGS

Continued from page 175

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE* / HOW ADMINISTERED**
OPLOIDS AND MORPHINE DERIVATES		
Codeine	Empirin with Codeine, Fiorinal with Codeine, Robitussin A-C, Tylenol with Codeine / Captain Cody, schoolboy (with glutethimide), doors & fours, loads, pancakes and syrup	II, III, IV, V / injected, swallowed
Fentanyl and Fentanyl analogs	Actiq, Duragesic, Sublimaze / Apache, China girl, China white, dance fever, friend, goodfella, jackpot, murder 8, TNT, Tango and Cash	I, II / injected, smoked, snorted
Heroin	diacetyl-morphine / brown sugar, dope, H, horse, junk, skag, skunk, smack, white horse	I / injected, smoked, snorted
Morphine	Roxanol, Duramorph / M, Miss Emma, monkey, white stuff	II, III / injected, swallowed, smoked
Opium	laudanum, paregoric / big O, black stuff, block, gum, hop	II, III, V / swallowed, smoked
Oxycodone HCL	Oxycontin / Oxy, O.C., killer	II / swallowed, snorted, injected
Hydrocodone bitartrate, acetaminophen	Vicodin / vike, Watson-387	II / swallowed
STIMULANTS		
Amphetamine	Biphetamine, Dexedrine / bennies, black beauties, crosses, hearts, LA turnaround, speed, truck drivers, uppers	II / injected, swallowed, smoked, snorted
Cocaine	Cocaine hydrochloride / blow, bump, C, candy, Charlie, coke, crack, flake, rock, snow, toot	II / injected, smoked, snorted
MDMA (methylenedioxy-methamphetamine)	Adam, clarity, ecstasy, Eve, lover's speed, peace, STP, X, XTC	I / swallowed
Methamphetamine	Desoxyn / chalk, crank, crystal, fire, glass, go fast, ice, meth, speed	II / injected, swallowed, smoked, snorted

COMMONLY ABUSED DRUGS

Continued from page 176

SUBSTANCES: CATEGORY AND NAME	EXAMPLES OF COMMERCIAL / STREET NAMES	DEA SCHEDULE* / HOW ADMINISTERED**
Methylphenidate (safe and effective for treatment of ADHD)	Ritalin / JIF, MPH, R-ball, Skippy, the smart drug, vitamin R	II / injected, swallowed, snorted
Nicotine	cigarettes, cigars, smokeless tobacco, snuff, spit tobacco, bidis, chew	not scheduled / smoked, snorted, taken in snuff and spit tobacco
OTHER COMPOUNDS		
Anabolic steroids	Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise / roids, juice	III / injected, swallowed, applied to skin
Dextromethorphan (DXM)	Found in some cough and cold medications / Robotripping, Robo,	Triple C not scheduled / swallowed
Inhalants	Solvents (paint thinners, gasoline, glues), gases (butane, propane, aerosol propellants, nitrous oxide), nitrites (isoamyl, isobutyl, cyclohexyl) / laughing gas, poppers, snappers, whippets	not scheduled / inhaled through nose or mouth

* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use. Schedule II drugs are available only by prescription (unrefillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in six months, and may be ordered orally. Some Schedule V drugs are available over the counter.

** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis, and other organisms.

*** Associated with sexual assaults.

Campus Policies



Sexual Misconduct Policy

2009-10
academic year

Sexual Misconduct Policy

I. PREAMBLE Goucher College commits itself to providing a community of mutual trust and respect for students, faculty and staff. Therefore, sexual misconduct will not be tolerated. Such behavior seriously undermines the achievement of Goucher's mission and its effectiveness as an educational institution and a workplace. Each member of the Goucher College community shares a common responsibility to maintain an environment free from sexual misconduct.

It is the purpose of this policy to promote and maintain such an environment, by educating the community and vigorously investigating reports of sexual misconduct in a manner that is expeditious and sensitive to the needs and rights of the victim and the accused. The policy applies to all constituencies of the college: students, trustees, faculty, administration, staff, and all other employees. Vendors and contractors employed by Goucher are required to ensure compliance by their employees as well.

II. EDUCATION Education and training are a key component of maintaining an environment free from sexual misconduct. Goucher College is therefore committed to providing effective educational and training programs to all students, faculty and staff.

This sexual misconduct policy is on-line at www.goucher.edu/misconduct., included in the Campus Handbook, and described in other informational brochures as appropriate. Such materials are available in the offices of the dean of students, provost, Community Living, Public Safety, Human Resources, and the Student Health and Counseling Center.

Educational programs on sexual misconduct and this policy will be provided for all new students, including transfer, graduate and Goucher II students. Whenever possible, this will occur within the first four weeks of each semester. Sessions for first-year students will occur during orientation or in the Connections program. Sessions on sexual misconduct will also be included in the Wellness and Community Living programs. Training and education on sexual misconduct and this policy will be provided for all new faculty and staff, and for community assistants. Periodic refresher programs will also be provided for all faculty, staff and CAs. Individuals with specific responsibilities described in this policy will receive additional training as required to fulfill those responsibilities effectively.

III. CONFIDENTIALITY Goucher College recognizes that confidentiality is important in matters of sexual misconduct. All persons responsible for implementing this policy will respect the confidentiality and privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, accused of, or otherwise involved in a sexual misconduct complaint are also required to keep the matter as confidential as is reasonably possible. Absolute confidentiality may not be maintained in all circumstances, including when the college is required to disclose information in response to legal process or when the college's need to protect the rights of others must outweigh confidentiality concerns.

Often a person reporting or otherwise concerned about sexual misconduct wants a discussion to be confidential or "off the record." Confidential discussions about sexual misconduct may be available from persons who, by law, have special professional status, such as the college chaplain and the director and counselors at the Student Health and Counseling Center. The level of confidentiality depends on what legal protections are held by the specific persons receiving the information, and should be addressed with them before specific facts are disclosed. Faculty, staff, and CAs may be required to disclose information concerning sexual misconduct that is not personally identifiable, or, if a member of the college community is at risk, to disclose personally identifiable information to the appropriate administrators.

IV. COURSE SITUATIONS

Complaints under this policy that course materials, projects, or classroom discussions are offensive because they include references to sexual terms are to be evaluated with due regard to principles of academic freedom. Consistent with those principles, course content and teaching methods remain the province of individual faculty members. However, content or methods that focus attention on sexual terms or characteristics not germane to the academic discussion, or on sexual characteristics of individual students, faculty or staff, are inappropriate and may be a violation of this policy.

V. DEFINITIONS

A. "Consent" or "consensual" means willingly and knowingly agreeing to engage in mutually understood sexual conduct. Consent may be expressed by mutually understandable words or actions. In order for consent to be valid, all parties must be capable of making a rational, reasonable decision about the sexual act, and must have a shared understanding of the nature of the act to which they are consenting. The use of drugs or alcohol may render a person incapable of giving consent. Silence conveys a lack of consent. All parties are responsible for expressing and obtaining consent, and if at any time consent is withdrawn, the conduct must stop immediately.

B. "Student" means any individual taking a course, writing a thesis or doing an internship at Goucher College, including those in the undergraduate, graduate, continuing education, non-degree and certificate programs.

VI. SEXUAL EXPLOITATION**A. Definition**

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another person for his or her own benefit, or for the benefit of anyone other than the person being exploited, and which conduct does not otherwise constitute sexual misconduct under this policy.

B. Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- non-consensual video or audio taping of sexual activity including by any electronic device;
 - non-consensual sharing of a consensually-made video or audio-tape of sexual activity;
 - prostituting another individual;
 - going beyond the boundaries of the consent given, such as by secretly allowing others to watch consensual sex;
 - voyeurism of a sexual nature.
-

VII. SEXUAL ASSAULT**A. Definition**

Sexual assault is defined as non-consensual physical contact of a sexual nature. Sexual assault includes rape, acts using force, threat, intimidation or coercion, or using advantage gained by the victim's inability (whether temporary or permanent) to make rational, reasonable decisions about sex of which the accused was aware or should have been aware. Sexual assault includes:

- non-consensual sexual intercourse, which is any sexual intercourse (anal, oral or vaginal), however slight, with any object, between any genders, without effective consent; and
- non-consensual sexual contact, which is any sexual touching (including disrobing or exposure), however slight, with any object, between any genders, without effective consent.

B. Campus Sources of Support*Goucher Consultants*

Victim of sexual assault may choose to contact a sexual assault consultant who will assist the victim in making decisions about the reporting process. Such decisions include whether to report the assault to the college administration, whether to file a complaint under the formal disciplinary procedures of this policy, and whether to bring criminal charges. At the victim's request, the consultant may accompany the victim to report the assault. Consultants will maintain confidentiality to the extent reasonably possible. The following people are sexual assault consultants on campus:

- Gayle Davis, counselor, 410-337-6563
- Cynthia Terry, college chaplain, 410-337-6048
- Sharon Spector, counselor, 410-337-6052
- Raymond Green, counselor, 410-337-6451
- Patricia Wick, psychologist, 410-337-5119

C. Reporting

Victims of sexual assault may report an incident directly to (1) the Office of Public Safety, (2) the director of Community Living, (3) the dean of students or (4) the director of Human Resources. A victim of an attack or rape on campus is strongly encouraged to contact Public Safety immediately. When appropriate, Public Safety will issue a campus-wide alert for the protection of the college community.

D. Criminal Procedures

All victims of sexual assault have the right to file criminal charges. Victims have the option of notifying the appropriate law enforcement officials, including local police, of an incident of sexual assault. At the victim's request, the Department of Public Safety, as well as the victim's consultant, if requested, will promptly assist the victim in notifying law enforcement officials.

E. Other Sources of Support

A victim may choose to seek support from other members of the college community, such as students, community assistants or faculty. CAs and faculty members may be required to disclose to the administration information concerning the incident that is not personally identifiable. In cases where a member of the college community is at risk, CAs and faculty members may be required to disclose personally identifiable information concerning the incident to appropriate administrators.

A victim may choose to receive assistance from a non-Goucher source. The following resources are available off-campus:

Turn Around

hotline 410-828-6390
 Baltimore County office 410-377-8111
 Baltimore City office 410-837-7000

House of Ruth

hotline and Victim Advocate Program 410-889-7884
 Domestic Violence Legal Clinic 410-554-8463

STTAR Center (Sexual Trauma Treatment, Advocacy and Recovery Center)

hotline 410-997-3292
 office 410-290-6432

Maryland Coalition Against Sexual Assault, Inc.

office 410-974-4507

Rape, Abuse & Incest National Network

hotline 800-656-HOPE

Contact information for off-campus resources may change, and other resources may become available, over time. Goucher College will periodically update this list as appropriate.

F. Counseling

Victims of sexual assault may receive confidential counseling from the college's counselors by contacting the Student Health and Counseling Center from 9 a.m. to 5 p.m. Monday through Friday, at 410-337-6050. Emergency walk-in counseling is available from 1-2 p.m. every week day without an appointment. After hours and on Saturday and Sunday consultation is available by calling Public Safety at 410-337-6111. The victim will be referred immediately to the counselor on call. Victims may also contact the college chaplain, Cynthia Terry at 410-337-6048.

Alternatively, victims may contact Turn Around in Towson for counseling (daytime general information 410-377-8111 or 837-7000; 24-hour hotline 410-828-6390). Turn Around is the nearest state-designated rape crisis program. It may be important to talk

with a counselor who is trained to assist rape victims about the emotional and physical impacts of the assault.

G. What to Do, Preservation of Evidence

It is extremely important to preserve all evidence of a sexual assault if a criminal prosecution is to be considered. Victims of sexual assault who may wish to consider criminal prosecution should immediately contact Public Safety. Victims should follow these procedures:

- *Call Public Safety immediately. This is important for your protection, and for prosecution: evidence of sexual assault by medical examination is most effectively obtained within 72 hours of the assault. Reporting the assault can also help you regain a sense of personal power and control, and can help ensure the safety of other potential victims.*
- *If you are in a secure environment (such as your room), lock the door and wait for Public Safety to arrive.*
- *Do not disturb the area, room, or vehicle where the offense was committed.*
- *If you feel unsafe, call a friend, family member, or someone else you trust and ask her or him to stay with you. If the assault occurred in your room, do not allow anyone to enter. Once your support person has arrived, secure the door and go to a safe area.*
- *Preserve all physical evidence of the assault. Do not bathe, shower, douche, brush your teeth or eat or drink (this can be done after a medical examination). Do not wash or throw away any articles of clothing worn during the assault. Place the items in a paper bag (plastic may break down the evidence), with each separate item in a separate bag if possible. Paper bags are available from Public Safety.*
- *Try to remember any helpful details that may lead to the identification of the person responsible, such as scars, marks, jewelry, dress, language, approximate height in comparison to your own, vehicle description, and tag number.*

H. Medical Attention

It is the victim's option to be taken to a local hospital for a medical examination:

1. to be examined for injuries, semen, vaginal secretion, and disease,
2. to have evidence collected for prosecution,
3. to receive immediate counseling and referral service.

Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted diseases and the possibility of pregnancy resulting from the sexual assault. If you suspect that you may have been given a rape drug, such as rophynol ("roofies"), ask the hospital or clinic where you receive medical care to take a urine sample.

The dean on call or designee will accompany and assist student victims at the hospital. Turn Around in Towson (24-hour hotline 410-828-6390) also offers "ER companion" advocates who will escort a victim to the hospital. Victims of sexual assault shall also receive full and prompt cooperation from campus personnel in obtaining appropriate medical attention, including transporting the victim to the nearest designated hospital. Any victim desiring transportation to the hospital should contact Public Safety, which will arrange for transportation.

Greater Baltimore Medical Center (GBMC) is the nearest hospital equipped with Maryland State Police Sexual Assault Evidence Collection Kits.

I. Special Disciplinary Procedures for Sexual Assault

The college may institute disciplinary procedures against an accused student, faculty member, or employee regardless of whether any criminal charges are filed. Persons accused of sexual assault may be removed from campus pending disciplinary action or criminal procedures to avoid additional conflict within the community and to protect the safety of all those involved and of the campus community.

Disciplinary procedures pursuant to this policy (see section X) may be instituted by the victim or by the college. If a criminal charge is filed, the college's general counsel shall determine whether action under this policy should be delayed pending the outcome of the criminal case. The college need not await the outcome of any criminal proceedings

before taking action under this policy. If a student or employee is found guilty of, or pleads guilty to, a rape charge in a criminal case and no appeal is filed within the appeal period, the student shall be immediately expelled from Goucher or the employee shall be immediately terminated without further investigation or hearing. If a student or employee is found guilty of, or pleads guilty to, any other charge of sexual assault in a criminal case and no appeal is filed within the appeal period, the student may be immediately expelled or the employee may be immediately terminated without further investigation or hearing. Such individuals may not return to campus.

VIII. SEXUAL HARASSMENT

A. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or an individual's participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment on the Goucher campus.

Such conduct is a violation of this policy and may be a violation of federal law.

B. Types of Sexual Harassment

- *Quid Pro Quo Harassment*
Quid pro quo sexual harassment may occur when anyone in an institutional position of power or authority over another uses any academic or supervisory reward (withholding of appropriate grades, promotion, evaluation, etc.) to subject such other person to unwanted sexual attention or to subject such other person to verbal or physical conduct of a sexual nature. Examples of relationships involving institutional positions of power or authority include but are not limited to, department chair to faculty member, teacher or teaching assistant to student, supervisor to employee, and administrator to staff or student.
- *Hostile Environment Harassment*
Sexual harassment may also occur when unwelcome sexual advances, requests for sexual favors, inappropriate displays of sexually suggestive material and other verbal or physical conduct of a sexual nature unreasonably interfere with an individual's work or academic performance or create an intimidating, hostile, or offensive campus environment. Such conduct may create a hostile environment for individuals other than those at whom the conduct is directed. Hostile environment harassment includes peer harassment, such as student-to-student or colleague-to-colleague.

To constitute a hostile environment, the harassment must be sufficiently severe or pervasive to affect the conditions of the complainant's employment, academic standing or participation in an educational program or activity, and must create an offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment, but generally do not unless the conduct is quite severe. Even instances that may not constitute a hostile environment should, however, be addressed under the Informal Procedures of this policy, so that they are not repeated.

C. Examples

Examples of conduct prohibited by this policy include, but are not limited to:

- insults of a sexual nature, including lewd, obscene, or sexually suggestive displays, remarks or conduct;
- unwanted patting, pinching, hugging, or other touching;
- sexist remarks and sexist behavior;

- unwelcome flirtation, advances, inappropriate social invitations or unwanted requests for sexual favors;
- unwanted discussions of sexual matters;
- requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment.

IX. CONSENSUAL RELATIONSHIPS

A. General

Persons in positions of power or authority over others should be aware of and sensitive to the problems that may arise from apparently consensual relationships with their subordinates. The power differential inherent in such relationships may compromise free choice. Any perceived abuse of authority diminishes trust and respect among members of the college community. For example, others not involved in the relationship may believe they are being treated or evaluated unfairly as a result of the relationship. Claims of sexual harassment may emerge, from the subordinate person in the relationship or from third parties.

Accordingly, all members of the college community are expected to maintain appropriate professional relations with one another. Moreover, Goucher College specifically prohibits consensual sexual relationships between members of the college community when one of the individuals involved has professional influence or authority over the other. Even in the absence of such influence or authority, consensual sexual relationships of faculty or staff with students undermine significant educational goals of the college, and may lead to difficulties for the parties.

The existence of professional influence or authority is determined on a case-by-case basis.

B. Relationships with Students

1. Professional Influence or Authority.

An individual may be found to have professional influence or authority over a student when that individual teaches, supervises, or evaluates the student in any capacity, teaches in a department in which the student is a major, serves as a counselor or academic advisor, or has influence over the student's academic or monetary awards, employment, housing, participation in athletics or any other college activity.

2. Faculty Relationships with Students.

When a consensual sexual relationship exists or develops between a faculty member and a student over whom he or she has professional influence or authority, the faculty member shall promptly report the existence of the relationship to the provost. With the provost's assistance, and in a manner that causes the least detrimental effect for the student, the faculty member shall take steps to remove himself or herself from the position of power or authority, including any supervisory, evaluative, advisory, or other pedagogical relationship with the student. Because such steps may deprive the student of educational, advising, career, or other opportunities, may jeopardize the faculty member's position at the college, and may inconvenience or cause undue hardship to other members of the college community, both parties should be mindful of the potential costs before entering into a sexual relationship.

3. Staff Relationships with Students.

When a consensual sexual relationship exists or develops between a staff member and a student over whom he or she has professional influence or authority, the staff member shall promptly report the existence of the relationship to the director of Human Resources. With the director's assistance, and in a manner that causes the least detrimental effect for the student, the staff member shall take steps to remove himself or herself from the position of power or authority, including any supervisory, evaluative, or administrative relationship with the student. Because such steps may deprive the student of educational, employment, extracurricular, or other opportunities, may jeopardize the staff member's position at the college, and may inconvenience or cause undue hardship to other members of the college community, both parties should be mindful of the potential costs before entering into a sexual relationship.

Subject to the appropriate approvals, an individual department or office within the college may implement more restrictive policies for its employees, according to the special nature and requirements of their employment. For example, Public Safety, Athletics, and Community Living prohibit their employees from dating students.

C. Relationships between Faculty and Staff

1. Professional Influence or Authority. An individual may be found to have professional influence or authority over a faculty or staff member when that individual supervises or evaluates performance, or recommends or awards salary, reappointment, promotion, or tenure of the faculty or staff member.
2. When a consensual sexual relationship exists or develops between a faculty or staff member and a member of the faculty or staff over whom he or she has professional influence or authority, the person with professional influence or authority shall promptly report the existence of the relationship to either the provost, in the case of faculty; or the director of Human Resources, in the case of staff. With the assistance of the provost or director, and in a manner that causes the least detrimental effect for the other person, the faculty or staff member shall take steps to remove himself or herself from the position of power or authority. Because such steps may adversely affect the other person in the relationship, may jeopardize the position at the college of the person with influence or authority, and may inconvenience or cause undue hardship to other members of the college community, both parties should be mindful of the potential costs before entering into a sexual relationship.

D. Discipline

Failure to comply with this policy or to self-report the existence of a relationship as required by this policy is considered sexual misconduct, and will be subject to the appropriate disciplinary procedures. Sanctions may result, up to and including suspension without pay or dismissal.

X. PROCEDURES

Goucher College wishes to protect the rights and the integrity of all members of its community. This includes the right of individuals to be free from sexual misconduct. Any person who feels that he or she has been subjected to sexual misconduct as defined in this policy may choose to implement either the informal or formal procedures described below. These procedures should be followed in as confidential and sensitive a manner as possible in order to protect all of the individuals involved.

The persons charged with handling and investigating sexual misconduct complaints may consult with the General Counsel at any point during the informal and formal process.

A. Campus Protective Order

Any person who brings a complaint of sexual misconduct under this policy may seek a campus protective order pending administrative disciplinary action. Campus protective orders are written orders issued by the director of Public Safety to the accused, that restrict or prohibit contact with the complainant or impose such other restrictions as may be appropriate. Requests for campus protective orders may be made to the administrator handling the complaint, who will consult with the director of Public Safety. Complainants may also seek protective measures from outside law enforcement agencies.

B. Changes in Housing, Class, Internship, Office, or Work Assignment

Any student who brings a complaint of sexual misconduct under this policy may request a change in housing (i.e. a new room assignment in the residence halls), class assignment (i.e. a change to a different section of a course), or internship placement (i.e. a change to a different intern site) so that the student will be removed from the influence of the accused. Such requests may be made to the administrator handling the complaint, who will consult with the appropriate individuals and grant the request if alternative arrangements are reasonably available.

Any faculty or staff member who brings a complaint of sexual misconduct under this policy may request a change in office location or in work assignment so that the person will be removed from the influence of the accused. Such requests should be made by faculty to the provost and by staff to the director of Human Resources, and will be granted if alternative arrangements are reasonably available.

C. Informal Procedure

Note: The informal procedure is generally not appropriate for and will not be implemented in cases of sexual assault.

When an incident arises in which a person feels that he or she has been subjected to sexual misconduct as defined in this policy, the situation should be addressed as soon as possible. In many cases, informal actions can be taken that will effectively stop the misconduct. The person may choose to confront the offender, making it clear that he or she does not want any further incidents to occur. If this does not stop the misconduct, or if the person does not feel that he or she can confront the offender or needs help in the process, any one of the following administrators may be contacted:

- provost or associate academic dean, when the offender is a faculty member
- dean of students, associate dean of students, or director of community living when the offender is a student
- director of human resources, when the offender is a staff member
- director of public safety

The administrator can provide the person with support and advice on how to confront the accused and how to discourage any further misconduct. At the person's request, the administrator may also intervene directly with the accused. In such cases, the administrator will provide the accused an opportunity to respond to the allegation, then after discussions with both parties may attempt to mediate or suggest another person to mediate a solution, which may result in a written agreement between the parties. In appropriate cases, other remedial action may also result.

Both parties in the informal process may have an advisor present throughout the process. The administrator will make every effort to resolve informal complaints in a timely manner.

At any time either party may end the informal process and begin the formal complaint procedure. The formal procedure may also be implemented if the informal complaint procedure has been exhausted without resolution satisfactory to the complainant.

D. Formal Procedure

Prompt reporting of a complaint of sexual misconduct as defined in this policy is strongly encouraged, as it facilitates a faster resolution. Ordinarily, formal complaints of sexual misconduct must be filed under these procedures within four years of the date when the incident is alleged to have occurred. However, there may be instances where the person making a complaint is reluctant to report the alleged misconduct within four years. The administrator with whom the complaint is filed is authorized to process a complaint of sexual misconduct after the four-year period when such administrator is satisfied as to the adequacy of the complainant's written explanation of the delay in reporting the complaint. An individual, such as a former student or former employee, who has left the Goucher community may bring a complaint within the four year period for misconduct that occurred while the individual was a member of the Goucher community.

There may be situations or circumstances when a member of the college community is subjected to sexual misconduct but does not wish to come forward or pursue a complaint, or when a person observes sexual misconduct directed at another member of the college community. Goucher College will do all it can to respect the victim's wishes, but may proceed to address allegations of sexual misconduct if and when college administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the victim or other members of the community.

1. Complaint Panel: Formal complaints of sexual misconduct will be received and decided by a three-person panel. Two panel members and one alternate member shall be appointed for two-year terms by the president of the college. For the 2007-2008 academic years, appointed panel members are Lesley Brown (faculty), Brian Fortman (staff), and alternate Frederick Mauk (faculty and associate dean).

In addition to the two appointed members, each panel shall include one of the following administrators:

- the dean of students, when the accused is a student;
- the provost, when the accused is a faculty member;
- the director of Human Resources, when the accused is a staff member

The alternate member shall serve on a panel when one of the appointed members is unavailable or must be recused from a particular case due to conflict of interest. All panel decisions shall be made by majority vote.

2. Filing a complaint: All formal complaints of sexual misconduct must be made in writing by the complainant, and describe the particulars of the alleged misconduct. Complaints may be filed with any of the appropriate panel members.
3. Notice to accused: The person accused of sexual misconduct is notified in writing and in person (if feasible) of the complaint and investigation, and is provided with a copy of the written complaint.
4. Investigators: The panel shall promptly appoint two individuals to conduct an investigation of the complaint. One of the investigators shall be female and one shall be male. At least one investigator shall be a faculty member when the complaint is against a faculty member. The director of Public Safety or his or her designee shall be one of the investigators for complaints of sexual assault. To the extent possible, no investigator appointed by the panel shall be a direct supervisee of any panel member.
5. Investigation: The complainant and the accused shall each be interviewed by the two investigators and may have an advisor with them for the meeting. Both parties may present documents, the names of witnesses, and other evidence to the investigators. The accused may not be present for the complainant's interview unless the complainant consents, and vice versa. The investigators, either alone or together, may also interview other witnesses and consider other evidence.
6. Report and Recommendation: In a timely manner, but barring special circumstances no later than one month from the date the complaint is filed, the investigators shall make a report with recommendations to the panel. The report shall describe the investigation and all relevant evidence obtained in the investigation, provide support for the conclusions drawn by the investigators, and make recommendations for sanctions or other remedial action as appropriate.
7. Distribution of Report: The parties shall be provided a copy of the investigators' report with recommendations. However, a redacted copy or summary of the report will be provided when necessary to protect privileged information or the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA).
8. Response: Both parties shall be given the opportunity to respond to the report and recommendation before the panel. Such response may be in writing or in person, and shall be made within the timeframe established by the panel.
9. Decision: The panel shall review the investigators' report and recommendation, and any responses made by the parties. The panel will then issue a written decision that includes the imposition of sanctions, if appropriate. In determining sanctions, the panel will take into account any previous violations of this policy.
10. Distribution of Decision: If the accused is a college employee, copies of the written decision are provided to the complainant and the accused to the extent permitted by the provisions of FERPA. If the accused is a student, a copy of

the written decision is provided to the accused to the extent permitted by the provisions of FERPA and as required by the Clery Act. In such cases the complainant shall also be advised of the panel's decision to the extent as permitted by the provisions of FERPA.

11. Sanctions: If the panel determines that the accused has violated the sexual misconduct policy, the appropriate administrator (dean of students, provost, or director of Human Resources) shall implement any sanctions imposed by the panel. When the accused is an employee other than a faculty member, the director of Human Resources shall institute sanctions together with the accused's supervisor and/or department head. Sanctions may include, but are not limited to:
 - a. for student violations an oral warning, a written letter of warning, a letter of reprimand, mandatory attendance of an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignments, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension for up to one year, or expulsion from the college;
 - b. for faculty violations an oral warning, a written warning, a letter of reprimand, mandatory attendance of an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, reassignment, denial of salary increase, suspension without pay, or dismissal;
 - c. for violations by employees other than faculty members an oral warning, a written warning, a letter of reprimand, mandatory attendance of an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, reassignment or transfer to another department, denial of salary increase, suspension without pay, final written warning, or termination.

The sanctions described in this policy are not exclusive of and may be in addition to other actions taken or sanctions imposed by outside authorities.

12. Appeals: Either party may appeal the panel's decision to the president of the college. Appeals may be based only on the ground that proper procedure was violated and the procedural error caused material prejudice to the complainant's or accused's case, or that new and relevant evidence has arisen that was not reasonably available at the time of the hearing and that would have a material effect upon the outcome of the case.

Appeals must be submitted in writing within seven business days after the panel's decision is issued, and must state the specific reason(s) for the appeal. The non-appealing party shall be provided a copy of the appeal, and shall be given the opportunity to submit a written response within five business days of receiving the appeal.

The president may affirm, reverse, or modify the decision of the panel, or may remand the decision to the panel for further consideration. The president's decision shall be in writing, and shall be issued within 15 business days of the date the appeal is submitted.

This is the exclusive process for appeal in cases of sexual misconduct. No administrative processes otherwise available to faculty, staff, or students may be used for appeal of a decision brought under this policy.

13. Complaints against persons who are not Goucher students or employees: Complaints against students from other institutions or other campus visitors should be reported to the director of Public Safety, who shall investigate the complaint and take appropriate action.

Complaints against employees of entities that do business with Goucher should be reported to the director of Public Safety, who will investigate the complaint and take appropriate action.

Complaints against individuals at internship sites should be reported to the associate director for internships, who in consultation with the director of Career Development will investigate the complaint and take appropriate action.

Complaints against individuals at international study sites should be reported to the resident director or to the site's international student officer, and to the associate director of International Studies, who in consultation with the associate dean of International Studies will investigate the complaint and take appropriate action.

**XI. PROTECTION FOR
COMPLAINANTS AGAINST
RETALIATION**

Threats, intimidation, and retaliation against a complainant for bringing a sexual misconduct complaint are violations of this policy and thus may be grounds for disciplinary action.

The college will take steps to protect students and employees from reprisal by the accused. Such protection will need to be appropriate to the individual's circumstances. For students, this may include the opportunity to drop a course, transfer to another section, complete the course independently, have a pass/fail option, have a third party grade the work, have another person assigned to write recommendations or references on behalf of the student, have another person assigned as an advisor to the student. For employees, such protection may include having a third party conduct the annual evaluation or the option to transfer to another department, if feasible.

XII. FALSE CHARGES

The purpose of this policy is to promote and maintain an environment at Goucher College that is free from sexual misconduct. Any member of the college community who believes that he or she has been subjected to sexual misconduct is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual but ultimately of the entire college community. However, false charges of sexual misconduct undermine the purpose and effectiveness of this policy. Accordingly, persons who knowingly make false charges of sexual misconduct may be subject to disciplinary action. Allegations of false charges must be reported within six months of the date the complaint was brought. Such allegations may be reported to the administrator handling the complaint, who shall investigate the allegations and take any appropriate action. The failure of a complaint to result in a finding of sexual misconduct is not alone evidence that the charges were knowingly false.

**XIII. INFORMATION
CONCERNING
REGISTERED SEX
OFFENDERS**

As required by the Campus Sex Crimes Prevention Act, the college community is advised that law enforcement agency information provided by the State of Maryland concerning registered sex offenders may be obtained at the following web site: <http://www.dpscs.state.md.us/onlineserivs/sor/>. In addition, the Baltimore County Police Department provides Goucher's Office of Public Safety with notice of registered child sex offenders who reside in Baltimore County. This information is available for review upon request by all members of the college community.

APPROVED BY GOUCHER PRESIDENT SANFORD J. UNGAR
ON AUGUST 6, 2003. Amended as of Spring, 2007