

Campus Safety Annual Security and Fire Safety Report

(ASFSR) Includes Policy Statements for the 2023-2024
Academic Year and Crime Statistics for Calendar
Years (CYs) 2020, 2021, & 2022

October 1, 2023

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I. PREPARING THE ANNUAL SECURITY REPORT

This report is published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. The report summarizes crime prevention policies and refers the reader to the sources of the complete policies. The report also includes reports of crime statistics on campus geography. The Annual Security Report is prepared under the direction of the Director for the Office of Campus Safety, with assistance from the offices of residential living, athletics, global studies, student counseling and student health.

The procedures for preparing the annual disclosure of crime statistics in this Report include requesting Clery-reportable statistics from the Baltimore County Police Department for the Goucher campus. To the extent practicable, the college will make a good-faith effort to request crime statistics for non-campus locations used on a short-term basis, such as for overnight athletic trips and short term study abroad trips, from the law enforcement agency that has primary jurisdiction for that location.

NOTE: The Office of Campus 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. **The college's Annual Fire Safety Report can be found on page 63 of this report.**

II. OFFICE OF CAMPUS SAFETY MISSION STATEMENT

The Goucher College Office of Campus Safety exists to support the educational mission of Goucher College. Its staff members are committed to providing high quality, community-oriented campus safety services that facilitate the provision of educational services to the students of the college. The office strives to protect the rights and safety of all members of the campus community, and uses problem-solving strategies to address the security concerns of students, employees and guests.

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

All members of the Campus Safety staff pledge to conduct themselves in a manner that demonstrates their commitment to Goucher's five community principles:

- A. **Respect:** We will treat everyone within our community with respect and learn from our differences. When conflicts arise, we will work together to come up with mutually beneficial resolutions. We also commit to respect and protect the environment on our campus and in the world.
- B. **Inclusion:** We will acknowledge and embrace the unique gifts and differences of our community members. Furthermore, we seek to include those who may feel excluded.
- C. **Communication:** We will communicate with the intent to listen and learn from others while placing a premium on maintaining a safe space for those involved. We will create opportunities for dialogue so that a variety of voices can be heard.

- D. **Service and Social Justice:** We value active participation in bettering the Goucher community as well as those communities beyond the college where we live, work, and serve. In addition, we seek to understand the issues of privilege and oppression that exist in these communities.
- E. **Responsibility:** We understand that we are accountable for our own actions, opinions, and beliefs, and for ensuring that our actions are conducive to the safety and well-being of others.

III. OFFICE OF CAMPUS SAFETY LAW ENFORCEMENT AUTHORITY AND JURISDICTION

The Office of Campus Safety has the authority to respond to all campus emergencies, conduct investigations, issue Goucher College identification cards, and maintain the vehicle registration and parking enforcement programs. Campus safety officers are non-sworn officers and do not possess arrest powers. Criminal incidents are referred to the Baltimore County Police Department (BCoPD), which has jurisdiction over the campus.

Effective July 1, 2022, Goucher College contracted with Securitas Security Services USA to provide campus safety services. The Office of Campus Safety was fully staffed by Securitas Security Services employees and consisted of an Account Manager, a Site Supervisor, and a varying number of Security Advisors. Advisors are on duty at the communications desk and on on-campus patrol, by vehicle and on foot, 24 hours a day, 365 days a year. The office reports to the Vice President for Operations, and is located in the lower level of Heubeck Hall, opposite the Office of Residential Life. Any and all on-campus emergencies, criminal activity, suspicious conditions, subjects, or vehicles should be reported immediately.

Securitas Security Services USA remains to serve as our staffing provider for the Campus Safety Department, currently on a month-to-month contractual agreement. The Director of Campus Safety, Assistant Director, and Operations Manager are employees of Goucher College.

Members of the Office of Campus Safety are trained and certified in First Aid, Cardiopulmonary Resuscitation (CPR), NARCAN administration, and the use of Automated External Defibrillation (AED) devices, and receive ongoing training.

IV. RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AUTHORITIES

In August, 2019, Goucher entered into a Memorandum of Understanding with the Baltimore County Police Department (BCoPD) to clarify the working relationship between BCoPD and Goucher, and to enable an effective, prompt and, where possible, coordinated response to incidents of alleged sexual assault. Although Goucher does not have a formal written agreement or memorandum of understanding with law enforcement agencies to investigate other alleged criminal offenses, Goucher officers maintain a close working relationship with BCoPD, which services the campus and is a nationally accredited police agency. Criminal incidents are reported to this agency. BCoPD should inform the office of campus safety whenever a situation is reported to the police that may warrant an emergency response or timely warning on campus. Goucher also works closely with the agency to monitor local crime trends that may affect the Goucher community. Goucher College occasionally works with other law enforcement agencies, including the Federal Bureau of Investigation and the Department of Homeland Security.

V. REPORTING CRIMINAL ACTIVITIES AND EMERGENCIES

Campus policy encourages every member of the campus community to report a crime promptly to the Office of Campus Safety, including in situations where the victim of a crime elects to, or is unable to, make such a report. Students, faculty, staff, and guests of Goucher College are encouraged to immediately report emergencies, criminal activity, any suspicious conditions, subjects, or vehicles to the Office of Campus Safety at x6111 from an on-campus telephone, or 410-337-6111, from a cell phone, activation of a blue-light phone, or use the Campus Shield App. Officers will conduct a thorough investigation of all incidents and offenses. The identity of complainant(s), victim(s), and witness(es) will be kept as confidential as is reasonably possible.

VI. CONFIDENTIAL REPORTING

Community members who want to make a confidential report of a crime may do so through Goucher's Silent Witness Program. Details about that program and a form to submit information confidentially can be found on the [website](#). This form is not intended for emergency use. Community members should report crimes in progress or emergency situations to Campus Safety at x6111 (410-337-6111).

Community members may also report crimes confidentially to campus "Pastoral Counselors" and campus "Professional Counselors," as defined below. These individuals may report crimes to the college on a voluntary basis without including identifying information but, as a matter of policy, they are not required or encouraged to do so. In some situations, however, the campus counselors may be required by law to report a crime, so persons being counseled should ask them about this before disclosing information that they wish to keep confidential. The college does not have procedures that would require campus counselors, at their discretion, to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report and Web-based report to the Department.

- A. **Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher, this includes the Chaplain and the Director of Hillel.
- B. **Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Counseling Center.

VII. EMERGENCY PHONES ON CAMPUS

The college has emergency phones strategically placed to assist community members in the event of an emergency. These phones are easily identified by the 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 Campus Safety, and will give the on-duty desk officer the location of the problem.

VIII. NON-CAMPUS STUDENT ORGANIZATIONS

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

IX. SECURITY OF AND ACCESS TO CAMPUS FACILITIES

The Goucher College campus is private property. Trespassers may be prosecuted and/or barred from campus.

Unless otherwise warranted, the back service drive entrance to Goucher's campus is closed to vehicular traffic. Vehicular traffic may only enter campus through the front gate (main) entrance, located on Dulaney Valley Road. The back entrance is open to bicycles and pedestrian traffic between 7 a.m. and 7 p.m. daily.

Automated Front Gate Entry

There are three gate arms installed at the front entrance of campus. Two arms at the entry and one at the exit. The **far right entrance** lane is designated for all **active One Card holders**, while the left entrance lane (closest to the gatehouse), is for all campus visitors. Everyone entering through the One Card holder entrance must tap their One Card to allow entry. Attempting to enter without tapping is strictly prohibited. **You do not need to tap in order to exit.** The exit gate is sensor operated and once you pull close enough to the gate, the arm will automatically lift.

A. After-Hours Guests

When the college is in full academic session, campus safety officers monitor all incoming vehicular traffic at the Gate House from 9 p.m. to 5 a.m. These officers may assist with traffic control during special events and serve as an informational resource for the community's guests and as a deterrent to trespassers.

After 9 p.m., all visitors 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 Security Advisors.

Guests are the responsibility of their host and must register with the Office of Residential Life if the guest is staying on campus overnight. Students expecting a guest after 9 p.m. must contact the Office of Residential Life and give their 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: Failure to advise Residential Life of an expected after-hours guest after 9 p.m. may result in the guest being denied campus entrance at the Gate House.*

B. Security Cameras

Goucher maintains security cameras at various locations on campus, including the Athenaeum, the Dorsey Center, the Sports and Recreation Center, the Gate House, and residence halls.

C. General Policies

The security and safety of the college's students and employees is a shared community responsibility.

1. Access policies and permissions will be structured such that all members of the community will be granted access to buildings and rooms as required to perform the duties of their position or complete their academic requirements.
2. Granting or rescinding access to a building or area will require the written authorization of a program director, or divisional head.
3. Accountability will be maintained and both the individuals granted access and the individual authorizing access would share in the responsibility for the access.
4. On a temporary basis, changes to these policies can be made by the director of campus safety. Permanent modifications to these policies and procedures will be made only with the approval of the president's cabinet.
5. The [academic and residential calendar](#) will be the official campus calendar for determining official open and closed dates.
6. 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 Student Code of Conduct.
7. Keys and cards to access Goucher facilities are the property of the college.

X. SECURITY CONSIDERATIONS USED IN CAMPUS FACILITY MAINTENANCE

With the cooperation of Office of Campus Safety and Office of Residential Life, frequent tours of the campus are conducted to identify potential security/safety problems, such as burned-out lights, broken windows, and malfunctioning locks. The local fire marshal also makes periodic inspections of all campus facilities. The Office of Campus Safety sends the Office of Facilities Management Services (FMS) an on-line work request if any safety deficiencies and fire-code violations are observed by campus safety officers during their tours of the campus. FMS gives the highest priority to repairing/replacing all safety deficiencies and to rectifying any fire code violations.

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

XI. BUILDING AND ROOM SECURITY AND ACCESS POLICIES

A. Administrative Buildings

Administrative buildings will normally be opened for general access Monday through Friday from 8 a.m. to 5:30 p.m. At all other times, access will be limited only to authorized employees and students.

B. Academic Buildings

Academic buildings will normally be opened for general access Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. until 8 p.m. After 8 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

classes are not in session, academic buildings will generally follow the same policies as administrative buildings. Note: All after-hours admissions will be coordinated through the Office of Campus Safety.

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

C. After-Hours Building Access for Students

After 8 p.m. and on weekends all academic buildings will be locked. 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., a faculty member) stating the student(s), location, date, and time period allowed in area.
2. Student(s) authorized to use any area after hours must be accompanied by another person.
3. Student(s) authorized to use any area after hours are not allowed to be anywhere other than specified location.
4. The Office of Campus Safety is to be notified by student(s) when they are finished using any area after hours.

D. Residence Halls

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.

E. The Athenaeum

The Athenaeum will be open for general access based on the schedule approved by the librarian. Access to the library at other times will be limited to authorized employees.

F. Decker Sports and Recreation Center

The Decker Sports and Recreation Center and athletic facilities will be open to only the Goucher Community for general access based on the schedule approved by the director of physical education and athletics. Access to the center and facilities at other times will be limited to authorized employees.

G. Students

Access to residence halls is restricted to only those residents residing in that house.

All students will have access to the lounge area outside of the Office of Student Engagement suite in Mary Fisher to hold club meetings and/or plan student/social activities/events.

1. Commuting students will have access to the Jones Commuter Lounge, located in the Athenaeum on the Forum level.
2. 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 to the Office of Campus Safety by the instructor and will be limited to students currently enrolled in the course.

These special access privileges for students will be revoked at the end of each semester.

3. 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.

XII. 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 Campus 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 the 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.

A. 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. All returning sophomores, juniors, and seniors are requested to retain their current identification cards, which will be validated by a Campus Safety Advisor upon the completion of the registration process with Student Administrative Services.

B. 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.

C. Obtaining OneCard Photo Identification Cards and College-Issued Keys

OneCard ID cards may be obtained from the Office of Campus Safety at any time, upon satisfactory proof of identification.

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

Facilities Management Services issues all keys to administrative or academic areas and determines any fees or expenses relating to their replacements. Keys may be obtained from FMS Monday through Friday from 9 a.m. to noon and 1 to 4 p.m. If a key needs to be replaced, up to three working days will be needed.

D. Duplication

Reproduction of One Cards or college-issued keys by anyone other than authorized employees in FMS or the Office of Campus Safety is prohibited.

E. 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 by the director of human resources during the exit interview. The Office of Campus Safety will remove all permissions and privileges upon a student or employee's departure.

XIII. CAMPUS SAFETY ESCORTS ON CAMPUS

Community members may request an escort to any on-campus destinations during the hours of darkness (from dusk to dawn). Campus 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:

- Call Campus Safety at 410-337-6112 or Press the "Safety Escort" button on the Campus Shield app. and tell the desk officer your name and starting and ending destinations.
- First-year students who are driving onto campus may request an escort from the North Student Lot, through the Gate House officer.
- Wait at the designated location and show the officer your ID card upon request.
- Be patient. Officers are often handling other calls when escort requests are received.

The names of all people escorted, their destinations, and the beginning and ending times of the escort are recorded for the protection of the students and officers.

XIV. OFFICE OF RESIDENTIAL LIFE

The Office of Residential Life staff consists of a director, two assistant directors, and a varying number of residential life coordinators. 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 resident assistants (RAs), who are students selected following an extensive interview process. The RAs 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 RA 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. RAs report any potentially threatening concerns to the Office of Campus Safety. RAs and students are educated on, and encouraged to attend to security issues to ensure a safe and enjoyable environment. In addition, the Office of Residential Life has a 24/7 professional on-call team.

XV. PERSONAL SAFETY TIPS

The following addresses an area of utmost importance to Campus Safety: personal safety. All community members are encouraged to read this section carefully and follow these tips in their everyday lives.

A. Relationships

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean “no,” say “NO.” Do not allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
- Do not 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 a dating activity and location, for example.
- Be alert to diminished awareness caused by alcohol and drugs.
- Do not allow others to violate your personal space.

B. Residence and Work Areas

- **Lock your room/apartment/office door whenever you leave, even if you are just going out “for a minute.”**
- Take care of your keys. Do not 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 Campus 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 Campus Safety immediately (410-337-6111) of any emergency, criminal activity, suspicious conditions, or suspicious subjects.

C. Campus Grounds

- Avoid taking shortcuts through isolated areas.
- Do not go for a “nature walk” through the woods alone; always use the “buddy” system.
- 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. Again, use the “buddy” system.

- Call the Office of Campus Safety for on-campus escorts from dusk to dawn.

D. 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 talk.
- Report all obscene or annoying phone calls immediately.

E. 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 is 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 them to call the police. Sound the horn if you feel threatened.
- If you see a suspicious vehicle or someone driving recklessly on campus, notify the Office of Campus Safety immediately.

XVI. PROPERTY SECURITY TIPS

What follows are common-sense reminders for the protection of property. Community members should remember and practice these tips at all times.

- **Lock your doors – both in the residence halls and in your office space.**
- Never leave your laptop, 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.
- Do not leave easily stolen items, such as your cell phone, wallet, checkbook, or jewelry, in open view.
- Do not keep large sums of money in your room.
- Engrave your driver’s license number and state on all valuables (stereo, TV, computer, etc.) Engravers are available at the Office of Campus Safety.

- Do not engrave valuables with your 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 number registration form, which is available at the Office of Campus Safety. Include serial numbers of valuables, and the Office of Campus Safety will maintain this record for five years.

XVII. CRIME PREVENTION PROGRAM

Emergency Notifications may be sent out through the e2Campus Notification system, a free system implemented by the college that may be used to contact community members by text message, e-mail, or RSS feed in the event of a campus emergency. The college automatically enrolls students in the program and it is voluntary for other community members, who are strongly encouraged to sign up for it at www.goucher.edu/getalerts.

The Office of Campus Safety works closely with various campus groups to inform students and employees about campus security procedures and practices and how to be responsible for their own security and the security of others, and to thereby prevent crime. The Office of Campus Safety incorporates suggestions and ideas in its continuing development of better means by which to reduce, if not eliminate, the opportunity for crime on campus. To keep the Goucher community informed, the Office of Campus Safety publishes Goucher alert notifications and emergency notifications related to personal safety and property security. Social media may also be used for addressing serious or chronic problems and suggest what can be done to deter/reduce such situations. These notifications are based on information obtained through reports filed with the department, and information that the Director receives from the Baltimore County Police Department.

The department also addresses issues of personal and property safety by presenting workshops and seminars and by preparing or making publications public. Workshops, seminars, and publications include:

- A. "Safety and Security Orientation," presented annually to first-year and transfer students.
- B. Training and education programs for both students and employees with respect to sexual assault, relationship violence and stalking are described more fully at page 40, herein.
- C. The First Year Experience program for students addresses the topic of the use and abuse of alcohol and other drugs. Additionally, first year and transfer students take an on-line alcohol education course prior to matriculating at Goucher. Opioid addiction and prevention training is provided by the Goucher Health and Wellness department to all incoming first year students and resources about this topic are provided to all students.
- D. The log of reported campus crimes and incidents is updated daily and is available for review in Campus Safety.

- E. Student Counseling Services provides educational events at “GIG” (the college’s annual community celebration); and at spring break, to encourage moderation in the consumption of alcohol.
- F. The Office of Campus Safety maintains an information and resource library, located in the office vestibule area. Community members may choose from a variety of pamphlets and brochures concerning safety and security subjects.

XVIII. EMERGENCY RESPONSE, EVACUATION, AND NOTIFICATION PROCEDURES, AND TIMELY WARNING POLICY

Goucher’s [Emergency Action Plan](#) 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 and all academic and administrative buildings contain [Campus Emergency Procedures Guides](#) (The guide is a yellow flip-chart that includes instructions for responding to particular emergencies, as well as emergency phone numbers). This guide 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 Campus Safety, at 410-337-6111. It is essential that Campus Safety be contacted in addition to 911 so Campus Safety officers are able to direct emergency responders to the location of the emergency. The office of campus safety will ensure that local emergency authorities are advised of the emergency, as necessary.

A. Evacuation Procedures

Evacuation procedures are described in detail in the college’s Annual Fire Safety Report, located at the end of this Report.

B. [Emergency Notification Procedure](#)

1. **Confirmation of Emergency:** Immediate notification to the community will be made upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Whatever the situation, the Director of Campus Safety or designee has authority to confirm, as quickly as possible, if the critical incident requires an immediate emergency response and notification. The Director, in consultation with appropriate members of the community, including the office of the Vice President of Student Affairs and Campus Operations, Dean of

Students, the Title IX coordinator, facilities personnel, the Office of Communications and the Vice President of human resources, and/or local first responders on the scene of a critical incident or dangerous situation, will 1) confirm the existence of a significant emergency or dangerous situation requiring an emergency response and notification and 2) determine the content of the notification, as well as which segments of the campus population need to be advised of the emergency or dangerous situation.

Depending upon the nature of the emergency, the Director or designee will consult with local law enforcement authorities regarding the need to advise the surrounding community about the emergency, and will work with such authorities to develop and implement appropriate notification methods. The Director, or designee, will consult with the Vice President(s) and Dean of Students regarding the need to advise parents and guardians of students, and with the Vice President for Human Resources regarding the need to advise family members of other community members, regarding the emergency, and the method by which such segments of the community will be notified.

The following factors will be considered in making this determination and determining the appropriate content:

- **Building Evacuation:** Individual buildings on campus should be evacuated when conditions are safer outside than inside the building. This may include fires, HAZMAT and explosion emergencies, natural gas leaks, unplanned utility outages, bomb threats, and any other situations in which emergency personnel direct evacuation.
 - **Campus Evacuation:** The entire campus should be evacuated when conditions are safer away from, than on, the campus. Depending on the circumstances, this may include any of the situations noted for building evacuation, as well as approaching severe weather conditions or emergencies affecting a large area of the campus or surrounding area.
 - **Lockdown:** The campus or portions thereof should be locked down to protect community members from potential dangers in particular buildings, on campus generally, or in the adjacent areas. This may include criminal or violent acts committed on campus or in the areas adjacent to campus.
 - **Shelter in Place:** Sheltering in place should be implemented when conditions are safer on campus than off campus, such as tornado warnings or severe weather conditions, certain hazmat emergencies, some civil disorders, and nearby hostage or terrorism incidents.
2. **Notification of Emergency:** Upon confirmation of an emergency that meets the definition above, the Director of campus safety or designee will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Director of campus safety or designee, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Director of Campus Safety and other trained personnel are authorized to disseminate the emergency notification and will do so without delay.

The Director of Campus Safety or designee shall have final authority whether to issue an emergency notification.

C. Timely Warning Policy

A **TIMELY WARNING** may be issued if a Clery Act crime occurs on Goucher's campus, including student residences, non-campus buildings or property, and public property as defined in Goucher's Clery report. If any Clery crime is committed on Goucher's Clery geography and 1) is reported to Goucher's campus safety office or to a local law enforcement agency and 2) is considered by Goucher's office of campus safety to represent a serious or continuing threat to students or employees, Goucher's director of campus safety or designee will authorize the issuance of a timely warning in order to aid in the prevention of similar occurrences. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to the office of Campus Safety or a Campus Security Authority.

In order to determine if timely warning is required, and to determine the content of the warning, the Office of Campus Safety may consult with all relevant outside authorities, including local emergency responders, and with offices on campus, including the Office of the Vice President and Dean of Students, legal counsel, the Title IX coordinator, facilities personnel, the office of communications and the department of human resources. If time permits, the president's office will be consulted prior to issuing the warning. Trained personnel are authorized to disseminate a timely warning.

The decision to issue a timely warning will be made on a case-by-case basis. In determining whether to issue a Timely Warning, the college will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the college community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the campus community and (e) the risk of compromising law enforcement efforts. Typically, alerts are not issued for any incident reported that is older than (10) days from the date of occurrence, as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

The reasons the college does or does not issue a Timely Warning for any Clery Crime reported to the college will be documented on a Timely Warning Determination form and maintained by the office of Campus Safety for at least seven years.

Confidentiality of victims: *When issuing a timely warning with respect to a crime or hate crime, Goucher will withhold as confidential the name and other personally identifying information or personal information about the victim, to the extent possible while balancing the need to ensure the safety of the campus community.*

Goucher Alert Notices

A Goucher Alert Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive or considered to be a continuing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not meet the requirements or specifications for distribution of a Campus Safety Alert, as outlined above.

D. Status Update/All Clear

A **status update/all clear** is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An **all clear** notification indicates that the emergency or threat has been contained. The Director of Campus Safety or their designees are authorized to issue **status update/all clear** notifications. The Director of Campus Safety or designee shall have final authority whether to issue a **status update/all clear**.

E. Methods of Notification:

Trained personnel who may issue emergency notifications and timely warnings at the direction of authorized individuals include the following positions:

- Director of Campus Safety or trained designee
- Assistant Director of Campus Safety
- Campus Safety Operations Manager
- Vice President of Operations
- Vice President for Information Technology

Designees include the following positions:

- Campus Safety Security Advisor
- Campus Safety Site Supervisor

Systems Activated: Trained personnel, under the direction of the director of campus safety or designee, will determine the appropriate systems to activate, which may vary depending on the nature of the emergency. They may include the following:

- E2Campus
- E-mail
- Campus-wide voice mail
- Message on main switchboard
- College website
- Door-to-door contact
- Campus safety vehicle sirens and PA systems
- Electronic message boards
- Other systems as developed

Testing of Emergency Response and Evacuation Procedures: On an annual basis, the office of Campus Safety will conduct tests of the college's emergency procedures and assess and evaluate those tests. These will include the following:

- announced and/or unannounced fire/evacuation drills in all occupied buildings on campus;
- announced tests of its emergency communication systems, including the e2Campus system;
- other tests that may be announced or unannounced, including evacuation and shelter-in-place drills.

The Office of Campus Safety will be responsible for publicizing campus emergency response and evacuation procedures in conjunction with at least one test per calendar year; and documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced.

XIX. FIREARMS AND OTHER DANGEROUS WEAPONS

No weapons are allowed on Goucher College premises except for the exceptions listed. The term weapon includes any potentially dangerous object or substance including, but not limited to, any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded); any BB gun, pellet gun, air rifle, paint ball gun, or any replica firearm, sword (including decorative), or other martial arts weapon; any bomb (or other explosive material), knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less, or knives designed for cooking and eating), switchblade, billy club, nunchaku, blackjack, bludgeon, metal knuckles, slingshot, razor, or ice pick; illegal or potentially dangerous chemicals, fireworks, or any instrument, which by its nature or circumstances may be reasonably construed as a weapon.

Exceptions to this policy: Sworn peace officers employed by public agencies who are authorized to wear, carry or transport a weapon as part of their official equipment are authorized to carry their authorized weapon but are encouraged to report their presence to the Goucher College Office of Campus Safety. People may carry OC (oleoresin capsicum) spray for self-defense purposes. Groups using weapons as theatrical props should report that information to the Goucher College Office of Campus Safety. The use of weapons in programs sanctioned or sponsored by student clubs (e.g., fencing club), where such items are maintained, stored, and monitored by a college staff member, and are used in a controlled, monitored environment, are permitted. The use of properly marked toy guns during authorized games, such as Humans vs. Zombies, is permitted. Hazardous chemicals used for legitimate college purposes, including in the science laboratories and the Facilities Maintenance Services department.

XX. INFORMATION CONCERNING REGISTERED SEX OFFENDERS IN MARYLAND

The federal Campus Sex Crimes Prevention Act requires that institutions of higher learning advise members of the campus community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is listed on a website and may be found at <http://www.dpscs.state.md.us/onlineservs/socem/default.shtml>.

Additionally, the Baltimore County Police Department sends the Office of Campus Safety updated notices about registered child sex offenders who reside in Baltimore County.

XXI. PROCEDURES TO FOLLOW WHEN A SEXUAL ASSAULT, RELATIONSHIP VIOLENCE (INCLUDING DOMESTIC VIOLENCE AND DATING VIOLENCE) OR STALKING OCCURS

Goucher's Sexual Misconduct Policy can be found [online](#). It includes the following information:

A. What to do if you are the victim of a sexual assault, dating violence, domestic violence or stalking

Victims of sexual assault, dating violence, domestic violence or stalking are strongly encouraged to take the following steps soon after experiencing one of the above incidents:

1. If feeling unsafe, lock the door if possible and call 911 if in immediate danger or Campus Safety at 410-337-6111 or 6112. Wait for emergency personnel or a Campus Safety officer to arrive.
2. Seek support. Call a friend, family member, or someone else nearby whom you trust, and ask that person to stay with you. You may also contact a campus consultant or outside source of support, as described below.
3. Report the incident to Campus Safety, at 410- 337-6111 or 6112. Campus Safety officers are trained responders. Reporting the incident is important for your protection, and to pursue any legal remedy related to the incident, such as prosecution, should you decide to do so. Reporting the incident can also help you regain a sense of personal power and control, and can help ensure the safety of other potential victims.
4. If the alleged perpetrator was unknown to you, try to remember any helpful details that may lead to his or her identification, such as scars or other marks, jewelry, dress, language, approximate height and weight in comparison to your own, vehicle description, tag number. Write these down as soon as you can, and include the date and time of writing.
5. At this moment, or later, you will need to decide whether to pursue legal remedy. To support legal remedies, do the following:
 - Do not disturb the area, room, or vehicle where the incident occurred.
 - If you were sexually assaulted, do not bathe, shower, douche, brush your teeth, or eat or drink.
6. See below about forensic examinations and preservation of physical evidence. If you suspect that you have been the victim of a drug facilitated sexual assault please proceed immediately to the office of campus safety where you will be provided with information on collecting your first urine since the incident. This is the recommended procedure for those who will be immediately proceeding to GBMC for the full sexual assault forensic exam.

B. Provision of Written Information

Individuals who report an incident of sexual misconduct, sexual assault, relationship violence or stalking to campus safety or to any other authorized recipient of such reports, whether it occurred on or off campus, will receive a written statement of their rights and options as well as information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. This document is entitled "*Rights of Victims of Sexual Assault, Relationship Violence, and*

Stalking.” In addition, the college will provide the reporter with a pamphlet entitled “*Resources and Guidelines for Victims of Sexual Assault*” (this pamphlet includes an insert regarding rights as a victim of relationship violence and stalking in the State of Maryland). These documents include information about the following:

1. Campus Sources of Support

Victims of sexual misconduct may choose to contact a trained campus consultant for support and advice. A consultant can also assist in making decisions about reporting and may accompany the reporter to report the assault. Consultants will maintain confidentiality to the extent reasonably possible. The following people are sexual assault consultants on campus:

- Lauren Greenberg, Counselor 410-337-3023
- Josh Snyder, Rabbi 410-337-6545
- Maeba Jonas, Chaplain 410.337.6048

Incidents may also be reported 24/7 to Campus Safety, at 410-337-6111 or 6112.

2. Other Sources of Support

On Campus

Victims of sexual misconduct may choose to seek support from other members of the college community, such as students, Resident Assistants (RAs), or faculty. RAs and faculty members, however, may be required to disclose information concerning the incident, including personally identifiable information, to college officials. Persons who by law can offer a greater level of confidentiality because of their special professional status, such as the college chaplain and Hillel rabbi, and the counselors at the Student Health and Counseling Centers, may also be required to disclose personally identifiable information in cases that threaten imminent danger to a member of the college community. The reporting individual should discuss confidentiality with the person to whom they wish to speak before disclosing the assault.

Off Campus

The following non-Goucher resources are available off-campus to Goucher community members:

- TurnAround (Sexual assault/domestic violence crisis program)
 - 24-Hour Helpline 443-279-0379
 - Baltimore County office 410-377-8111
 - Baltimore City office 410-837-7000
- House of Ruth (Domestic violence services and shelter)
 - Hotline and Victim Advocate Program 410-889-7884
 - Domestic Violence Legal Clinic 410-554-8463
- Maryland Coalition Against Sexual Assault, Inc. (referral source but not direct service provider) 410-974-4507

- Rape, Abuse & Incest National Network Hotline 800-656-HOPE
- Sexual Assault Legal Institute (assistance with legal issues related to sexual violence)
 - Toll free 877-496-SALI
 - Office 301-565-2277
- BHS (Employee Assistance Program provider for Goucher employees only)
 - 1-800-327-2251

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.

3. Counseling

Victims of sexual misconduct may want to talk with a counselor who is trained to assist victims with the emotional and physical impacts of the incident. This expertise is available in the Student Counseling Center, and also at TurnAround in Towson, the local sexual assault/domestic violence crisis program for this area.

On Campus

Students may receive confidential counseling during work hours, free of charge, from Goucher's counselors by contacting the Student Counseling Center:

- Appointments may be made by calling 410- 337-6481 from 9 a.m. to 5 p.m. Monday through Friday.
- Emergency walk-in counseling is available at 1 p.m. every weekday without an appointment. After hours and on Saturday and Sunday, consultation for students is available by calling Campus Safety at 410-337- 6111 or 6112. You will be referred immediately to on-call staff for support and assistance.

Employees may receive confidential counseling by contacting the College's Employee Assistance Plan, 1-800-327-2251.

Off Campus

TurnAround in Towson is available to provide counseling. Fees are charged on a sliding scale.

- 24-hour domestic violence hotline at 410- 828-6390
- 24-hour sexual assault hotline at 443-279-0379
- Daytime general information at 410-337-8111 or 410-837-7000

4. Medical Attention

Victims of a sexual assault or other act of violence are strongly encouraged to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy resulting from the sexual assault. Those who suspect that they have been the victim of a drug facilitated sexual assault should proceed immediately to the office of campus safety where they will be provided with information on collecting a first urine since the

incident. This is the recommended procedure for those who will be immediately proceeding to GBMC for the full Sexual Assault Forensic Exam.

Students may choose to be seen at the Student Health Center (410-337-6050) for injuries, testing for sexually transmitted infections, emergency contraception, and counseling. Please note that the Student Health Center does not collect evidence or perform forensic medical exams. The Student Health Center provides medical care and counseling for all survivors of sexual assault, or other forms of violence, regardless of gender.

Individuals may prefer to be taken to a local hospital for medical attention:

- to be examined for injuries
- to have evidence collected
- to receive immediate counseling and referral service
- to receive emergency contraception
- to be tested and treated for STIs

If transportation to the hospital is needed, please contact Campus Safety at 410-337-6111 or 6112. Individuals will receive full and prompt cooperation from campus personnel in obtaining appropriate medical attention, including coordinating transportation to the nearest designated hospital.

5. Legal, Visa and Immigration services

Goucher does not recommend particular attorneys, but individuals may wish to use the attorney referral service of the Baltimore County Bar Association Lawyer Referral and Information Service (LRIS), including an attorney who can assist with visa and immigration issues.

- Call LRIS at (410) 337-9100, Monday – Friday, 9 a.m.- 4:30 p.m.
- Visit the BCBA office, Monday through Friday, 9 a.m. to 4:30 p.m. The BCBA office is located at 100 County Courts Building, 401 Bosley Avenue, Towson, MD 21204.
- Maryland state law requires that the Maryland Higher Education Commission (MHEC) develop a list of attorneys and legal services programs willing to represent student reporting parties or responding parties in formal Title IX proceedings on a pro bono basis or for fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation. A reporting or responding party may:
 - Obtain from the Commission, through its [website](#), a list of licensed attorneys who have indicated that they will represent reporting or responding parties in Title IX proceedings on a pro bono basis or for reduced legal fees; and
 - Through the reporting or responding party’s attorney, seek payment for the attorney of certain legal costs and fees from the Commission’s Legal Representation Fund for Title IX Proceedings, subject to the availability of funding.

6. Preservation of Evidence and Forensic Examinations

Victims of sexual assault who may choose to pursue legal remedy related to a sexual assault should request that the hospital perform a free Sexual Assault Forensic Examination (SAFE). Physical

evidence is most effectively obtained within 48 to 72 hours of a sexual assault, although exams will be performed up to 120 hours after the assault. Maryland law allows a hospital to provide the SAFE exam free of charge, and there is no requirement for to report an attack to the police; individuals may remain anonymous and the evidence will be held for a time with no identification. Greater Baltimore Medical Center (GBMC, at 6701 North Charles Street in Towson; ER 443-849-2225) is the closest hospital designated for sexual assault evidence collection and performs SAFE exams. Mercy Hospital (at 301 St. Paul Place in Baltimore; ER 410-332-9477) is the designated hospital in Baltimore City and performs SAFE exams. Both hospitals will perform the exams regardless of where the assault occurred, although GBMC works most closely with Baltimore County prosecutors.

Those planning to have a SAFE examination should preserve all physical evidence of the assault and not bathe, shower, douche, brush teeth, or eat or drink (this can be done after the examination).

Those who want to pursue a legal remedy related to the assault should preserve other evidence as well and should not wash or throw away any articles of clothing worn during the assault. Items should be placed 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 Campus Safety).

C. Reporting

Decisions about reporting a sexual assault or other incident include whether to report the incident to the Title IX Coordinator, whether to file a complaint under the formal disciplinary procedures of the Sexual Misconduct Policy, and whether to bring criminal charges. These options are discussed in detail below.

1. Amnesty for Drug or Alcohol Use

Goucher College encourages reporting of incidents of sexual misconduct. The college recognizes that a student who has been drinking or using drugs at or near the time of an incident may be hesitant to make a report or to respond fully during an investigation because of potential consequences under the Code of Conduct for their own behavior. A student involved in informal or formal complaint procedures under this policy, either as complainant, respondent, or witness, will not be subject to disciplinary action under the college's Code of Conduct for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations were not reasonably likely to place the health or safety of any other person at risk. The college may initiate an educational discussion, or pursue other educational remedies regarding alcohol or other drugs to protect the health and well-being of the student.

2. Non-Retaliation

Goucher College, and its officers, employees or agents, will not retaliate, intimidate, threaten, coerce or otherwise discriminate against an individual for exercising any rights or responsibilities under the college's Sexual Misconduct Policy or for exercising any other rights described in this Security Report, or under federal or state law relating to sexual assault, relationship violence or stalking.

3. Reporting to the Office of Campus Safety 410-337-6111

Victims of sexual assault or other act of violence on campus are encouraged to contact Campus Safety at the above number immediately. When appropriate, Campus Safety will issue a campus-wide

alert for the protection of the college community, without revealing your identity. The Office of Campus Safety will also record the incident in the crime log, but will withhold information from the log that would jeopardize the confidentiality of the victim, to the extent permitted by law.

4. Criminal Procedures

Those who experience sexual misconduct also have the option of notifying the appropriate law enforcement officials, including local police, and have the right to file criminal charges or to decline to notify the police. ***Campus Safety and/or the Title IX coordinator are available to assist reporters in notifying law enforcement officials.*** For those who want to notify law enforcement officials but are unable to do so themselves, Campus Safety will promptly do so for them with their consent.

Survivors also have the right not to report the incident to criminal authorities.

5. Obtaining Protective Orders

Victims of relationship violence may be entitled to obtain a protective order against their abuser in the State of Maryland. For the purposes of obtaining a protective order in Maryland (also known as a “domestic violence protective order,” or “DVPO”), domestic abuse occurs when someone you have a specific relationship with (current/former spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for at least 90 days in past year and includes same-sex partners; relative; someone you have a child in common with; or an individual with whom you have had a consensual or nonconsensual sexual relationship within one year before the filing of the petition) commits one of the following offenses against you:

- Assault;
- An act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm;
- Attempted or actual rape or sexual offense;
- Stalking;
- False imprisonment, such as holding you somewhere against your will.

Victims may also be eligible for a protective order if they are a “vulnerable adult” (an adult who lacks the physical or mental capacity to provide for their daily needs).

Note: Those who are NOT eligible for a protective order (because they do not have the specific relationship with the abuser described above), but have been the victim of abuse and need protection, may be eligible to file for a peace order.

Information about how to file for one of these orders can be found on the [website](#) of the Maryland Judiciary system. A petition for a protective order may be filed with a Circuit or District Court clerk (District Court only for peace orders), or, if the courts are closed, with a District Court Commissioner. *The District Court for Baltimore County is located at 120 E. Chesapeake Avenue, Towson, MD. The Circuit Court for Baltimore County is located at 401 Bosley Avenue, Towson, MD 21204.*

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and attend counseling. They can be valid for up to one year and can be

renewed. Peace Orders can provide only a stay away order and require counseling and are effective for up to 6 months, but can be renewed.

6. Coordination of Criminal Procedures and Internal Campus Procedures

The college process and the criminal law system are independent from each other, and complainants may file complaints with either or with both systems. Because the standards for finding a violation of criminal law are different from the standards in the college's policy, criminal investigations or reports are not determinative of whether a violation will be found to have occurred under that policy, nor does a finding of responsibility made under that policy constitute a criminal conviction.

The college may institute disciplinary procedures against an accused student, faculty member, or staff member regardless of whether any criminal charges are filed. Persons accused of misconduct 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. The policies concerning Emergency Removal and Administrative Leave are described in the Sexual Misconduct Policy.

If a criminal charge is filed, the college shall determine whether action under this policy should be delayed pending the outcome of the criminal case, however the college is not required to await the outcome of any criminal proceedings before taking action under this policy.

XXII. FILING A FORMAL COMPLAINT UNDER THE SEXUAL MISCONDUCT POLICY

All formal complaints of sexual misconduct may be made in writing or in person by the complainant and describe the particulars of the alleged misconduct. They may be filed and reported, as follows:

1. [Online](#) through the college website
2. To the Title IX coordinator, available from 9-5 Monday through Friday at 410-337-6570 or TitleIXCoordinator@goucher.edu

Further details about reporting options, including a link to an on-line reporting form, can be found on the college [website](#).

XXIII. NON-INVESTIGATORY MEASURES AVAILABLE UNDER THE TITLE IX AND NON-TITLE IX PROCEDURES

The college will provide a complainant and respondent with written notification about options for, and available assistance in changing academic, living, transportation, and working situations as follows:

A. Supportive Measures

Complainants who report allegations that could constitute covered sexual misconduct under the Sexual Misconduct Policy and the respondents named in those reports have the right to receive supportive

measures from the college regardless of whether the complaint desires to file a formal complaint or report the crime to the office of campus safety or local law enforcement. Supportive measures are non-disciplinary and non-punitive and may not unreasonably burden the respondent in the absence of a finding of responsibility for conduct prohibited by this policy. The Title IX Coordinator is responsible for the issuance of supportive measures.

Any supportive measures put in place will be kept confidential, except to extent that doing so impairs ability of the college to provide the supportive measures. For example, in order to effectuate a housing change, Residential Life staff may be informed of the need to assist with a housing change as directed by the Title IX Coordinator, but will not be provided with any of the details of any complaint.

Supportive measures include, but are not limited to:

1. Counseling
2. Academic accommodations including extensions of deadlines or other course-related adjustments
3. Modifications of work or class schedules
4. Campus safety escort services
5. Restrictions on contact between the parties (no contact orders)
6. Changes in work or housing locations
7. Assistance in arranging transportation
8. Leaves of absence
9. Increased security and monitoring of certain areas of the campus

The college will document the supportive measures that are provided, as well as those that were requested but not provided, and must also document the reasons why the supportive measures were or were not provided. In the latter case, the college will document the reasons why the denial of a requested supportive measure was not clearly unreasonable in light of known circumstances.

B. Emergency Removal Provisions

If the college determines that the conduct of a student Respondent, as alleged, poses an immediate threat to the physical health or safety of any student or other individual, the college may instruct that the Respondent be suspended, on an interim basis, from the college, or from specific programs or activities, or be removed from residence halls. Any such assessment will be made on a case-by-case basis by the Associate Dean of Students, based on an individualized safety and risk analysis, in consultation with the Office of Campus Safety. The decision to do so will be provided to Respondent in writing. The decision to remove a Respondent on an emergency basis shall not be considered as evidence that any determination has been made regarding potential responsibility. Respondent shall have an opportunity to challenge the decision immediately following the removal as follows:

The Respondent may petition the Vice President and Dean of Students (DOS) in writing to review the Associate Dean of Student's decision to impose an emergency removal. Respondent may seek review by submitting a letter explaining the reason for their request for review and including any written evidence in support of such request. The materials should be submitted to the Title IX Coordinator, who will forward

all materials to the DOS. If the DOS determines that the Title IX Coordinator's decision should be set aside, the DOS will instruct the Title IX Coordinator to vacate the prior decision. At that time, the Title IX Coordinator may impose alternate reasonable and appropriate emergency restrictions or supportive measures. The DOS may, but is not required to, provide the Title IX Coordinator with guidance regarding appropriate alternate emergency restrictions or supportive measures. The DOS will provide a written decision to the parties and the Title IX Coordinator. The decision of the DOS is final; there is no further right to appeal.

C. Administrative Leave Provisions

The college may place a non-student employee on administrative leave, with or without pay, during the pendency of a grievance if it is determined that the employee poses an immediate threat to the physical health or safety of any individual arising from the allegations of the report or complaint. The Associate Vice President of Human Resources or the Provost will consult with Director of Campus Safety to determine whether such leave is advisable and the Associate Vice President or Provost shall make the final decision. Appeals of these decisions shall be handled in the same manner as appeals of sanctions under the Title IX and non-Title IX Procedures.

XXIV. PROCEDURE FOR RESOLUTION OF COMPLAINTS

A. Applicability of Complaint Procedures

The United States Department of Education's Title IX Regulations, published on May 19, 2020, 85 FR 30026, mandate that the college use certain procedures in a narrow category of sexual misconduct cases. Reports of Prohibited Conduct under the policy meeting the definitions and jurisdictional requirements of the regulations will follow the [*Procedures for the Resolution of Reports Alleging Sexual Misconduct Conduct Falling Within the Scope of Title IX*](#) ("Title IX Procedures"). The Title IX Procedures describe the nature of complaints that will be considered under those procedures.

Complaints that fall outside of the jurisdiction of the Title IX Procedures will be addressed as follows:

1. All complaints that meet the definition of Prohibited Conduct under the Sexual Misconduct Policy but do not meet the jurisdictional requirements of the Title IX Procedures will be addressed through the [*Procedures for the Resolution of Reports Alleging Sexual Misconduct Outside the Scope of Title IX*](#) ("Non-Title IX Procedures").
2. Complaints that do not meet the definition of Prohibited Conduct under the Sexual Misconduct Policy will be adjudicated through the Student Code of Conduct process (for student Respondents), [*Student Grievance Procedure*](#), or an employee or faculty discipline process (for employee and faculty Respondents).

The determination regarding which process will be used will be made by the Title IX Coordinator.

B. Consultants, Advisors, and Legal Counsel

The following provisions apply to both the Title IX and Non-Title IX Procedures.

Confidential Consultants: both complainants and respondents may consult about an incident in confidence with individuals on and off campus. See Appendix A to the Policy for a list of these individuals, and infra at page 21.

Advisors: Both parties are entitled to be accompanied at any meeting or part of the informal or formal proceedings by an advisor of their choice. This individual may be from inside or outside the Goucher community. Parties may choose an attorney as an advisor. Except as may be provided in the Title IX Procedures, advisors may not speak on behalf of the party but may ask to suspend any meetings, interviews, or hearings briefly to provide consultation. Parties may seek assistance from advisors in preparing written statements. Advisors should consult with the Title IX Coordinator on any questions that arise during the process.

The Title IX Coordinator maintains a list of staff and faculty advisors who have been specifically trained in this policy and process, including available support services related to sexual misconduct, relationship violence, and stalking. This list is available to any party who would prefer to use a trained advisor. Parties who wish to retain an attorney should be aware that the college does not recommend particular attorneys. Parties may wish to use the referral services of the [Baltimore County Bar Association Lawyer Referral and Information Service](#).

Attorneys Paid for by the Maryland Higher Education Commission: Maryland state law requires that the Maryland Higher Education Commission (MHEC) develop a list of attorneys and legal services programs willing to represent student reporting parties or responding parties in formal Title IX proceedings on a pro bono basis or for fees equivalent to those paid to attorneys under civil legal services programs administered by the Maryland Legal Services Corporation.

A reporting or responding party may obtain from the Commission, through its website, a list of licensed attorneys who have indicated that they will represent reporting or responding parties in Title IX proceedings on a pro bono basis or for reduced legal fees. In addition, the party may retain an attorney of their choice, and, through the reporting or responding party's attorney, may seek payment for the attorney of certain legal costs and fees from the Commission's Legal Representation Fund for Title IX Proceedings, subject to the availability of funding.

Note: This service is available only to current or former students who make or respond to a complaint about which a formal Title IX investigation is initiated and who were enrolled as a student at the college at the time of the incident. Goucher does not administer this process but will provide available information to students who wish to use this service. Students are free to waive this service and retain a private attorney at their own expense.

MHEC does not provide attorneys or reimburse attorneys' fees for representation in a criminal or civil matter.

XXV. INFORMAL RESOLUTION OF A FORMAL COMPLAINT [APPLICABLE TO TITLE IX AND NON-TITLE IX PROCEDURES]

At any time after a Formal Complaint has been filed and before a hearing commences, the parties may seek to resolve a report of Prohibited Conduct through informal resolution, an administrative process. Participation in an informal resolution process is entirely voluntary; the Title IX Coordinator will neither pressure nor compel either party to participate in the process or to agree to any specific terms. In every case, the Title IX Coordinator has discretion to determine whether the matter is appropriate for informal resolution and to determine the appropriate terms. **However, pursuant to Maryland law, mediation or informal resolution, even if voluntary, may not be used to resolve complaints of sexual assault or sexual coercion, including rape and fondling.**

If the parties agree to participate in an informal resolution process, the Title IX Coordinator will obtain the parties' voluntary, written consent to the informal resolution process and oversee the informal resolution process. The Title IX Coordinator will provide each party, separately, with a copy of the proposed agreement for the party to review, sign, and return. After an appropriate waiting period, the agreement will become final and is not appealable.

XXVI. NON-TITLE IX PROCEDURES

The timeframe for this process begins with the filing of a Formal Complaint. The process [not including an appeal] will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days [includes Mondays-Fridays, excluding official federal and state holidays] after the filing of the Formal Complaint, provided that the process may be extended for a good reason, including but not limited to the absence or illness of a process administrator, such as the investigator or hearing officer, party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

A. Investigator

The Title IX Coordinator will assign a single external investigator to conduct an investigation of the complaint. The external investigator will be a neutral party outside of the college, usually an attorney, who is trained and experienced in conducting Title IX investigations and the dynamics of sexual misconduct and assault and is trained in the college's policies and procedures.

1. Investigation: The Complainant and Respondent shall each be interviewed by the investigator and may have an advisor with them for the meeting.
2. Upon completion of the investigation, a draft report and investigative record will be made available to the parties to inspect and review in hard copy or electronic format.
3. The parties will have ten (10) business days to inspect and review the evidence and draft report and submit a written response by email to the investigator. Parties may request a reasonable extension to this deadline.
4. The investigator will consider the parties' written responses before completing the Investigative Report.

5. Investigator's Report: In a timely manner, the investigator shall submit a final written report of the investigation to the Title IX Coordinator together with the parties' responses to the draft report, if any. The report shall describe the investigation and all relevant evidence obtained in it, and shall recommend one of the following findings:
 - the Respondent is responsible for violating this policy;
 - the Respondent is not responsible for violating this policy; or
 - there is insufficient information to determine whether the Respondent is responsible for violating this policy.

The written investigation report will summarize the information gathered, synthesize the areas of agreement and disagreement between the parties and any supporting information or accounts, and provide specific support for the recommended finding based on information obtained during the investigation. The investigator shall arrive at the conclusions based on a preponderance of evidence, meaning whether it is more likely than not that this policy was violated. Sanctions shall not be addressed in the investigator's report.

6. Response to Investigator's Report: The parties will have ten (10) business days to inspect and review the evidence and final report and submit a written response to the investigator. Parties may request a reasonable extension to this deadline.

B. Final Decision on Responsibility and Sanctions

At the completion of an investigation, the Investigator's final report, with the parties' responses, will be provided to the following individuals to determine responsibility and impose sanctions:

- The Provost (where a faculty member is the respondent)
- The Associate Dean of Students (where a student is the respondent)
- The Associate Vice President for Human Resources (where a non-faculty staff member is the respondent)

1. Duties of Decision-Maker

The decision-maker may choose, in their discretion, to meet with the parties, individually, or with any witnesses, or the investigator. Within fifteen (15) business days after receiving the final investigation report, the decision-maker will make one of the following determinations about responsibility using the preponderance of the evidence standard:

- i. the Respondent is responsible for violating this policy;
- ii. the Respondent is not responsible for violating this policy; or
- iii. there is insufficient information to determine whether the Respondent is responsible for violating this policy.

If a Respondent is determined to be responsible for violating the policy, the decision-maker may impose sanctions.

2. Written Determination Regarding Responsibility and Sanctions

The written determination regarding responsibility and sanctions will be issued by the Title IX Coordinator simultaneously to all parties through their institution email account, or other reasonable means as necessary. The determination will include:

- i. Identification of the allegations potentially constituting Prohibited Conduct
- ii. Findings of fact supporting the determination
- iii. Conclusions regarding which section of the Sexual Misconduct Policy, if any, the Respondent has or has not violated
- iv. For each allegation, a statement of, and rationale for, a determination regarding responsibility and any sanctions imposed
- v. The college's procedures and the permitted reasons for the Complainant and Respondent to appeal (described below in "Appeal")

3. List of Sanctions

i. Faculty

Sanctions may include imposition of a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or access to campus facilities, reassignment, denial of salary increase or salary decrease, suspension with or without pay for one semester or one year, or dismissal.

ii. Staff

Sanctions may include imposition of a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, denial of salary increase or a salary decrease, suspension with or without pay for one week or one month, final written warning, or termination.

iii. Students

Sanctions may include a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension for one, two, three, four, five or six semesters, or expulsion from the college and revocation of a degree. Students found responsible for sexual assault involving intercourse and/or penetration are likely to receive a sanction of suspension for one semester, two semesters, three semesters or four semesters, or expulsion upon referral for determination of sanctions.

C. Appeal of a Finding of Responsibility and Sanctions

Each party may appeal a final determination of responsibility and imposition of sanctions. To appeal, a party must submit their written appeal within ten (10) business days of being notified of the decision, indicating the grounds for the appeal. The appealing party may request an extension of time by submitting a request to the Title IX Coordinator explaining the reason(s) for the request. The appellate reviewer will have discretion to grant such a request upon a finding of good cause for the delay. Failure to submit an appeal within the ten (10) business days or any approved extension constitutes waiver of the right to appeal.

All appeals will be heard by one Appellate Reviewer:

1. For Faculty Respondents—the President
2. For Staff Respondents—the President
3. For Student Respondents—the Vice President and Dean of Students

All appeals will be based solely upon the investigative record and final Written Determination Regarding Responsibility and Sanctions. When relevant to a stated ground for appeal, the record may be supplemented on appeal with evidentiary materials excluded or redacted from the investigative record or newly discovered evidence.

Appeals may be brought only upon one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, which could affect the outcome of the matter
3. Sanctions were disproportionate for the violation found.

The decision will be final and binding on all parties. Any decision will be based solely upon the investigative record, the final Written Determination, and, in appropriate cases, a showing of new evidence relevant to the ground for appeal. The decision shall include the rationale for the decision.

The Appellate Reviewer may affirm the decision of the decision-maker or sustain any of the above-specified grounds for appeal, in which case the Appellate Reviewer may:

1. reverse or modify a finding of responsibility and/or sanction;
2. remand a case to the investigator or decision maker for clarification or reconsideration consistent with the appeal decision, if doing so would assist with a timely, practicable, and efficient resolution of the case; or
3. remand a case for a new or additional investigation, to either the original investigator or to a new investigator.

The final written determination of the appeal will be issued simultaneously to all parties through their college email account, or other reasonable means as necessary.

XXVII. TITLE IX PROCEDURES

A. Initiation of Investigation

In any case where the Complainant reports Prohibited Conduct as defined in the Title IX Procedures and requests resolution under those procedures, the Title IX Coordinator will promptly initiate an investigation. This process begins with the Complainant, or the Complainant's parent or guardian, making a signed, written Formal Complaint. A Formal Complaint must be filed with the Title IX Coordinator, and may be filed in person, by mail, or by electronic mail, addressed to the Title IX Coordinator.

At the issuance of a Formal Complaint, the Title IX Coordinator will notify the Complainant and the Respondent, in writing, of the commencement of an investigation and provide both parties with a copy of the Formal Complaint and the applicable procedures.

The timeframe for this process begins with the filing of a Formal Complaint. The process [not including an appeal] will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days [includes Mondays-Fridays, excluding official federal and state holidays] after the filing of the Formal Complaint, provided that the process may be extended for a good reason, including but not limited to the absence or illness of a process administrator, such as the investigator or hearing officer, party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

B. Investigators and Investigation

The Title IX coordinator will assign a single external investigator to conduct an investigation of the complaint. The external investigator will be a neutral party outside of the College, usually an attorney, who is trained and experienced in conducting Title IX investigations and the dynamics of sexual misconduct and assault, and is trained in the College's policies and procedures. The college also reserves the right to appoint a single investigator or two investigators from within or outside the college community to conduct the investigation where warranted, as determined in the sole discretion of by the Title IX coordinator, in consultation with legal counsel.

C. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will consider the parties' written responses before completing the investigative report.

D. Investigative Report

The investigator will create an investigative report that fairly summarizes relevant evidence. The investigator will not render an opinion with respect to responsibility.

E. Review of the Final Investigative Record and Report

Upon completion, the final investigative record and report will be provided to the parties and their advisors to inspect and review in electronic form. The parties may submit a written response to the report that will be considered by the Hearing Officer and will become part of the final investigative record. At the hearing, the Hearing Officer will rely upon the relevant evidence in the final investigative record as well as any additional statements and information provided to the Hearing Officer pursuant to the procedures set forth below.

F. Hearings

1. Overview of Hearing Process

The college will not issue a disciplinary sanction arising from an allegation of covered Prohibited Conduct within the jurisdiction of the Title IX Procedures without holding a live hearing, unless the matter is otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the college's sole discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through remote video-conferencing. This technology will enable participants simultaneously to see and hear each other. At its discretion, the college may delay or adjourn a hearing based on technological errors not within a party's control.

All efforts will be made to provide the Notice of Hearing no later than five (5) business days prior to the hearing and to schedule the hearing as soon as practicable.

2. The Decision-maker

The decision-maker will be a single Hearing Officer appointed by the Title IX Coordinator, who shall receive annual training as required by law.

3. Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney. The advisor of choice may accompany the parties to a hearing, but may not speak for the party, except for the purpose of conducting cross-examination.
- In addition to selecting an advisor to conduct cross-examination, the parties may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party. Only one advisor may be present during a hearing; thus if a second advisor is chosen to conduct cross-examination, only that advisor may be present during that portion of the hearing.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the college will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.

- If neither a party nor their advisor appear at the hearing, the college will provide an advisor to appear on behalf of the non-appearing party.

4. Presumption of Non-responsibility and Standard of Proof

The Respondent will be presumed “not responsible” unless and until a Hearing Officer determines the Respondent is responsible.

The Hearing Officer will determine whether the Respondent is responsible by using a preponderance of the evidence standard. This means that to find the Respondent responsible for any Prohibited Conduct, the Hearing Officer must be satisfied, based upon the hearing record, that it is more likely than not that the Respondent committed all of the elements of the alleged Prohibited Conduct.

5. Pre-hearing Submissions by the Parties

There are two stages at which the parties will be asked to make Pre-hearing Submissions.

First, the parties will be asked to submit in writing (1) opening statements and (2) names of any requested witnesses. The parties will be given ten (10) business days for such submissions.

Second, once witnesses are approved, the parties will be asked to submit in writing any proposed questions or topics for individuals who might testify, including themselves. The Hearing Officer will establish a reasonable deadline for the submissions, typically no longer than five (5) business days.

6. Hearing procedures

For all live hearings conducted under this Title IX Procedure, the procedure will be as follows:

- i. The Hearing Officer will open and establish rules and expectations for the hearing.
- ii. The Parties will each be given the opportunity to provide opening statements.
- iii. The Hearing Officer will ask questions of the parties and witnesses.
- iv. Parties will be given the opportunity for live cross-examination of parties and witnesses after the Hearing Officer conducts their initial round of questioning. During the parties’ cross- examination, the Hearing Officer will have the authority to pause cross-examination at any time for the purposes of asking Hearing Officer’s own follow up questions, and any time necessary in order to enforce the established rules of decorum.
- v. Should a party or the party’s advisor choose not to cross-examine a party or witness, the party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Officer. A party’s waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the party who was not cross-examined.

G. Report and Recommendation:

The Hearing Officer will make one of the following determinations about responsibility using the preponderance of the evidence standard:

- the Respondent is responsible for violating this policy;
- the Respondent is not responsible for violating this policy; or
- there is insufficient information to determine whether the Respondent is responsible for violating this policy.

If there are no extenuating circumstances, the determination regarding responsibility and referral for sanctions and remedies will be issued by the Hearing Officer within ten (10) business days of the completion of the hearing.

H. Sanctions and Remedies

A Hearing Officer that finds the Respondent responsible will continue their deliberations to consider whether to refer the matter to appropriate officials for determination of sanctions and to provide remedies. If the matter is referred for such determinations and/or remedies, the parties will be requested to provide Impact/Mitigation statements.

If the responding party is a faculty or staff member, the Hearing Officer's decision and referral for sanctions will be provided to the appropriate administrator for further consideration as follows:

1. Faculty—The Provost will consider the imposition of sanctions, after considering the parties' Impact/Mitigation statements.
2. Staff—staff, the Assistant Vice President for Human Resources will consider the imposition of sanctions, in consultation with the supervisor, after considering the parties' Impact/Mitigation statements.

For faculty violations, possible sanctions for any violation of the Sexual Misconduct Policy, may include one or more of the following sanctions: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or access to campus facilities, reassignment, denial of salary increase, suspension for one semester or one year with or without pay, or dismissal.

For violations by employees other than faculty members, sanctions for any violation of this policy may include one or more of the following sanctions: a written warning, a letter of reprimand, mandatory attendance at an educational program on discrimination or harassment, mandatory referral for psychological assessment and compliance with any resulting treatment plan, restriction of responsibilities, restriction of activities and/or of access to campus facilities, reassignment or transfer to another department, demotion, removal of supervisory responsibility, denial of salary increase, suspension without pay for one week or one month, final written warning, or termination.

If the respondent is a student, the Hearing Officer's decision will be provided to the Associated Dean of Students for consideration of sanctions.

Sanctions for any violation of the policy may include one or more of the following sanctions: the imposition of a written letter of warning, a letter of reprimand, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, probation, expulsion from the residence halls and/or from nonacademic campus activities, suspension for one, two, three or four semesters, or expulsion from the college and revocation of a degree. Students found responsible for sexual assault involving intercourse and/or penetration are likely to receive a sanction of suspension for one, two, three or four semesters, or expulsion.

I. Written decision

The Title IX Coordinator shall provide to both parties simultaneously in writing:

- the written determination of the Hearing Officer;
- the written determination of the sanction officer;
- the college's procedures for the complainant and respondent to appeal the results, if such procedures are available;
- any change to the result; and
- when such results become final.

The parties will generally receive this document within approximately ninety (90) business days after the date the complaint was submitted, barring special circumstances as determined by the Title IX coordinator. The written decision may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of FERPA.

J. Appeal of a Hearing Officer Decision, Dismissal of Formal Complaint and Imposition of Sanctions

Each party may appeal (1) the dismissal of a Formal Complaint or any included allegations and/or (2) a determination regarding responsibility and imposition of sanctions. To appeal, a party must submit their written appeal within ten (10) business days of being notified of the decision and sanctions, if any, indicating the grounds for the appeal. The written appeal shall include a written Impact or Mitigation Statement.

Dismissals of formal complaints are appealed to the decision-makers described in Section XIII. A and B of the Title IX Procedures for the respective respondent.

Hearing Officer decisions and the imposition of sanctions may be appealed as follows:

- Appeals of decisions relating to respondents who are employees will be decided by the President.

- Appeals of decisions relating to respondents who are students will be decided by the Vice President and Dean of Students.

Appeals may be brought only upon one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter.
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
3. The Title IX Coordinator, investigator, or Hearing Officer had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
4. The sanction(s) imposed are disproportionate for the facts of the case and/or the violation of the policy that was found.

The appellate decision maker may affirm the decision of the Hearing Officer or sustain any of the above-specified grounds for appeal, in which case the decision-maker may:

1. Reinstate a Formal Complaint that has been dismissed
2. Reverse or modify a finding of responsibility
3. Change or modify a sanction
4. Remand a case to the hearing officer for clarification or reconsideration consistent with the appellate decision maker's decision, if doing so would assist with a timely, practicable, and efficient resolution of the case
5. Remand a case for a new hearing to either the original hearing officer or a different hearing officer
6. Remand a case for a new or additional investigation, followed by an adjudication consistent with these procedures, to either the original investigator or to a new investigator

If the Appellate decision maker calls for the admission of new evidence, it will remand the case to the Hearing Officer from which it originated for a new hearing, if it deems it necessary to do so.

K. Distribution of final decision

A copy of the final written decision of the appeals panel is simultaneously provided to both parties to the extent permitted by the provisions of FERPA and as required by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (Clery Act). The Appellate decision maker will establish a reasonable schedule for issuing a written decision, typically no later than twenty (20) business days after receipt of the non-appealing party's submission or the time for submission has expired.

L. Imposition and enforcement of sanctions

The Title IX coordinator will be responsible for ensuring that any sanctions imposed in the final decision are implemented and completed.

XXVIII. PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

Education and training are a key component of maintaining an environment free from sexual misconduct, relationship violence and stalking. Goucher College is therefore committed to providing effective educational and training programs for implementing its Policy on Sexual Misconduct, Relationship Violence and Stalking to all students, faculty, and staff. These are programs to prevent dating violence, domestic violence, sexual assault, and stalking. Goucher strives to ensure that the programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. The programs also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Goucher programs are designed to provide the following information:

1. A statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
2. The definition of “dating violence,” “domestic violence,” “sexual assault,” and “stalking” in the State of Maryland;
3. The definition of “consent,” in reference to sexual activity, in the State of Maryland;
4. A description of safe and positive options for bystander intervention;
5. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
6. Information contained in Goucher’s Policy regarding the definition of consent under Goucher’s policy, disciplinary procedures, procedures to follow if individuals are the victim of a sexual offense, relationship violence or stalking, and information about the rights of victims and accused individuals under the policy, including resources that are available to them.

A. Primary Prevention and Awareness Programs

1. **Primary Prevention Programs:** These include programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
2. **Awareness Programs:** These are community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

At Goucher, these programs include the following:

- **Mandatory on-line training:** Goucher’s primary prevention and awareness programs include a mandatory on-line educational program for all staff, faculty and first-year and transfer undergraduate students. Employees of the college take the course within 30 days of

employment, and thereafter as required by the college. The course is also required of all first year and transfer students.

These courses provide information about the college's [Sexual Misconduct Policy](#), effective bystander intervention techniques, consent, cultural conditions that facilitate violence, state laws relating to sexual violence, domestic violence and stalking, resources available to victims, and healthy relationships.

- **Orientation program for first-year and transfer students:** The College's planned programming for the First Year Experience program includes comprehensive coverage of all information listed above provided in person by trained student and professional leaders.
- **Graduate student information program:** Graduate students receive the information identified above through the distribution of written materials at in-person residencies and through the Goucher learning management system. An online program containing the above information is available to graduate students.

B. Bystander Intervention Programs

These programs and trainings offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Goucher provides bystander intervention training through the primary prevention and awareness programs described above.

C. Ongoing Prevention and Awareness Programs

Ongoing prevention and awareness programs include programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the college/university and including information provided in campus education programs, publications and the college website.

Throughout the academic year, Goucher provides ongoing prevention and awareness programs that include the same information covered by the college's primary prevention and awareness programs and is provided in the following formats:

1. Ongoing social media campaign, including development of an "Let's talk about sex" campaign that is ongoing
2. Expanded victim services on campus with the local rape crisis and legal advocacy groups coming on campus to share office space and meet with students.

3. Offering Trauma Centered Yoga to students free of cost as a victim service.
4. Utilizing a Title IX Instagram page and the Goucher College App to encourage students to become more involved in programming
5. Guest speakers for targeted audiences
6. Resource tables
7. Panel discussions
8. Recognition of violence awareness months (i.e., Domestic Violence Awareness Month – October; Sexual Assault Awareness month – April).
9. Goucher’s website, which provides comprehensive information regarding all of the information listed above.

D. Risk Reduction Programs

These programs present options designed to decrease perpetration and bystander inaction, and to increase empowerment for survivors in order to promote safety and to help individuals and communities address conditions that facilitate violence.

All of the training identified above promotes the reduction of risk on campus.

E. Training for Individuals with Specific Responsibilities.

Individuals with specific responsibilities relating to Goucher’s Sexual Misconduct Policy will receive additional training as required to fulfill those responsibilities effectively. These individuals include the campus Title IX coordinator, investigators, hearing officers, and appellate reviewers, and campus safety officers. This training includes annual training on how to conduct an investigation and the dynamics of sexual misconduct, relationship violence and stalking. This training is delivered through in-person sessions, attendance at conferences, presentations by experts, and on-line courses.

Training is also provided to all responsible employees regarding their reporting obligations under Title IX, including their obligation to report incidents of sexual misconduct, relationship violence and stalking to the Title IX Coordinator and how to handle requests for confidentiality. This training will be provided through in-person information sessions at faculty meetings and meetings of the Administrative Employee Association, and at other sessions that are made available to all employees.

The College has also initiated mandatory Clery Act training for all employees on campus.

XXIX. INFORMATION ABOUT SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING IN THE STATE OF MARYLAND

As required by the Violence against Women Act (VAWA), Goucher’s educational programs, described above, provide information about the definitions of various crimes within the State of Maryland. The information provided in such educational campaigns is as follows:

A. What is the definition of sexual assault in Maryland?

Sexual assault includes:

1. "Rape" (vaginal intercourse with another by force, or the threat of force, without the consent of the other; oral or anal sex; and penetration with an object or any body part); and
2. "Sexual offenses," which include offenses that involve sexual contact, such as fondling. Charges can be based on a number of legal factors including age of victim (statutory rape), use of force or threat of force, lack of consent, and incapacitation of victim (including from intoxication).
3. Drug and alcohol-facilitated sexual assault

There are additional criminal penalties for administering drugs (not including alcohol) to someone in order to commit a sexual offense (e.g. "date rape" drugs).

B. What is the definition of "consent" in Maryland?

Maryland does not define the term "consent" by statute but defines "rape in the second degree" and a "sexual offense in the second degree" as a sexual act with a "physically helpless individual" or "mentally incapacitated individual."

"Physically helpless individual" means an individual who is unconscious; or does not consent to vaginal intercourse, a sexual act, or sexual contact; and is physically unable to resist, or communicate unwillingness to submit to, vaginal intercourse, a sexual act, or sexual contact.

Mentally incapacitated individual is one who is incapable of appraising the nature of conduct or resisting vaginal intercourse, a sexual act or sexual contact due to the influence of a drug, narcotic or intoxicating substance, consumed voluntarily or involuntarily, or an act committed on them that occurred without their consent or awareness.

C. What is the definition of stalking in Maryland?

Stalking is defined as "[a] malicious course of conduct that includes approaching or pursuing another where the person intends to place or knows or reasonably should have known the conduct would place another in reasonable fear of serious bodily injury, an assault in any degree; rape or sexual offense, attempted rape or sexual offense, false imprisonment, or death.

Maryland law also prohibits four other types of activity that are similar to stalking:

- Harassment (following or maliciously engaging in a course of conduct that alarms or seriously annoys the other with the intent to harass, alarm, or annoy the other, after receiving a reasonable warning or request to stop by or on behalf of the other, and without a legal purpose).
- Misuse of telephone facilities and equipment (use of telephone facilities or equipment to make an anonymous call that is reasonably expected to annoy, abuse, torment, harass, or embarrass another; repeated calls with the intent to annoy, abuse, torment, harass, or embarrass another; or a comment, request, suggestion, or proposal that is obscene, lewd, lascivious, filthy, or indecent).

- Misuse of electronic mail (use of electronic communication with the intent to harass, alarm, or annoy the other; after receiving a reasonable warning or request to stop by or on behalf of the other; and without a legal purpose)
- “Revenge porn,” sextortion” and “sexting.” It is a crime to cause another to engage in sexual activity, or the filming or photographing of sexual activity, by using threats of physical or emotion abuse, economic harm or damage to property.

D. What is the definition of domestic abuse or dating violence in MD?

For the purposes of obtaining a protective order (also known as a “domestic violence protective order,” or “DVPO”), domestic abuse occurs when someone you have a specific relationship with (current/former spouse; cohabitant, which is someone with whom you have had a sexual relationship and lived with for at least 90 days in past year and includes same-sex partners; relative; someone you have a child in common with; or an individual with whom you have had a consensual or nonconsensual sexual relationship within one year before the filing of the petition) commits one of the following offenses against you:

1. Assault;
2. An act that places you in fear of immediate serious bodily harm or actually causes you serious bodily harm;
3. Attempted or actual rape or sexual offense;
4. Stalking;
5. False imprisonment, such as holding you somewhere against your will;
6. Revenge porn.

You may also be eligible for a protective order if you are a “vulnerable adult” (an adult who lacks the physical or mental capacity to provide for their daily needs) and someone causes a physical injury (regardless of their relationship to you). The physical injury can happen as the result of cruel or inhumane treatment or as the result of a malicious act.

Note: If you are NOT eligible for a protective order, but you have been the victim of abuse and need protection, you may be eligible to file for a [peace order](#).

E. How do I file for a protective order or peace order?

Information about how to file for one of these orders can be found on the [website](#) of the Maryland Judiciary system. A petition for a protective order may be filed with a Circuit or District Court clerk (District Court only for peace orders), or, if the courts are closed, with a District Court Commissioner. *The District Court for Baltimore County is located at 120 E. Chesapeake Avenue, Towson, MD. The Circuit Court for Baltimore County is located at 401 Bosley Avenue, Towson, MD 21204.*

Protective orders can require the abuser to stay away from you, leave your home, provide emergency family maintenance to you, and to attend counseling. They can be valid for up to one year and can be renewed. Peace Orders can provide only a stay away order and require counseling and are effective for up to 6 months, but can be renewed.

XXX. GOUCHER COLLEGE'S ALCOHOL, TOBACCO AND OTHER DRUGS POLICY

The college's policy prohibiting alcohol abuse, smoking on college property 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 and alcohol abuse prevention program (DAAPP), the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA), and the Drug-Free Schools and Campuses Regulations.

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.

Smoking of any kind on Goucher property is prohibited. The purpose of this policy is to (1) promote the health and welfare of community members and visitors by prohibiting smoking and the use of tobacco products, including electronic cigarettes, on the Goucher College campus; (2) enable nonsmokers to breathe smoke-free air, by recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) encourage a healthier, more productive living/learning environment for all members of the campus community.

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. In addition, 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. Students who violate Goucher's policy are subject to disciplinary action pursuant to the Student Code of Conduct. Violations are treated very seriously, and disciplinary action may include a written warning, disciplinary probation, parental notification, counselling referral, residence hall sanctions, suspension, and/or expulsion. Sanctions for employees may include verbal and written warnings, suspension and termination.

Violations of the policy may also be reported to appropriate law enforcement agencies. Criminal or civil action neither necessitates nor precludes campus action.

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 upon how many times they have been convicted.

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.

In particular, first-year students participate in a mandatory session during orientation regarding Goucher's Alcohol and Drug policy (including Goucher's Amnesty policy), signs of alcohol poisoning, resources on campus, and personal responsibility regarding alcohol. Those students also complete an on-line training about alcohol and substance abuse, and receive in-person training in opioid abuse and addiction prevention. Other activities include "GIG," Goucher's annual campus celebration, by providing awareness activities regarding the responsible use of alcohol.

The college also provides counseling services to employees in these areas through its Employee Assistance Program.

Further details about the college's policy can be found [online](#).

XXXI. 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. The most recent three calendar years of crime statistics are included in this report beginning on page 54.

The Clery Act Compliance Team, made up of Campus Safety, Title IX, the Dean of students, Athletics, Residential Life, and the Health Center, and the Provosts office, are responsible for compiling these statistics and communicates closely with local law enforcement authorities to obtain crime statistics that may not have been reported to the office of campus safety.

Forms for reporting information about reporting crimes to campus safety are available on the [campus safety website](#). Crimes that are reported throughout the year are also included in the college's statistics. In addition, the college maintains a "[silent witness](#)" reporting system that allows community members to report crimes on a voluntary, confidential basis.

Personally identifiable information about victims of crime will not be included in any publicly available record-keeping, including the reporting and disclosure of crime statistics.

The compiled statistics will provide information on the following types of incidents:

A. Primary Crimes

1. Criminal homicide:
 - Murder and non-negligent manslaughter
2. Manslaughter by negligence
3. Sex offenses:
 - Rape
 - Fondling
 - Incest
 - Statutory rape
4. Robbery

5. Aggravated assault
6. Burglary
7. Arson
8. Motor vehicle theft

B. Hate crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias is a preformed negative attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin. The following crimes, in addition to the primary crimes above, if they were motivated by bias based on the mentioned categories, will be reported as hate crimes:

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

C. Arrests and referrals for disciplinary action

1. Arrests for liquor law violations, drug law violations, and illegal weapons possession;
2. Referrals for disciplinary actions for liquor law violations, drug law violations and illegal weapons possession.

D. Dating violence, domestic violence and stalking

The college will report incidents of dating violence, domestic violence and stalking that were reported to campus security authorities or the local police.

Note:

The college will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or any non-forcible sex offense, the results of any college disciplinary proceeding against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the alleged victim for the purpose of this policy.

E. Crime Statistics Definitions

Locations:

On Campus: *defined as:* (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

On Campus Student Housing Facility: *defined as:* Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category.

Public Property: *defined as:* All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Gettysburg College crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

Non-Campus buildings or property: *defined as:* (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Non-Campus Geography definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

- For example, students in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the rooms used by the students and any common areas used to access those rooms; including the lobby, elevator and staircases.

Reasonably Contiguous *defined as:* Any building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus."

F. Campus Security Authorities

Goucher's Campus Security Authorities include the following individuals: Goucher considers all employees, except for pastoral or professional counselors below, to be "campus security authorities" as that term is used in the Clery Act. Campus security authorities who witness, learn of, or hear about a Clery Act crime must contact the office of campus safety and report what happened and where it happened; reporters may identify the victim or keep the victim's identity confidential. Forms for making such reports are available on the website. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. At Goucher this includes the Chaplain and the Director of Hillel.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. At Goucher this includes the mental health counselors at the College Student Health and Counseling Center.

G. Crime and incident definitions

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

Arrest: persons processed by arrest, citation or summons.

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

Burglary: An unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Criminal Homicide – Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

Domestic Violence: A felony or misdemeanor crime of violence committed by —

1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;
3. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or

5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

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

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

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

Referrals for campus disciplinary action: The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

1. **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
2. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
3. **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person’s safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Unfounded Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

To count a crime as unfounded, the reported crime must have been a Clery Act crime, reported to have occurred on Clery Act geography, thoroughly investigated by sworn or commissioned law enforcement personnel, and found through investigation to be false or baseless, meaning, that the crime did not occur and was never attempted.

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

2020-2022 Crime Statistics – Reported to Local Law Enforcement Agencies, Campus Safety, and Campus Security Authorities

Crime	Year	Student Residences ¹	On Campus	Non-Campus	Public Property	Total
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	1	0	0	1
Burglary	2020	1	1	0	0	1
	2021	0	0	0	0	0
	2022	0	1	0	0	1
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Murder and Non-Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Sex Offenses: Rape	2020	1	1	0	0	1
	2021	1	2	1	0	3
	2022	2	3	0	0	3
Sex Offenses: Fondling	2020	0	0	0	0	0
	2021	0	2	0	0	2
	2022	1	1	0	0	1
Sex Offenses: Incest and Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

The statistics reported above reflect the number of incidents reported to the College’s Department of Campus Safety (but may not include reports from other campus security authorities, referrals from campus disciplinary authorities or reports from local law enforcement). They do not indicate actual criminal prosecution or student disciplinary action, or the outcome of either. **Please note that the state crime classifications, definitions and standards, which the College is reporting these statistics, may vary from the crime classifications, definitions and standards under federal law, which are also published in this annual report. Therefore state crime statistics may not match similar crime categories reported under federal law.

**The Student Residence category is a subset of the On Campus category. If a crime occurred in a student residence hall, it would be counted once under “Student Residence” and once under “On Campus.” The “Total” number of crimes column includes the On Campus, Non-Campus and Public Property categories combined. Every attempt is made to count crimes only once in this report.

2020-2022 VAWA Statistics – Crimes Reported to Local Law Enforcement Agencies, Campus Safety, and Campus Security Authorities Pursuant to the Violence Against Women Act

Crime	Year	Student Residences ¹	On Campus	Non-Campus	Public Property	Total
Dating Violence	2020	0	0	0	0	0
	2021	0	0	1	0	1
	2022	0	0	0	0	0
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Stalking	2020	0	0	0	0	0
	2021	0	1	1	0	2
	2022	2	3	1	0	4

2020-2022 HATE CRIMES – Crimes Reported to Local Law Enforcement Agencies, Campus Safety, and Campus Security Authorities

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

2020 No reports of hate crimes were received.

2021 No reports of hate crimes were received.

2022 One on-campus Vandalism of Property incident characterized by race bias.

Note: Crimes reported within the hate crimes category include murder/non-negligent manslaughter, negligent manslaughter, robbery, aggravated assault, burglary, motor vehicle theft, arson, intimidation, larceny, simple assault, and vandalism.

2020-2022 Arrests and Referrals for Disciplinary Action

Arrests	Year	Student Residences ¹	On Campus	Non- Campus	Public Property	Total
Alcohol Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Drug Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Weapons Possessions	2020	0	0	0	0	0
	2021	1	1	0	0	1
	2022	0	0	0	0	0

Referrals for Disciplinary Actions	Year	Student Residences	On Campus	Non- Campus	Public Property	Total
Alcohol Violations	2020	0	0	0	0	0
	2021	6	7	0	0	7
	2022	3	3	0	0	3
Drug Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	3	3	0	0	3
Weapons Possessions	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

NOTE: The College made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the College’s identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included.

Annual Fire Safety Report on Student Housing

October 1, 2023

The Higher Education Opportunities Act (HEOA) of 2008 requires colleges and universities maintaining on-campus housing to compile fire data and issue a fire safety report annually. This report includes required information about student housing fire safety systems, fire drills, fire safety policies, and education and training programs.

A. On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

With the exceptions noted below, all of Goucher College's residence halls have full sprinkler systems and networked fire alarm systems that are monitored by campus safety. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Safety Office, which is staffed 24 hours a day, 365 days a year. An officer then responds to the building and determines the cause of the alarm and whether the fire department should be notified.

Residence Hall	System Description
Mary Fisher Hall	Full sprinkler and networked alarm system installed 2008
Heubeck Hall	Full sprinkler and networked alarm system updated 2019
Froelicher Hall	Full sprinkler and networked alarm system installed 2017
Stimson Hall	Networked alarm system installed in 2004. No sprinklers
	Note that this building is not currently in use.
Sondheim House	Full sprinkler and networked alarm system installed 2002
Welsh Hall	Full sprinkler and networked alarm system installed 2005
Pagliaro Selz Hall	Full sprinkler and networked alarm system installed 2016
Trustees Hall	Full sprinkler and networked alarm system installed 2018
Fireside Hall	Full sprinkler and networked alarm system installed 2018

All residence halls are at the physical address of 1021 Dulaney Valley Road, Towson, MD. 21204.

Residence halls also include fire extinguishers in all common areas and hallways, evacuation maps and safety brochures on the back of all doors and in common areas, and smoke detectors in all rooms and common areas. There are no plans for system improvements at this time.

Individuals to Whom Fires Should be Reported and Maintenance of Fire Log

A fire is an instance of open flame or other burning (i) in a place not intended to contain the burning or (ii) in an uncontrolled manner.

All fires should be reported immediately to the Office of Campus Safety by calling 410-337-6111. The office maintains a written fire log that records the nature, date, time, and general location of each fire on campus. The recordation must occur within two business days of the report. The office will allow public inspection of the log for the most recent 60-day period during normal business hours and will make older portions of the log available within two business days after any request.

B. Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Office of Campus Safety. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

C. Evacuation Policy and Procedures

The Goucher College Emergency Action Plan, provides the following instructions that students and employees should follow in the case of an evacuation emergency:

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. You will be notified of a fire or other evacuation emergency 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.

If you discover a fire, smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Campus Safety at 410-337-6111. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets, and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors

behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Campus Safety at 410-337-6111 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, low-vision, deaf, or mobility challenged as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows.

Leave the building and assemble at least fifty (50) feet from the building in a location where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Campus Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Campus Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to reenter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Campus Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.

Fire Safety Violations and prohibitions (including rules on portable electrical appliances, smoking and open flames.)

The Student Code of Conduct contains a section addressing fire safety violations. A fire safety violation “includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on college premises or at activities sponsored by the college.”

The [Residential Life website](#) lists items and activities prohibited in private residence halls rooms, including candles, incense, irons, hot pots, coffee makers, hover boards, and halogen lamps. In addition, each student is given a copy of a handbook at orientation that includes rules relating to permitted small appliances and fire safety in general.

Smoking of any kind on Goucher property is prohibited. During a transitional period from July 15, 2017 to July 15, 2018, smoking tobacco products and e-cigarettes were permitted only in designated smoking areas on campus.

D. Fire Safety Education and Training Programs

All residence life coordinators and RAs receive fire safety and emergency action plan training and are responsible for providing fire safety training to students. Prior to the first fire drill of the year, each resident assistant conducts a mandatory house meeting for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents.

All residence hall rooms are equipped with evacuation maps posted on the back of the door, which indicate the safest and most direct exit routes from the room in the case of an emergency. Also on the back of the door in each room is a copy of the college's Campus yellow Emergency Procedures Guide, which provides information on how to respond appropriately in any number of emergency situations.

Professional staff and faculty members receive Emergency Action Plan training during orientation, either in person or on-line during which fire safety and evacuation procedures are reviewed. Staff and faculty are provided with copies of the Campus Emergency Procedures Guide at that time and the guides are displayed throughout campus as well as being available online. In addition, campus safety officers and facilities employees are provided with training under the college's Fire Watch Policy.

E. Fire Drills

The college conducted fire drills in all residence halls once each during the spring and fall semesters in calendar years 2020-2022.

Fire Safety Report and Statistics – Fire Log: 2020, 2021 and 2022

2020 – There were no fires reported throughout the 2020 calendar year.

2021 – One unintentional fire occurred in the residence halls—a small fire developed inside a dryer located in the custodial laundry room. Damage was approximately between \$50,000-\$100,000.00.

2022 – One intentional fire in the residence halls – fire was investigated by fire authorities inside a trash room and determined to be arson. Damage was approximately between \$100,000.00-\$249,000.00.

A. Statistics on Fires - Definitions

A “fire,” for reporting purposes, is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

The cause of a fire is the factor of factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional act, mechanical failure, or act of nature.

A fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. A fire-related death includes any instance in which a person dies within one year of injuries sustained as a result of the fire. The value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- contents damaged by fire
- related damages caused by smoke, water and overhaul
- does not include indirect loss, such as business interruption

Missing Student Policy Statement

A. Purpose

The purpose of the policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

The policy applies to students who reside in campus housing, including off-campus apartment units leased by the college for student residents.

For purposes of the policy, a student may be considered to be a "missing student" if the student's absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

B. Procedures

Designation of confidential emergency contact information

Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be available only to the Office of Campus Safety and the Vice President and Dean of Students, or his designee, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

In the event a student who is under the age of 18 and is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

1. Official notification for missing students

- i. Any individual on campus who has information that a residential student may be a missing student must notify the Office of Campus Safety as soon as possible and in no event, later than 24 hours after determining that the student is missing.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Office of Campus Safety will assist external authorities with these investigations as requested.

- ii. The Office of Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with,

vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

- iii. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than 24 hours after the Office of Campus Safety determines that a residential student is missing:
 - the Office of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation unless the law enforcement agency is the entity to determine the student is missing; and
 - the Vice President and Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.

2. Campus communications about missing students

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Office of Communications. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Office of Campus Safety, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the Goucher community with any information about a missing student, the Office of Communications shall consult with the Office of Campus Safety and with local law enforcement authorities to ensure that communications do not hinder the investigation.