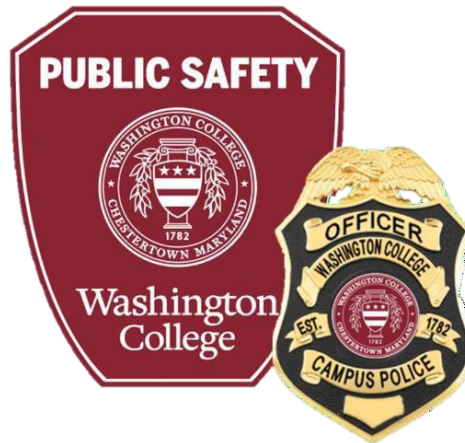




Annual Security and Fire Safety Report

October 1, 2025

Department of Public Safety



EMERGENCY NUMBERS

FIRE - RESCUE - POLICE - 911

KENT COUNTY EMERGENCY MANAGEMENT - 410-778-1241

DEPARTMENT OF PUBLIC SAFETY - Ext. 7810 or 410-778-7810 (direct line)

OTHER IMPORTANT PHONE NUMBERS

Chestertown Police Department - 410-778-1800

Kent County Sheriff's Office - 410-778-2279

Maryland State Police - 410-758-1101 (Centreville Barracks)

University of Maryland Shore Medical Center at Chestertown - 410-778-3300

Kent County Health Department - 410-778-1350

WC Health and Counseling Services – 410-778-7261

Behavioral Health and Rape Crisis Center at For All Seasons, Inc. - 1-800-310-7273

Eastern Shore Mobile Crisis Response – 1-888-407-8018

Chester River Behavioral Health and Wellness – 410-778-5550

National Suicide Prevention Hotline - 1-800-273-TALK (8255)

Crisis Text Line - text "HOME" to 741741 for any Crisis

The Trevor Project (support for LGBTQIA+ students) – 1-866-488-7386

Trans Peer Support Hotline (all operators are transgender) – 1-877-565-

8860 The Steve Fund (support for students of color) – text "STEVE" to 741741

Table of Contents

1.00	INTRODUCTION.....	7
2.00	DEPARTMENT OF PUBLIC SAFETY	8

Police Authority	8
3.00 REPORTING CRIMINAL ACTIVITY	10
Confidential Reporting Procedures	10
Daily Crime Log	10
Anonymous Tips	11
Campus Security Authorities	11
Annual Clery Notice Compliance	11
Non-campus Housing	12
Unfounded Crimes	12
4.00 EDUCATION AND PREVENTION PROGRAMS	12
Primary Prevention and Awareness Programs	12
5.00 EMERGENCY NOTIFICATION	17
Timely Warnings	17
Distribution Procedures	17
Immediate Notification	17
Emergency Notification Systems	18
WAC Alerts.....	18
Additional notification methods	18
Training and Testing	19
6.00 EVACUATION PROCEDURES	19
Building/Campus Evacuation	19
Building evacuation	19
Campus Evacuation	19
7.00 EMERGENCY RESPONSE	20
What to Do in an Emergency.....	20
Call for Help	20

Report Everything	20
Check the Website	20
Check Your Building	20
ICE - In Case of Emergency	21
Personal Safety	21
Residence Hall Safety	21
Web Safety	21
Fire and Smoke	21
Medical Emergency	22
Alcohol Intoxication/Poisoning	22
Injuries	22
Emotional/Psychological Warning Signs	23
Active Assailant	23
Severe Imminent Weather	24
8.00 CAMPUS FACILITIES ACCESS AND SECURITY	26
Public Safety Patrols	26
Maintenance of Campus Facilities	26
Other Campus Facilities	26
Campus Escorts	26
9.00 BYSTANDER INTERVENTION AND RISK REDUCTION	26
Bystander Intervention	26
Risk Reduction	27
10.00 WASHINGTON COLLEGE POLICY ON SEXUAL HARASSMENT & DISCRIMINATION FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES	28
1. Purpose	28
2. Title IX Team Contacts	28
3. External Contact Information	29
4. Mandated Reporting and Confidential Employees	30
5. Scope	31

6.	Jurisdiction	32
7.	Supportive Measures	33
8.	Online Harassment and Misconduct	34
9.	Inclusion Related to Gender Identity/Expression	34
10.	Prohibited Conduct	35
11.	Standard of Proof.....	45
12.	Reports/Complaints of Discrimination, Harassment, and/or Retaliation.....	45
13.	Time Limits on Reporting	46
14.	False Allegations and Evidence	46
15.	Confidentiality/Privacy	46
16.	Emergency Removal/Interim Actions/Leaves	47
17.	Federal Timely Warning Obligations	47
18.	Amnesty	47
19.	Preservation of Evidence	47
20.	Federal Statistical Reporting Obligations	48
21.	Independence and Conflicts of Interest	49
22.	Revision of this Policy	49

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION49

1.	Overview	49
2.	Notice/Complaint	49
3.	Collateral Misconduct	50
4.	Initial Evaluation	50
5.	Dismissal	52
6.	Appeal of Dismissal	52
7.	Emergency Removal/Interim Suspension of a Student	53
8.	Placing an Employee on Leave	54

9.	Counter-Complaints	54
10.	Advisors in the Resolution Process	54
11.	Resolution Option Overview	56
12.	Resolution Process Pool	59
13.	Notice of Investigation and Allegations	59
14.	Resolution Timeline	60
15.	Ensuring Impartiality	61
16.	Investigator Appointment	61
17.	Witness Role and Participation in the Investigation	61
18.	Interview Recording	62
19.	Evidentiary Considerations	62
20.	Respondent Admits Responsibility	62
21.	Investigation	63
22.	Administrative Resolution Process	64
23.	Sanctions	66
24.	Notice of Outcome	68
25.	Withdrawal or Resignation Before Complaint Resolution	68
26.	Appeal of the Determination	69
27.	Long-Term Remedies/Other Actions	71
28.	Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms	72
29.	Recordkeeping	72
30.	Revision of these Procedures	73
	APPENDIX A: INFORMAL RESOLUTION (IR) FRAMEWORK	73
	APPENDIX B: STATEMENT OF THE PARTIES’ RIGHTS.....	75
	APPENDIX C: PRIVACY, PRIVILEGE, AND CONFIDENTIALITY	76

APPENDIX D: VIOLENCE RISK ASSESSMENT (VRA)	77
APPENDIX E: TRAINING FOR MEMBERS OF THE RESOLUTION PROCESS POOL	78
Resources for Support.....	81
Sexual Assault Campus Climate Survey	81
11.00 DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING	82
Definitions	82
Maryland State Law Sexual Assault Definitions	83
Definitions:	85
Assistance for Victims: Rights and Options	85
Maryland Crime Victims’ Rights	85
VINE	87
Protective or Peace Order	87
Change in Victim’s Academic and Living Situation	87
Campus disciplinary actions	87
12.00 SEX OFFENDER REGISTRY	87
13.00 POLICY FOR FIREWORKS, FIREARMS, AMMUNITION, EXPLOSIVES, OR OTHER WEAPONS	88
14.00 MISSING STUDENT PROCEDURES	88
15.00 COLLEGE ALCOHOL AND OTHER DRUGS POLICIES	89
Alcohol Policy	89
Cannabis Policy	90
Maryland State Laws Concerning Cannabis.....	90
Policy for Other Controlled Substances	90
Parent or Guardian Notification	91
Medical Amnesty Policy	91
What is Amnesty?	92
How does the Medical Amnesty Policy work?	92
Student in need of medical attention	92
Student calling on behalf of someone else	92
Prevention, Education, and Intervention Methods:	92

Additional Details:	93
Smoking Policy	93
Alcohol and Other Drugs Violations and Sanctions	94
Health Risks and Counseling	97
Resources	98
On Campus Resources.....	98
Additional information	98
16.00 CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT	98
Overview	98
Fire Log	99
General Statement of College Owned/Controlled Student Housing	99
Fire Safety	99
Student Housing Reporting and Evacuation Procedures	100
Fire Statistics for On-campus Student Housing Facilities.....	102
2023 Fire Statistics for On Campus, Residential Facilities	102
2022 Fire Statistics for On Campus, Residential Facilities	103
2021 Fire Statistics for On Campus, Residential Facilities	104
Fire Safety Systems for On Campus Student Housing	105
17.00 ANNUAL CRIME STATISTICS.....	106
Annual Crime Statistics for past 3 years	106
Annual Crime Statistics for 2023	108
Reporting Locations	109
Crime Definitions	109
Notice of Non-Discrimination	112

1.00 INTRODUCTION

Welcome to the 2025 Annual Security and Fire Safety Report, covering college policies and statistics for calendar year 2024. You will notice the change in incidents reflected in the statistics. This report complies with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is specific to Washington College.

The Department of Public Safety is committed to providing a safe learning and working environment for every member of our community. Your safety and well-being are our highest priority and our primary concern, so our dedicated officers and command staff are here 24 hours to serve the Washington College Community.

You will find valuable information about the College including descriptions of certain services that we provide, our strong commitment to victims of crime and the extensive services we make available to them. Lastly, you will find valuable information about public safety policies and procedures on our campus, crime data, and crime prevention information.

Cooperation and communication are at the core of Washington College's approach to safety and are key to our mission's success. We remind you that our college is only able to function if everyone is involved in the safety of our campus. We need you to do your part so our whole community can continue with the mission of the college. All members of our community are asked to make considered and responsible choices, discourage careless behavior wherever prudent, and to promptly report any suspicious activity. If you see something, say something. We are all in this together. Working together for a safe campus,

2.00 DEPARTMENT OF PUBLIC SAFETY

MISSION STATEMENT/ DEPARTMENT LOCATION

The mission of the Washington College Department of Public Safety is to protect, serve, and create a safe and academically sound environment for the students, faculty, and staff at the College. Additionally, the department supports the College's mission to "challenge and inspire emerging citizen leaders to discover lives of purpose and passion."

The Washington College Department of Public Safety is responsible for providing public safety, risk management, environmental safety, and identification services to the college community.

We recognize that our authority not only comes from the State of Maryland, Washington College Policies, but also comes from the Constitution of the United States, a continually reaffirmed expression of the will of the people, and we are dedicated to upholding its expression of the fundamental value of all people.

The department serves with integrity, discretion, and expediency, and in a fair, proper, and thorough manner. The conduct of each member of the department will be professional and honorable. We work with other organizations to create a campus environment that is socially rich and diverse.

We view our community and our employees as invaluable assets whose welcome diversity encourages us to strive for a place where their expression and worth can flourish. We do

this with the clear understanding that our ultimate responsibility is to enhance and celebrate the safest college experience.

The Department of Public Safety is on the ground floor of Cullen Hall. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. On campus, there are Patrol Officers on duty 24 hours a day, 7 days a week, 365 days a year. Officers conduct foot, bicycle, and vehicular patrols of the entire campus. The Department aids in the enforcement of federal, state, and local statutes, as well as Washington College policies.

Police Authority

The Department of Public Safety employs officers that are sworn and commissioned under Maryland law as Special Police Officers/Campus Police Officers. This affords these officers full law enforcement and arrest authority on all Washington College property throughout the State of Maryland. As such, officers have authority to issue citations, obtain warrants, effect arrests, and administer all other duties required of a sworn police officer. All uniformed members of the Department of Public Safety wear a distinctive uniform and badges that identify Sworn and Non-Sworn officers. The Department of Public Safety regularly patrols in marked vehicles, on bicycles, and on foot. The Department of Public Safety works closely with local and state jurisdictions and participates in regular meetings and joint agency trainings. Occasionally, for large events, we utilize special events staff. Public Safety also has a Memorandum of Understanding (MOU) with the Chestertown Police Department. This MOU outlines the working relationship between the Department of Public Safety and the Chestertown Police Department, and covers such areas as the sharing of information, jurisdiction, the investigation of alleged criminal offenses, and responsibilities for each entity.

PUBLIC SAFETY

TITLE 3. LAW ENFORCEMENT

SUBTITLE 3. SPECIAL POLICE OFFICERS

Md. PUBLIC SAFETY Code Ann. § 3-307 (2013)

§ 3-307. Scope of commission

(a) In general. -- Each special police officer shall protect and preserve peace and good order on the property described in the application for the commission.

(b) Powers of special police officer. -- A special police officer may:

(1) arrest individuals who trespass or commit offenses on the property described in the application for the commission;

(2) exercise the powers of a police officer on the property described in the application for the commission;

(3) exercise the powers of a police officer in a county or municipal corporation of the State in connection with the care, custody, and protection of other property of the entity that requested the appointment of the special police officer or other property, real or personal, for which the entity has assumed an obligation to maintain or protect; and

(4) direct and control traffic on public highways and roads in the immediate vicinity of the property described in the application for the commission in order to facilitate the orderly movement of traffic to and from the property, if the Secretary approves of this activity in advance.

(c) Limitations as to vehicle laws. --

(1) A special police officer may make an arrest or issue a traffic citation for a violation of the Maryland Vehicle Law or any other State or local traffic law or regulation only if the special police officer:

(i) has a probationary or permanent appointment as a security officer or is a member of an industrial police force; and

(ii) has completed the basic training course for police officers as established by the Police Training Commission in accordance with Subtitle 2 of this title.

(2) A special police officer may exercise the power described in paragraph (1) of this subsection only on the property of the special police officer's employer as described in the application for the commission, unless the special police officer is in active pursuit for the purpose of immediate apprehension.

HISTORY: An. Code 1957, art. 41, § 4-905; 2003, ch. 5, § 2

The jurisdiction for Public Safety Officers consists of all property owned and controlled by Washington College.

3.00 REPORTING CRIMINAL ACTIVITY

To report criminal actions or emergencies, call Public Safety at 410-778-7810 (extension 7810 from campus phones) or dial 911. When you call 410-778-7810, you can speak directly with Public Safety personnel. If you are unable to contact an Officer, dial 911

(Kent County Office of Emergency Services). Any victim or witness to a crime on campus is asked to call the police. When you dial 911, trained dispatchers are available 24 hours a day to respond to emergency calls. Department of Public Safety Officers will respond to investigate all reports of criminal activity or emergencies. Typically, Officers will prepare and submit incident reports, which may be shared with local law enforcement agencies for investigation or with other departments on campus (Student Affairs, Human Resources, etc.) depending on the incident. This information will also be used for making timely warning reports and for the annual statistical disclosure.

Individuals can also report crimes to a Campus Security Authority, the College's Title IX Coordinator or to one of several Deputy Title IX Coordinators.

Confidential Reporting Procedures

Washington College encourages accurate and prompt reporting of all crimes to Public Safety and to appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

If you are the victim or witness of a crime and are unable to make a report, or do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of the Department of Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents occurring on campus, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Information will only be shared among people who have an immediate role in maintaining safety on campus. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

In some cases, we may have to pursue action to ensure the safety of the campus but will also maintain the privacy of the reporting party. For sexual offenses, the Title IX Coordinator will be notified of the crime.

Daily Crime Log

The Washington College Department of Public Safety maintains a daily crime log that contains information on recent criminal activity to include the nature, date, time, and general location of each crime. The daily crime log is available for review by members of the community at the Department of Public Safety from Monday through Friday, 8:30 a.m. to 4:00 p.m., and covers the most recent 60-day period. Crime log information dating

back more than 60 days will be made available for inspection within two business days of a request.

If new information about an entry in the log becomes available to our Department, then the new information will be recorded into the log not later than two business days after the information becomes available.

The Public Safety Department may withhold information from the daily crime log if the release of such information would jeopardize an ongoing criminal investigation, the safety of an individual, cause a suspect to evade detection or flee, and/or result in the destruction of evidence.

Anonymous Tips

Members of the Washington College community can provide Public Safety with information pertaining to criminal and suspicious activity through our Anonymous Tips link. The link can be found on the Public Safety website. Just click on the link marked “Anonymous Tips” and complete the form. The address for the link is: https://www.washcoll.edu/people_departments/offices/public-safety/anonymoustips.php All reports are anonymous.

Campus Security Authorities

A Campus Security Authority (CSA) is defined as an official of an institution with significant responsibility for student and campus activities, including student housing, student discipline, and campus judicial proceedings.

When CSAs receive information from students or employees regarding criminal offenses, they are required to report this information to Public Safety.

On the Public Safety webpage, individuals can find the following information:

- Clery Crimes by Definition (detailed description of criminal offenses for which we are required to disclose statistics)
- CSA Training Handout (handy two-page guide)
- CSA Reporting Form (form that can be used to report criminal offenses)

Annual Clery Notice Compliance

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from the Department of Public Safety, other Campus Security Authorities (CSAs), and local Police Departments. CSAs are reminded once a year and during training to provide any statistical information to the Department of Public Safety.

Members of the College’s Counseling Center are not required to make such disclosures as those services are confidential. Professional counselors on campus, if they deem it appropriate, inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

All statistics are gathered, compiled, and reported to the college community via this report, entitled “Annual Security and Fire Safety Report” which is published by the Washington College Department of Public Safety. Public Safety submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the ED is available to the public through the ED website.

Public Safety sends an email to every enrolled student and current employee annually. The email includes a brief summary of the contents of this report. The email also includes a link to the Annual Security and Fire Safety Report on the Public Safety page. A hard copy of the report can also be obtained by making a request to Public Safety by telephone (410-778-7810), in person, or in writing. Public Safety is on the ground floor of Cullen House. The mailing address is Public Safety, Washington College, 300 Washington Avenue, Chestertown, MD 21620.

Non-campus Housing

Washington College has no recognized, non-campus housing. However, on occasion, the Chestertown Police Department will contact Public Safety when there are off campus incidents involving our students. These incidents are not counted in our annual disclosure of statistics, as they are not within our physical jurisdiction.

Unfounded Crimes

A Clery Act reportable offense investigated by a sworn law enforcement officer and determined to be false or baseless must be reported as unfounded. This requirement became effective in 2015.

4.00 EDUCATION AND PREVENTION PROGRAMS

The Department of Public Safety and the Office of Student Affairs work closely with many student organizations and with the Student Government Association to promote safety and security. Washington College offers programs throughout the academic year designed to raise awareness regarding the prevention of sexual assault, dating violence, domestic violence, and stalking. Self-defense classes are offered upon request. Guests are invited to speak on various pertinent crime issues. These programs are also available to students living off campus. Washington College currently does not have any recognized off-campus student organizations or housing.

The Department of Public Safety supplements information throughout the year through electronic e-mail notices, social media, and newspaper articles. Incidents that require community awareness are also communicated in this fashion.

Primary Prevention and Awareness Programs

Washington College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

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; and

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Education programming consist of primary prevention and awareness programs for all incoming students and new employees, and ongoing awareness and prevention campaigns for students and employees that:

Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

Defines what behavior and actions constitute consent to sexual activity in the state of Maryland and/or using the definition of consent found in the Student Handbook if state law does not define consent;

Provides a description of safe and positive options for bystander intervention. Bystander intervention means 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. Bystander intervention includes 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;

Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence.

Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.

Prevention and Awareness Campaigns

To raise awareness and hopefully prevent incidents of sexual assault, dating violence, domestic violence and stalking, Washington College provides primary and ongoing educational programs to incoming students and new employees, as well as current students and employees. These programs are designed to encourage students and employees to be responsible for their own security and the security of others. Also included are training sessions attended by College personnel that relate to crime prevention and awareness.

Washington College offered the following **primary prevention and awareness programs** for all incoming students in 2024:

Orientation

All incoming first-year students attended information sessions on the following topics: Title IX, healthy relationships, sexual violence, understanding consent, the Honor Code, diversity awareness, mental health and resiliency, the College's community standards, support systems available outside of the classroom, and personal safety. Students were also taught how to express concerns about themselves and others by utilizing the CARE report system. All students also participated in a mandatory alcohol education program.

Consent and College Policy on Title IX

All new students were provided with key information related to healthy relationships and sexual violence. Also included was a nationally recognized program focused on understanding consent, along with a review of college resources and policy.

Vector Coursework

Washington College partnered with Vector, whose mission is to help students address critical life skills, such as alcohol abuse prevention, sexual assault prevention, diversity and inclusion and mental well-being while at college. All first-year students had to complete the following Vector modules: Alcohol and other Drugs, Diversity, Inclusion, and Belonging, Sexual Assault Prevention, and Mental Well-Being.

This online education covers topics that will help students to:

- Develop critical skills to make thoughtful and healthy choices outside the classroom
- Reflect on their knowledge, attitudes, and experiences related to these issues
- Support their peers and themselves when faced with tough situations

Washington College offered the following **ongoing awareness and prevention programs** for students in 2024:

Title IX Training

Title IX Policy, Reporting, and Bystander Intervention – Resident Assistants and Peer Mentors, Fall Athletes, off-campus students, all faculty and staff.

Title IX Policy Overview

The Elm Staff, all Greek life organizations

Title IX Policy Overview

All members of the campus community, new faculty members

Washington College offered the following **ongoing prevention and awareness programs** for employees in 2024:

Title IX Policy, Mandated Reporting, Bystander Intervention

Washington College employees are also invited to, and encouraged to attend, all training and programming mentioned above.

Other resources, available to faculty, staff, and students, include:

Public Safety Website: Find information regarding procedures to follow when different emergency situations arise.

CARE System: The CARE system is an on-line case management system that allows members of the Washington College community (faculty, staff, and students) to instantly report concerns about a student's well-being. Reports are reviewed daily by a member of the Dean of Students' Office and bi-monthly, a cross-campus team of professionals review student cases to determine appropriate follow-up and support for those students.

Sexual assault/misconduct advocates: Sexual assault/misconduct advocates are here for all survivors of sexual misconduct/violence, regardless of gender, sexual orientation, race, ethnicity, religion, etc. and regardless of what kind of assault occurred. Advocates are trained Washington College staff and faculty. The advocate you talk to will be able to help you determine what your options are and empower you to make the choice that is best for you. They are there to listen, provide support and care, and give you the options that you have in order to move forward in your healing process.

WAC-squared: Counseling Services and the Psychology Department developed a student support program called WAC-squared, or Washington College Wellness Advocacy Coaching. Under this innovative program, students are trained as coaches and available to listen to and support their peers at a higher level. The key difference between existing support from the Peer Mentors and RA's and this additional layer of frontline support is that the Wellness Advocacy Coaches – WACs – are trained in mental health first aid. WACs coaches are certified as mental health first aid providers. WACs are caring students who strive to promote general well-being. They are available to listen to and support other students and will have drop-in hours in Hodson Hall where the Student Events Board is located.

Peer SMART (Sexual Misconduct Advocacy and Response Team)

Peer SMART is a diverse group of Washington College students whose primary purpose is to provide resources and a listening ear for students by students. They will help students determine what their options are and empower them to make the choice that is best for them. Peer SMART members are also able to conduct trainings for clubs or organizations around sexual assault, sexual misconduct, consent, and more.

Mantra Health: Expanded virtual mental health care is now available to all students, in partnership with telemental health provider Mantra Health. Mantra has a directory of licensed master's level therapists available to support students through video and messaging services. Students can select the provider that is right for them by providing details regarding their gender ID, ethnicity, sexual orientation and more. Students can go directly into the portal to request an appointment at their convenience, with no need for a referral from the Washington College Counseling Center.

JEDI Training: Justice, Equity, Diversity, and Inclusion (JEDI) Workshops were held during 2024. JEDI workshops covered a variety of topics related to racial and social justice, including Anti-Racism, Identity & Privilege, Racism & Stress, Gender JEDI, and Courageous Conversations. Workshops were developed by students, faculty, and staff from across the WAC community and workshop participants were encouraged to push their own boundaries while confronting complex topics.

ALICE Training: ALICE stands for Alert, Lockdown, Inform, Counter and Evacuate. ALICE Training is designed to supplement current “Lock down” or “Secure in Place” procedures used frequently in our public schools and institutions. The College began offering ALICE Training sessions in 2018.

Campus Safety Presentations: Public Safety Officers conduct trainings for individual groups that cover general safety on campus, sexual assault prevention, fire safety and a variety of other topics. Available upon request.

The Elm: The DPS Report and articles appear weekly in The Elm so that the campus community can be informed of crime trends, safety tips and special programs.

Crime alerts (Timely Warnings) are also sent out via email and WAC Alerts (email, text message, phone message).

CCTV Cameras: Washington College is increasing its use of CCTV systems to deter, detect and investigate crime on campus.

5.00 EMERGENCY NOTIFICATION

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief/ Director of Public Safety or their designee, constitutes an ongoing, serious, or continuing threat, a campus-wide “timely warning” will be issued. A timely warning will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. The Director of Public Safety, or their designee, will draft a timely warning message, often after consulting with members of the Emergency Operations Group, Student Affairs personnel, the Marketing and Communication Office, and others. Anyone with information that they believe constitutes an ongoing or continuing threat to the community should contact the Department of Public Safety at 410-778-7810.

Distribution Procedures

If warranted, a timely warning will be sent out via WAC Alerts by Public Safety personnel.

WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice, and voice mail), land phones, e-mail accounts, RSS readers, wireless pagers, wireless PDAs, and web site pages. All Public Safety personnel have been trained to send messages out via WAC Alerts. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. The Department may also disseminate general information through the campus’ student newspaper, *The Elm*.

Immediate Notification

Washington College will immediately notify the campus community 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.

The College 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 responsible authorities, compromise

efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. All Public Safety personnel have been trained to activate the WAC Alerts emergency notification system.

Due to the size of the campus, notifications will normally be sent to all recipients.

Emergency Notification Systems

Listed below is a description of several emergency notification systems on campus and processes that are in place:

WAC Alerts

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community. WAC Alerts is the College's primary emergency notification system.

WAC Alerts works by sending a message to all standard text communication devices: mobile phones (via SMS text messages, voice, and voice mail), land phones, e-mail accounts, RSS readers, test pagers, wireless pagers, wireless PDAs, and web site pages. It is a cross-carrier mobile service, so it does not matter which phone provider you use.

All Washington College students, faculty and staff can self-manage their accounts to register or deactivate the service, update phone numbers, email addresses, etc. Those who register can also include phone numbers or email addresses for parents, spouses, or others if they want.

To sign up, go to the Public Safety webpage (https://www.washcoll.edu/people_departments/offices/public-safety/index.php) and click on the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links.

Additional notification methods

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. Follow up information may be sent out through the college email system to students, faculty, and staff, or through additional WAC Alerts messages. We may also disseminate general information through the campus' student newspaper, *The Elm*.

Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible.

When appropriate, the Director of Public Safety will share emergency information with the Chestertown Police Department and the Kent County Office of Emergency Services.

Members of the larger community can receive information regarding emergencies on campus through the College's webpage. Depending on the scale of the emergency, community members may also tune into local media outlets (television, radio, Internet) for updates.

During an emergency, follow-up messages may come from one or all of the alert systems depending on the situation.

Training and Testing

Washington College conducts regular tests of our communications system (WAC Alerts). Working with members of our Emergency Operations Group (EOG) and local emergency services, we also schedule annual emergency/tabletop exercises and other emergency drills so that we can fully assess and evaluate our emergency plans and capabilities.

6.00 EVACUATION PROCEDURES

Building/Campus Evacuation

Building evacuation

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by the Department of Public Safety (see Emergency Notification Methods, above).

When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.

Assist disabled persons in exiting the building! Remember that elevators are reserved for disabled persons. Do not use the elevators in cases of fire or earthquake.

Once outside, proceed to a clear area that is at least 300 feet away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your area assembly points.

Do not return to an evacuated building unless told to do so by a Department of Public Safety Officer or emergency personnel.

Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Department of Public Safety (see Emergency Notification Methods, above).

All persons (students, faculty, staff and visitors) are to immediately vacate the area of campus in question and relocate to another part of the campus grounds as directed.

Do not return to an evacuated area unless told to do so by a Department of Public Safety Officer or emergency personnel.

Broader emergency evacuation information will be disseminated in accordance with guidance provided by Kent County Emergency Services.

7.00 EMERGENCY RESPONSE

What to Do in an Emergency

Call for Help

Call 911 from campus phones for any situation that requires an immediate response from police, fire, or medical authorities to preserve life or property. If calling from a cell phone, give your location as Washington College, in Chestertown in Kent County. (Many cell phone 911 calls go to a call center not located nearby.)

Report Everything

Any emergency or incident should also be reported to Public Safety at 410-778-7810. The Washington College Department of Public Safety works with local police and fire agencies to respond to all emergency situations on campus including fire, accident/illness, crime, hazardous spills/gas leaks, and bomb threats.

Check the Website

Unless electrical power or electronic communication is unavailable following a major storm or emergency, the Washington College web site will be the official source for information and regular updates will be posted there. The College will also use WAC Alerts to send emergency communications to the campus community.

Check Your Building

Should telephone and electronic communication be interrupted, information fliers will be posted on first floor bulletin boards around campus, in the residence halls, and at entrances to key buildings when and where possible. WAC Alerts will still send messages to registered phones, including cell phones and email addresses, despite power failures. All

members of the College community are encouraged to register their personal cell phones in the WAC Alerts system.

Personal Safety Tips

WAC Alerts

WAC Alerts is the College's self-service, web-based, emergency notification system that sends instant alerts to registered users. The College will use WAC Alerts to send emergency communications to the campus community.

All Washington College students, faculty and staff can self-manage their accounts. To sign up, go to the Public Safety webpage (https://www.washcoll.edu/people_departments/offices/public-safety/index.php) and click on the WAC Alerts link (<https://washcoll.omnilert.net/>) under Quick Links. This is the link to follow if you need to manage an existing account.

ICE - In Case of Emergency

Program your cell phone with an "In Case of Emergency" contact number and name using the acronym ICE. This will help emergency personnel assist you when you need it most.

Personal Safety

- Walk in groups or call Public Safety (410-778-7810) for a walking escort if you feel unsafe; do not walk alone after dark.
- Keep identification on your person at all times.
- Park and walk in well-lit areas.
- Ensure your cell phone is fully charged and accessible. Have the Omnilert safety app downloaded to your phone.
- Stay Alert! Avoid talking on your cell or using electronic devices when walking alone.
- Secure personal property and avoid displaying valuables.
- Alert someone you know and trust if you plan to leave campus or if your daily schedule will be different from the "norm."
- Report all suspicious activity to Public Safety (410-778-7810).

Residence Hall Safety

- Lock doors at all times, especially when you go to sleep.
- Report lost keys immediately; do not loan your ID card or keys to anyone.
- Secure valuables and medications at all times.
- Know the location of fire alarms and extinguishers and be familiar with exits and evacuation procedures.
- Escort your guests at all times and do not let strangers into residence halls.
- Report all suspicious activity to your RA or Public Safety (410-778-7810).
- If you live off-campus, know your neighbors, leave on outside lights, keep your front and back doors locked and close your curtains.

Web Safety

- Review the security setting on a website before using that site.
- Avoid posting personal information on any website; do not post social security number, phone number, address, or screen name.
- Secure your laptop and computer when not in use so that other people will not have access to your information.
- Do not add people you do not know to your IM or contact lists.
- Inform Public Safety (410-778-7810) IMMEDIATELY if you receive threatening or suspicious email or have concerns about suspicious activity on any of your familiar websites.

Fire and Smoke

Members of the college community should become familiar with at least two evacuation routes from each building in which they study, work, or reside, as well as the location of fire alarm stations, emergency exits, and fire extinguishers in the area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. **YOU MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS.**

If You Discover Smoke or Fire

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if the fire is small. If you have not been trained, you must evacuate the area.
- Do not let the fire get between you and your exit from the building.
- As you evacuate the fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 to let them know the alarm has been activated and the nature of the emergency.
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as an exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

On Hearing the Fire Alarm

- If a fire alarm has been activated, make your way to the nearest exit and leave the building.
- Faculty and staff are asked to ensure that all students are out of the classrooms and laboratories before leaving. If time permits, close windows and shut off any gas and other utilities. Close doors upon leaving the room.
- Continue to move out of the building in an orderly manner even if the alarm stops sounding. Never return for personal items left behind.

Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

Medical Emergency

Call Public Safety at 410-778-7810 or dial 911. If you suspect a head or spinal injury, **DO NOT MOVE** the victim unless there is an immediate life-threatening emergency.

Alcohol Intoxication/Poisoning

Alcohol poisoning can be fatal. Do not allow someone who has drunk too much to “sleep it off.” Stay beside the person and call Public Safety at 410-778-7810 or dial 911 immediately if the person:

- cannot be roused
- is incoherent and is vomiting
- breathes shallowly
- has cold, clammy skin
- looks bluish or pale
- has taken other drugs with alcohol
- has a head injury

Injuries

- After calling Public Safety at 410-778-7810, or dialing 911, you may provide first aid if you are trained, it is safe to do so, and the victim consents.
- Do not attempt to move an injured person unless it is absolutely necessary to prevent further injury.
- Calmly assure the injured person that help is on the way.

- Assist emergency personnel in locating the victim and investigating the incident.
- Prepare for medical emergencies by taking first aid and CPR training classes.

Emotional/Psychological Warning Signs

If you have contact with any individual who displays the following behaviors, report your concerns to Public Safety, Student Affairs staff, Counseling or Health Services, or other college officials in a timely manner:

- Threatens harm or talks about killing self or students, faculty, or staff.
- Constantly starts or participates in fights.
- Loses temper and self-control easily.
- Possesses or draws artwork that depicts graphic images of death or violence.
- Assaults others constantly which may include immediate family members.
- Possesses weapons (firearms or edged weapons) or has a preoccupation with them.
- Becomes frustrated easily and converts frustration into uncontrollable physical violence.

Active Assailant

These recommended procedures cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm within a building, we recommend the following procedures be followed:

If you are somewhere safe, contact 911 with the following information:

- Location of the active assailant
- Number of assailants, if more than one
- Physical description of assailant/s
- Number and type of weapons held by the assailant/s
- Number of potential victims at the location

Run:

If you see the assailant at a distance, running away should be your first plan, when possible. Run in a zigzag or other unpredictable pattern. Use trees, vehicles, or any other object to block you from view as you run.

If you hear gunshots and are outside, go in the opposite direction from where you heard the gunshots. Call 911 as soon as you are far enough away.

Hide or lockdown:

If you cannot get away safely, find a place to hide. Lock and barricade entry points into rooms using chairs, tables, desks, or any other available items. Close blinds, silence cell phones and turn off the lights. Get out of the assailant's view and stay very quiet.

If you are barricaded in a room with other people, firmly order everyone to spread out as widely as possible and get down on the floor behind furniture or any other cover. People have a natural tendency to just huddle together in a crisis, but in a shooting situation, this just makes you one big, stationary target. Spreading out and getting down low makes everyone a more difficult target.

Counter or fight:

Your last resort when you are in immediate danger is to defend yourself. You can either physically confront a violent assailant (fight) or counter. If you choose to fight, commit to your actions and act aggressively to stop the assailant. Countering focuses on actions that create noise, movement, distance, and distraction to reduce the shooter's ability to shoot accurately. You can distract (or counter) an active assailant by throwing chairs, books, or other available objects at the assailant. Creating a dynamic environment

decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

Wait for help to arrive. Before you open the door to someone that says "police" or "paramedics" be aware that it could be the shooter trying to get you to open the door. Ask them questions and make sure they are police or someone trying to help you.

Once the police arrive, *obey all commands*. This may involve being handcuffed or made to put your hands in the air. This is done for safety reasons and once the police evaluate the circumstances, they will give you further directions to follow. Remind yourself that they are doing what they are doing in order to neutralize every possible threat and save your life. Be as helpful as possible to the authorities. Tell them everything you know.

If you have had ALICE Training, remember the steps you learned in training: **Alert, Lockdown, Inform, Counter, Evacuate.**

Severe Imminent Weather

Preparations before a major storm:

- Have flashlights and fresh batteries ready. Remember no candles are permitted in the residence halls.
- Obtain a battery-operated radio. Tune to a local TV/radio station or check online for the latest information on the storm's progress.
- Collect some bottled water and non-perishable food.
- Make sure your cell phones, laptop computers and other electronic devices are fully charged.
- If you live in an off-campus residence, bring any patio furniture and other outdoor accessories inside so that they do not blow into glass doors and windows.

During a storm

- Stay in your residence hall. Do not go outside. Downed electrical lines, flying debris, and flash flooding can be life threatening.
- Keep away from windows, glass doors and skylights. Breaking glass can cause severe injuries.
- Keep your blinds and/or curtains drawn and your windows tightly shut.
- Follow directions from your RAs and College employees.
- Use your flashlights - DO NOT USE OPEN FLAMES such as candles or kerosene lamps.
- If an injury of a life-threatening nature should occur, call 911 immediately.

If a tornado watch is announced •

Remain calm and stay inside.

- A "watch" indicates that conditions are favorable for the formation of a tornado in the area and a "warning" indicates that a tornado is imminent or has touched down in the area. If a tornado watch is announced for Kent or Queen Anne's County, pay careful attention to radio, TV, or Internet reports in case it is upgraded to a warning. If the power is out, listen to your battery-operated radios and heed the advice of your RAs.

If a tornado warning is announced

- A "warning" indicates that spotters have actually sighted a tornado or indicated on radar and is occurring or imminent in the warning area.
- If inside during a tornado warning
 - Seek immediate shelter. ○ Go to a basement or lowest level of the building.
 - If there is no basement, go to an interior hallway away from exterior windows.
 - Close all doors to rooms with exterior windows. ○ Stay away from all windows and other glassed areas. ○ Use your arms to protect your head and neck.

- Avoid auditoriums and gymnasiums or other structures with wide, free-span roofs.

If outdoors during a tornado warning

- If possible, get inside a building.
- If shelter is not available, lie in a ditch or low-lying area.
- Use your arms to protect your head and neck.

In case of a power outage on campus

- For a short-term disruption there is typically no need to do anything more than remain where you are unless doing so presents a safety hazard.
- Do not light candles, use flashlights only.

If the power outage is expected to be of extended duration, you will be notified of where to go by either posted flyers on bulletin boards and first floor entryways of major campus buildings or by text message.

Protect your computer and other electronics

- Unplug all expensive electronics, computers, and peripherals to protect them from damage due to power surges.
- Move your electronic equipment and computers to a protected location in your room or office away from a window and cover them with plastic. Lower window blinds to deter possible broken glass.

8.00 CAMPUS FACILITIES ACCESS AND SECURITY

Public Safety Patrols

The Department of Public Safety has Patrol Officers on duty on the campus 24 hours a day. The Officers patrol the campus buildings and grounds as well as dormitories as needed. The Officers are required to make checks of the mechanical rooms and special areas in each building. This is done for your protection and for fire safety reasons.

Maintenance of Campus Facilities

Department of Public Safety Officers patrol the campus academic buildings and grounds, responding to calls in dormitories as needed. Officers are responsible for monitoring locking devices, fire alarm systems, and other security devices. Officers report all malfunctions of security devices or systems for quick repair. Problems with lighting on campus are reported to the Department of Buildings and Grounds and to the Office of Information Technology. Buildings and Grounds also makes routine inspections to ensure that lighting and other equipment is functioning properly, and to ensure that landscaping is maintained in a manner that minimizes hazardous conditions. Residence halls are locked 24 hours a day, 7 days a week.

Other Campus Facilities

When College is in session, most campus buildings are open to the public between 8:00 a.m. and 6:00 p.m. and for special events and programs. With few exceptions, student ID access to facilities continues to 10:00 p.m. daily. Student employees monitor most areas open for student use during evening hours. During official College breaks, buildings remain locked but accessible via ID Card during business hours.

Campus Escorts

Public Safety Officers will conduct escorts for students with minor injuries or personal safety concerns when they have no other means of transportation available to them. Please note there may be delays depending on the number of officers working or events occurring on campus. Students can call Public Safety at 410-778-7810 to request an escort. Students can also contact Safe Ride at 410-810-7433 when they are operating.

9.00 BYSTANDER INTERVENTION AND RISK REDUCTION

Bystander Intervention

In the simplest terms, if you see something say something!

Situational Awareness:

- Noticing what's going on
- Interpreting a situation as a problem
- Assuming personal responsibility
- Knowing how to intervene
- Taking action (intervening).

Above are the key steps in supporting your friends, teammates, or someone you may not even know who may be involved in a situation that puts them or others at risk. By taking action (maybe just getting others involved) you can make a difference in stopping a potential situation from spiraling out of control.

Risk Reduction

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have identification on you.
6. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US).
10. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
12. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
13. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.

- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

10.00 WASHINGTON COLLEGE POLICY ON SEXUAL HARASSMENT & DISCRIMINATION FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES

1. Purpose

Washington College complies with Title IX of the Educational Amendments of 1972 as well as the Title IX regulations released by the Department of Education on August 14, 2020.

This policy prohibits all forms of sexual and gender-based harassment and discrimination. This policy also covers sexual misconduct that does not fall within the scope of the new federal regulations. This policy is effective December 15, 2021.

Washington College is committed to providing an educational and employment environment that is free from sexual harassment and discrimination.

Washington College values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Washington College has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of sexual harassment and discrimination.

2. Title IX Team Contacts

Washington College has designated a group the Title IX Team, comprised of the following individual(s), to coordinate all aspects of the college's response to compliance with Title IX regulations, education and response to allegations, compliance with federal, state, and local civil rights laws and ordinances:

Title IX Coordinator

Gregory H. Krikorian
Dean of Students | Title IX Coordinator Student Affairs office, Hodson Hall
gkrikorian2@washcoll.edu | TIXemail@washcoll.edu (717) 344-1371

Deputy Title IX Coordinators

Brianna Schweinsburg Flag
Operation Commander/Lieutenant Public Safety
Cullen Hall (Wicomico wing, lower level) | bflagg2@washcoll.edu | (410) 778-7810

Kari Hughes
Head Women's Rowing Coach
Johnson Fitness Center | khughes5@washcoll.edu | (410) 778-7226

Julie Wills
Associate Professor of Art
Daly Hall | jwills@washcoll.edu | (410) 810-5058

Collectively, these individuals are responsible for providing comprehensive sexual harassment & discrimination education and training; coordinating the College's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from sexual harassment & discrimination. All employees receive Title IX training upon hire and annually thereafter regarding the College's obligation to address sex discrimination, what conduct is prohibited by this Policy, employees' obligation to report sexual misconduct to the Title IX Coordinator, and to provide a pregnant student with the Title IX Coordinator's contact information. Those responsible for implementing these grievance procedures (including the Title IX and deputy coordinators, investigators, and decisionmakers), providing supportive measures, or facilitating informal resolution receive additional training. See Appendix H for more information.

3. External Contact Information

Concerns about Washington College's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

For Complaints involving employee-on-employee conduct:

Equal Employment Opportunity Commission (EEOC)

4. Mandated Reporting and Confidential Employees

All Washington College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal Washington College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice

to the Title IX Coordinator (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe Washington College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

A. Confidential Employees

To enable Complainants to access support and resources without filing a Complaint, Washington College has designated specific employees as Confidential Resources. Those designated by Washington College as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or the Title IX Coordinator official unless a Complainant has requested the information be shared.

There are three categories of Confidential Employees:

1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; 2) Those whom Washington College has specifically designated as confidential for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study designed to gather information about sex discrimination approved by Washington College Institutional Review Board (IRB) and with respect to information received in the study. For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of Washington College Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with the college without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors available through For All Seasons
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

5. Scope

This Policy is only applicable to alleged incidents that occur on or after August 1, 2024. For alleged incidents of sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in Washington College's program or activities, including education and employment.

6. Jurisdiction

This Policy applies to Washington College's education programs and activities (defined as including locations, events, or circumstances in which Washington College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where Washington College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a Washington College recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to Washington College's education program or activities. Washington College may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial Washington College interest.

A substantial Washington College interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with Washington College's educational interests or mission.

For disciplinary action to be issued under this Policy, the Respondent must be a Washington College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the college community, the Title IX Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The Title IX Coordinator can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences sexual harassment or discrimination in an externship, study abroad program, or other environment external to Washington College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the Administrator if brought to their attention.

7. Supportive Measures

Title IX Coordinator will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the college's education program or activity, including measures designed to protect the safety of all Parties and/or the college's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the Title IX Coordinator will inform the Complainant, in writing, that they may file a Complaint with the Title IX Coordinator either at that time or in the future. The Title IX Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The Title IX Coordinator will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the Title IX Coordinator's ability to provide those supportive measures. The Title IX Coordinator will act to ensure as minimal an academic/occupational impact on the Parties as possible. The Title IX Coordinator will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The college will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The college typically renders decisions on supportive measures within five (5) business days of receiving a request and provides a written determination to the impacted party(ies) and the Administrator.

8. Online Harassment and Misconduct

Washington College policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on Washington College's education program and activities, or when they involve the use of college networks, technology, or equipment.

Although Washington College may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to Washington College, it will engage in a variety of means to address and mitigate the effects. These means may include use of the Resolution Process to address off campus conduct whose effects contribute to limiting or denying a person access to Washington College's education program or activity.

9. Inclusion Related to Gender Identity/Expression

Washington College strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by the college. If a member of the campus community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, Washington College supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender-diverse, and seeks to eliminate any stigma related to gender identity and expression.

The college is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. The purpose of this Policy is to have Washington College administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender-diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the college's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to college's goal of being as welcoming and inclusive a community as possible.

Misgendering or mispronouncing is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their

pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than de minimis harm. We each have a right to determine our own gender identity and expression, but we don't get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender-diverse, their cisgender identity may be something that is in their past -- dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and wellbeing.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- Encouraging all students and employees to respect the pronoun usage and identities of all members of the college community

Washington College uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, Washington College will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, Washington College will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

10. Prohibited Conduct

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discrimination, harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of prohibited Sexual discrimination, harassment, and retaliation that are also prohibited under Washington College Policy. When speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Washington College Policy, though supportive measures will be offered to those impacted.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other Washington College policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

A. Discrimination

Discrimination is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

1) Disparate Treatment Discrimination:

- Any intentional differential treatment of a person or persons that is based on a person's actual or perceived protected characteristic and that:
 - o Excludes a person from participation in; o Denies the person benefits of; or
 - o Otherwise adversely affects a term or condition of a person's participation in a Washington College program or activity.

2) Disparate Impact Discrimination:

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
 - o Excludes a person from participation in; o Denies the person benefits of; or
 - o Otherwise adversely affects a term or condition of a person's participation in a Washington College program or activity.

B. Discriminatory Harassment

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Washington College education program or activity

C. Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex¹, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

1) Quid pro quo:

- an employee agent, or other person authorized by the college,

- to provide an aid, benefit, or service under the college's education program or activity,
- explicitly or impliedly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

2) Hostile Environment Harassment:

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from Washington College's education program or activity

Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

The College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under Washington College Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the Title IX Coordinator.

3) Sexual Assault:

Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.

a. Rape: • Penetration,

- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent o because of their age or o because of their temporary or permanent mental or physical incapacity

b. Sodomy

- Oral or anal penetration
- of the Complainant by the Respondent
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent o because of their age or o because of their temporary or permanent mental or physical incapacity

c. Sexual Assault with an Object

- Respondent's use of an object or instrument
- to unlawfully penetrate, however slightly, the genital or anal opening
- of the body of the Complainant,
- without the consent of the Complainant,

- including instances where the Complainant is incapable of giving consent o because of their age or
 - o because of their temporary or permanent mental or physical incapacity

d. Fondling:

- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
- or causing the Complainant to touch the Respondent's private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent o because of their age or o because of their temporary or permanent mental incapacity or physical incapacity

e. Incest:

- Nonforcible sexual intercourse between persons who are related to each other • within the degrees wherein marriage is prohibited by Maryland law. f. Statutory

Rape:

- Nonforcible sexual intercourse with a person
- who is under the statutory age of consent of the Maryland

4) Dating Violence:

- Violence committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors: o length of the relationship o type of relationship
 - frequency of the interaction between the Parties involved in the relationship.

5) Domestic Violence:

- Felony or misdemeanor crimes committed by a person who:
 - o is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Maryland or a person similarly situated to a spouse of the Complainant; o is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; o shares a child in common with the Complainant; or o commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Maryland

6) Stalking:

- engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person to: o fear for the person's safety, or o the safety of others; or o suffer substantial emotional distress.

Sanction Ranges

- The range of sanctions for sex discrimination is warning through expulsion or termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Quid Pro Quo harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

- The range of sanctions for Hostile Environment harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Rape is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Assault with an Object is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sodomy is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Fondling is warning through suspension (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Incest is warning through probation. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent
- The range of sanctions for Statutory Rape is warning through suspension (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Stalking is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Dating/Domestic Violence is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Exploitation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Retaliation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

Sexual Misconduct

7) Sexual Exploitation:

- an individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

D. Other Prohibited Conduct:

1) Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the college, a student, employee, or a person authorized by the college to provide aid, benefit, or service under Washington College education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the sexual harassment 7 discrimination policy & procedures, including an Informal Resolution process, or in any other appropriate steps taken by the college to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the college to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Equal Opportunity, Harassment, and Nondiscrimination Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

2) Unauthorized Disclosure:

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by Washington College; or
- publicly disclosing a party's personally identifiable information without authorization or consent.

3) Failure to Comply/Process Interference

- Intentional failure to comply with the reasonable directives of Title IX Coordinator in the performance of their official duties, including with the terms of a no contact order
 - Intentional failure to comply with emergency removal or interim suspension terms
 - Intentional failure to comply with sanctions
 - Intentional failure to adhere to the terms of an agreement achieved through informal resolution
 - Intentional failure to comply with mandated reporting duties as defined in this Policy
 - Intentional interference with the Title IX resolution process, including but not limited to:
 - o Destruction of or concealing of evidence
 - o Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
 - o Intimidating or bribing a witness or party
- Sanctions for the above-listed Civil Rights Offenses range from warning through expulsion/termination.

E. Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can

kiss them back (if you want to) without the need to explicitly obtain their consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of nonconsent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on Washington College to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.

2) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” which elicits the response, “Okay, don’t hit me. I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person’s consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

F. Unethical Relationships (TBD)

11. Standard of Proof

The College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that Washington College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

12. Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to the Respondent of an allegation or concern about sexual discrimination, harassment, or retaliation and provides an opportunity for the Title IX Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the Respondent that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal Notice directly to, the Title IX Coordinator or to any member of the Title IX Team. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Title IX Coordinator or any other Title IX Team member listed in this Policy.
- 2) Submit online Notice here. Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits Washington College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, the Title IX Coordinator is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the Title IX Coordinator may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the Title IX Coordinator will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the Title IX Coordinator to discuss and/or provide supportive measures, in most circumstances.

13. Time Limits on Reporting

There is no time limitation on providing Notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Title IX Coordinator's discretion; they may document

allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

14. False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate Washington College policies.

15. Confidentiality/Privacy

Washington College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a Complaint of sexual harassment discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through the Resolution Process, to the extent that information is the work product of the College (meaning it has been produced, compiled, or written by College for purposes of its investigation and resolution of a Complaint). It is also a violation of College Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

16. Emergency Removal/Interim Actions/Leaves

The College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the Behavioral Intervention Team using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

17. Federal Timely Warning Obligations

Washington College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community.

Washington College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

18. Amnesty

Washington College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to give Notice of misconduct to College officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, College maintains a Policy of offering Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

A. Students

The College maintains an amnesty policy for students who offer help to others in need.

B. Employees

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. The College may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

19. Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The Title IX Coordinator will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth. • If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purposes of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
- Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
- Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and Title IX Coordinator, the importance of taking these actions will be discussed, if timely.

20. Federal Statistical Reporting Obligations

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1. All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3. Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
4. Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with Director of Public Safety for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

21. Independence and Conflicts of Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority, free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. The members of the Decision Maker Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Title IX Coordinator, contact the Vice President of Student Affairs, Sarah Feyerherm. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the Title IX Coordinator.

22. Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The Title IX Coordinator and Title IX Team reviews and updates these policies and procedures regularly. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

This Policy is effective August 1, 2024.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

(Hereinafter the “Resolution Process”)

1. Overview

Washington College will act on any Notice, Complaint, or Knowledge of a potential violation of the Sexual Harassment & Discrimination Policy that is received by the Title IX Coordinator or any other Mandated Reporter by applying the Resolution Process below.

The procedures below apply to all allegations of sexual harassment and discrimination on the basis of an actual or perceived incidents, retaliation, or Notice/Complaint.

2. Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Title IX Coordinator will initiate a prompt initial evaluation to determine the College's next steps. The Title IX Coordinator will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

3. Collateral Misconduct

Collateral misconduct is defined to include potential violations of other Washington College policies not incorporated into the Policy on Equal Opportunity, Harassment, and Nondiscrimination that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Administrator may consult with Washington College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of Administrator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

4. Initial Evaluation

The Title IX Coordinator conducts an initial evaluation typically within five (5) business days of receiving Notice/Complaint/Knowledge of alleged misconduct. The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
 - o If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable. Prior to dismissal, the College will make reasonable efforts to clarify the allegations with the complainant.
- Determining whether College has jurisdiction over the reported conduct, as defined in the Policy.
 - o If the conduct is not within the College's jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate office for resolution. Prior to dismissal, the College will make reasonable efforts to clarify the allegations with the complainant.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to make a Complaint.
- Notifying the Respondent of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the Title IX Coordinator will help to facilitate the Complaint, which will include:

- Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:
 - o a supportive and remedial response, and/or
 - o Informal Resolution, or o the Resolution Process described below.

The Title IX Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and it has been determined the Policy applies and that the college has jurisdiction, they will route the matter to the appropriate Resolution Process, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the Title IX Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the Title IX Coordinator), though the Complainant can elect to initiate one later, if desired.

Administrator Authority to Initiate a Complaint

If the Complainant does not wish to file a Complaint, the Title IX Coordinator, who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the Title IX Coordinator and the Title IX Team will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the college cannot ensure equal access without initiating a Complaint. The Title IX Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint;
- The Complainant's reasonable safety concerns regarding initiation of a Complaint;
- The risk that additional acts of discrimination would occur if a Complaint is not initiated;
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the Parties, including whether the Respondent is a college employee;
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred; • Whether the college could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the Title IX Coordinator may consult with appropriate college employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the Title IX Coordinator initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

5. Dismissal

The College may dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

1. The College is unable to identify the Respondent after taking reasonable steps to do so
2. The College no longer enrolls or employs the Respondent
3. A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and Title IX Coordinator declines to initiate a Complaint

4. The College determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven. Prior to dismissal, the College will make reasonable efforts to clarify the allegations with the complainant.

A Decision-maker can recommend dismissal to the Title IX Coordinator, if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, the Title IX Coordinator will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

6. Appeal of Dismissal

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The Title IX Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the Title IX Coordinator must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the College will:

- Implement dismissal appeal procedures equally for the Parties;
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint;
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

1. Procedural irregularity that would change the outcome;
2. New evidence that would change the outcome and that was not reasonably available when the dismissal was decided;
3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
4. The dismissal was erroneously granted or denied

Upon receipt of a dismissal appeal in writing from one or more Parties, the Title IX Coordinator will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the Title IX Coordinator, who will be invited to respond in writing. At the conclusion of the response period, the Title IX Coordinator will forward the appeal, as well as any response provided by the other Parties to the Dismissal Appeal Officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Dismissal Appeal Officer, and the Parties, their Advisors, and the Title IX Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the Title IX Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has five (5) business days to review and decide on the appeal, though extensions can be granted at the discretion of the Title IX Coordinator, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Officer may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The Title IX Coordinator will maintain documentation of all such consultation.

7. Emergency Removal/Interim Suspension of a Student

The college may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the resolution process. Prior to an emergency removal, college will conduct an individualized risk assessment and may remove the student

if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) business days of the notification. Upon receipt of a challenge, the Title IX Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within two (2) business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the Title IX Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The Title IX Coordinator will communicate the final decision in writing, typically within three (3) business days of the review meeting.

8. Placing an Employee on Leave

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions (here) for interim action are typically applicable instead of the above emergency removal process.

9. Counter-Complaints

The College is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although the College permits the filing of Counter-Complaints, the Title IX Coordinator will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-Complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Title IX Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

10. Advisors in the Resolution Process

A. Who Can Serve as an Advisor?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings, interviews, and hearings within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

The Title IX Coordinator will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the College, the College will have trained the Advisor and familiarized them with the College's Resolution Process.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the Title IX Coordinator with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated, and a release for the new Advisor must be submitted.

The College permits student Parties to have an Advisor and a support person upon special request to the Title IX Coordinator.

Advisors appointed by the institution cannot be confidential employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

B. Advisor's Role in the Resolution Process

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to speak directly on their own behalf throughout the Resolution Process, not through their Advisor. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

C. Records Shared with Advisors

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records the college shares with them, Section 14 of the Policy addressing Confidentiality. Advisors may not disclose any college work product or evidence the college obtained solely through the Resolution Process for any purpose not explicitly authorized by the college.

Accordingly, Advisors will be asked to sign Non-Disclosure Agreements (NDAs). The college may decline to share materials with any Advisor who has not executed the NDA, or require that materials only be viewed in a secure environment. The college may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the college's confidentiality expectations.

D. Advisor Expectations

The college generally expects an Advisor to adjust their schedule to allow them to attend college meetings/interviews when planned, but the college may change scheduled meetings/interviews to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The college may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview/hearing by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same college policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the college. Advisors are expected to advise their advisees without disrupting proceedings.

E. Advisor Policy Violations

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the college's established rules of decorum, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including the college requiring the party to use a different Advisor or providing a different college-appointed Advisor. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

11. Resolution Option Overview

This Resolution Process, consisting of Informal Resolution or Administrative Resolution, is Washington College's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, and retaliation. The process considers the Parties' preferences but is ultimately determined at the Administrator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with Washington College Policy.

A. Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the Title IX Coordinator at any time prior to a final determination, or the Title IX Coordinator may offer the option to the Parties, in writing. Washington College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, Title IX Coordinator will provide the Parties with a NOIA that explains:

- The allegations;
- The requirements of the Informal Resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume Washington College's Resolution Process;
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the resolution process arising from the same allegations;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and

What information the college will maintain, and whether and how it could disclose such information for use in its Resolution Process.

Washington College offers four categories of Informal Resolution:

- 1. Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2. Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
- 3. Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and Title IX Coordinator are agreeable to the resolution terms.
- 4. Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the Title IX Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

(1) Supportive Resolution

The Title IX Coordinator will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to the college's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the Title IX Coordinator may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the Title IX Coordinator does not initiate a Complaint.

(2) Educational Conversation

The Complainant(s) may request that the Title IX Coordinator address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the Title IX Coordinator may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of recurrence of any behaviors that may not align with Policy.

(3) Accepted Responsibility

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for all alleged Policy violations, the ongoing process will be paused, and the Title IX Coordinator will determine whether Informal Resolution is an option.

If Informal Resolution is available, the Title IX Coordinator will determine whether all Parties and the College are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of college Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

(4) Alternative Resolution

The institution offers a variety of Alternative Resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the Title IX Coordinator or other appropriate college officials; and other forms of resolution that can be tailored to the needs of the Parties. Some Alternative Resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an Alternative Resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an Alternative Resolution process.

The Title IX Coordinator may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the Parties:

- The Parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the Alternative Resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in Alternative Resolution (e.g., time, staff, etc.)

The Title IX Coordinator has the authority to determine whether Alternative Resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept

the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the Alternative Resolution process. The Title IX Coordinator will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the Alternative Resolution.

The Title IX Coordinator maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the Agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the Agreement, etc.). The results of Complaints resolved by Alternative Resolution are not appealable.

If an Informal Resolution option is not available or selected, the Title IX Coordinator will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

B. Administrative Resolution Process (see Section 22 below)

12. Resolution Process Pool

The Resolution Process relies on a pool of trained campus community members ("the Pool") to carry out the process.

A. Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Title IX Coordinator:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

B. Pool Member Appointment

The Title IX Coordinator, in consultation with senior administrators as necessary, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints, the college can also designate permanent roles for individuals in the Pool.

C. Training (see Appendix E for details of training for Pool Members)

13. Notice of Investigation and Allegations

Prior to an investigation, the Title IX Coordinator will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), in advance of the interview process, any conflict of interest that the Investigator(s) may have
- A statement that the college presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share college work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations during the Resolution Process
- A link to the college's VAWA Brochure
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official college records, or emailed to the Parties college-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

14. Resolution Timeline

Washington College will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the Title IX Coordinator. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the college reserves the right to continue it without their participation to ensure a prompt resolution. Non- participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

Washington College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or

witnesses, and/or health conditions. The college will promptly resume its Resolution Process as soon as feasible. During such a delay, college will implement and maintain supportive measures for the Parties as deemed appropriate.

Washington College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The College will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.

15. Ensuring Impartiality

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with Vice President of Student Affairs.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

16. Investigator Appointment

Once an investigation is initiated, the Title IX Coordinator appoints an Investigator(s) to conduct it. These Investigator(s) may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to Washington College's community.

17. Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in Washington College's investigation and Resolution Process. Student witnesses and witnesses from outside the campus community cannot be required to participate but are encouraged to cooperate with investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The college will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

18. Interview Recording

It is standard practice for Investigators to create a record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own

interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

All interviews are recorded. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other in the manner determined appropriate by the Investigator(s). Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

19. Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

20. Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent, except on the ground set forth in 26(A)(5), that the sanctions fall outside the range designated for the offense. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

21. Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

Washington College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the
- Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of five (5) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.

22. Administrative Resolution Process

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of Title IX Coordinator, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Pool, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

- The Title IX Coordinator provides the Draft Investigation Report to the Decisionmaker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses. o To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses. o To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - o All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - o The Investigator will share all party-proposed questions with the Decisionmaker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed. o For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an Appendix to the report).
- Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose follow-up questions to be asked by the Investigator.
- The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the investigation report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- The Final Investigation Report and investigation file will then be provided to the Title IX Coordinator.

The Decision-maker's Determination

- The Title IX Coordinator will provide the Decision-maker with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator- led Questioning meetings.
- The Decision-maker will review the FIR, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions: o To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties.
- At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any attendant sanctions.

- **Timeline.** The Decision-maker's determination process typically takes approximately five (5) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
- **Impact Statements.** Prior to a determination, the Title IX Coordinator will also provide the Parties an opportunity to submit a written impact and/or mitigation statement. The Title IX Coordinator will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the Title IX Coordinator and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

23. Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

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

A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand:* A formal statement that the conduct was unacceptable and a warning that further violation of any College
- Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions:* A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- *Probation:* An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Separation from the institution, or one or more of its facilities, for a definite period of time, typically not to exceed two years, after which the student is eligible to

return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.

- *Expulsion:* Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma:* The College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree:* While very rarely employed, the College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions:* In addition to, or in place of, the above sanctions, Washington College may assign any other sanctions as deemed appropriate.

B. Student Group and Organization Sanctions

The following are the common sanctions that may be imposed upon student organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any College Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation:* An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of College funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student group or organization recognition and/or institutional support for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in College-related activities, whether they occur on- or off campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the College.
- *Expulsion:* Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges:* Restricted from accessing specific College privileges for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

C. Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sexual harassment, discrimination, and/or retaliation include:

- *Verbal or Written Warning*

- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

24. Notice of Outcome

Within five (5) business days of the conclusion of the Resolution Process, the Title IX Coordinator provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, and any applicable sanctions.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The Title IX Coordinator will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official College records, or emailed to the Parties' College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

25. Withdrawal or Resignation Before Complaint Resolution

A. Students

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the College, the Resolution Process may continue, or Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, College will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the College in any capacity until the Complaint is resolved and any sanctions imposed are

satisfied. If the student indicates they will not return, the Title IX Coordinator has discretion to dismiss the Complaint. The Registrar and Office of Admissions will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to College unless and until all sanctions, if any, have been satisfied.

B. Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent withdraws from the College with unresolved allegations pending, the Resolution Process may continue, or Title IX Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the College in any capacity. Human resources, the registrar, and admissions will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the College. The records retained by the Title IX Coordinator, registrar or Director of Human Resources will reflect that status.

26. Appeal of the Determination

The Vice president of Student Affairs will designate a three-member Appeal Panel, or a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process. If a panel is used, a voting Chair of the Appeal Panel will be designated by the Vice President of Student Affairs.

A. Appeal Grounds

Appeals are limited to the following grounds:

1. A procedural irregularity that would change the outcome
2. New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
3. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome
4. The final determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only)
5. The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only)

B. Request for Appeal

Any party may submit a written request for appeal ("Request for Appeal") to the Vice President for Student Affairs within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Panel or Appeal Decisionmaker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Panel Chair or Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Panel Chair or Decision-maker will notify all Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Panel Chair or Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Panel Chair or Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Panel Chair or Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Panel or Appeal Decision-maker, who will promptly render a decision.

C. Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeals Panel or Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence.

An appeal is not an opportunity for the Appeal Panel or Appeal Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Appeal Panel or Appeal Decision-maker may consult with the Title IX Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The Administrator will maintain documentation of all such consultation.

D. Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or original Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or original Decision-maker, the Appeal Panel or Appeal Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s).

Written notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official institutional records, or emailed to the Parties' College -issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the five available appeal grounds.

E. Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing so must be permitted within two (2) business days of implementation.

27. Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties • Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Vice President of Student Affairs, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Title IX Coordinator will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

28. Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Appeal Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the Title IX Coordinator's satisfaction.

29. Recordkeeping

For a period of at least seven (7) years following the conclusion of the Resolution Process, College will maintain records of:

1. Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
2. Any disciplinary sanctions imposed on the Respondent
3. Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the College's education program or activity
4. Any appeal and the result therefrom
5. Any Informal Resolution and the result therefrom
6. All materials used to provide training to the Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitator, and any person who is responsible for implementing the College's Resolution Process, or who has the authority to modify or terminate supportive measures. Washington College will make these training materials available for review upon request.
7. All materials used to train all employees consistent with the requirements in the Title IX Regulations.

Washington College will also maintain any and all records in accordance with state and federal laws.

30. Revision of these Procedures

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Title IX Coordinator will regularly review and update these procedures. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

These procedures are effective August 1, 2024.

APPENDIX A: INFORMAL RESOLUTION (IR) FRAMEWORK

The Informal Resolution (IR) process includes four options:

1. **Supportive Resolution.** When the Title IX Coordinator can resolve the matter informally by providing supportive measures (only) to remedy the situation.
2. **Educational Conversation.** When the Title IX Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations. (The Complainant can be involved in this conversation if they wish.)
3. **Accepted Responsibility.** When the Respondent accepts responsibility for violating Policy and accepts the recommended sanction(s), and the Complainant(s) and Washington College are agreeable to the resolution.
4. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism, such as shuttle negotiation, restorative practices, facilitated dialogue, etc., as described below.

Here are the principles to be considered in supporting Informal Resolution:

- IR can be applied in any discrimination, harassment, retaliation, or Other Prohibited Behavior complaint but may not be appropriate or advisable in all matters, especially those involving serious violence.
- Situations involving dangerous patterns or significant ongoing threat to the community should generally not be resolved by IR, unless a Respondent is accepting responsibility.
- Mediation may not be used as an IR method in cases involving sexual assault.
- The Title IX Coordinator has the authority to determine whether to permit an IR-based resolution, in line with any applicable federal or state requirements.
- Any party can withdraw from the IR process at any time before an agreement is reached.
- An IR Facilitator can also end an IR process early at their discretion.
- IR can be attempted before and in lieu of formal resolution as a diversionary resolution.
- Alternative approaches can inform formal resolution, as in a formal resolution model infused with restorative practices.
- IR-based processes could follow a Final Determination at the Parties' request.
- Alternative Resolution approaches to IR must be facilitated by a designated college representative or a third party. There may be value in creating clearly agreed-upon ground rules, which the Parties must agree to abide by in advance, otherwise the Informal Resolution process may be deemed to have failed.
- Technology-facilitated IR is possible, should the Parties be unable or unwilling to meet in person.
- If IR fails, a Resolution Process can take place thereafter. Evidence elicited within the "safe space" of the IR facilitation could be later admissible in the Resolution Process unless all Parties and the Title IX Coordinator determine it should not be. This will be clearly explained as a term of the decision to engage in the IR process.
- With situations involving violence or sensitive details, the preferred alternative approach typically involves a minimal number of essential Parties. It is not a restorative circle approach with many constituents, in order to ensure privacy.
- Some approaches require acceptance of accountability (this could be more than an acknowledgment of harm). A full admission by the Respondent is not a prerequisite. This willingness needs to be vetted carefully in advance by the Title IX Coordinator before determining that an incident is amenable/appropriate for resolution by IR.
- IR is intended to provide space for information exchange and connection, if desired, by the Parties. This may include supporting a dialogue to allow each party to express their experience of events or a process resulting in an accord or agreement between the Parties (e.g., Complainant, Respondent, College), which is summarized in writing and enforced by the College. This can be a primary goal of the process.
- IR can result in the Parties' voluntary imposition of safety measures, remedies, and/or agreed-upon terms that the College can enforce. These can be part of the agreement.

- IR can result in the voluntary acceptance of “sanctions,” meaning that a Respondent could agree to withdraw or resign, self-suspend (by taking a leave of absence), or undertake other restrictions/transfers/online course options that would help to ensure the Complainant’s safety/educational or employment access in lieu of formal sanctions that would create a disciplinary record for the Respondent. These should be enforceable by the College as part of the agreement, as may be terms of mutual release, non-disparagement, and/or non-disclosure.
- Although a non-disclosure agreement (NDA) could result from IR, it must be mutually agreed upon by the Parties and not coerced, as verified by the Title IX Coordinator.
- Institutions must develop clear rules for managing/facilitating alternative resolution approaches to ensure they are civil, age-appropriate, culturally competent, reflective of an effort to neutralize power imbalances, and maximize the potential for the IR process to result in the Parties’ understanding, restoration, remedy, etc.
- IR agreements may only be written to be binding on the Parties. They cannot include requirements or restrictions for persons or groups who are not a party to the Informal Resolution.

APPENDIX B: STATEMENT OF THE PARTIES’ RIGHTS

Under this Policy and procedures, the Parties have the right to:

- An equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, retaliation, and Other Prohibited Behaviors, when reported in good faith to College officials.
- Timely written notice of all alleged violations, including the identity of the Parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated Policies and procedures, and possible sanctions.
- Timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants) by updating the Notice of Investigation and Allegation(s) (NOIA) as needed to clarify potentially implicated Policy violations.
- Be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- Have all personally identifiable information protected from the College’s release to the public without consent, except to the extent permitted by law.
- Be treated with respect by all college officials.
- Have College Policy and these procedures followed without material deviation.
- Voluntarily agree to resolve allegations under this Policy through Informal Resolution without pressure, if Informal Resolution is approved by the Title IX Coordinator.
- Not be discouraged by Washington College officials from reporting discrimination, harassment, retaliation, and Other Prohibited Behavior to both on-campus and off-campus authorities.
- Be informed of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by the College in notifying such authorities, if the party chooses. This also includes the right to not be pressured to report.
- Have allegations of violations of this Policy responded to promptly and with sensitivity by Public Safety and/or other college officials.
- Be informed of available supportive measures, such as counseling, advocacy, health care, student financial aid, visa and immigration assistance, and/or other services, both on-campus and in the community.
- A college-implemented no-contact order or a no-trespass order against a nonaffiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- Be informed of available assistance in changing academic, living, and/or employment situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions may include, but are not limited to:
 - o Relocating an on-campus student’s housing to a different on-campus location
 - o Assistance from college staff in completing the relocation
 - o Changing an employee’s work environment (e.g., reporting structure, office/workspace relocation)
 - o Transportation assistance
 - o Visa/immigration assistance
 - o Arranging to dissolve a housing contract and provide a pro-

rated refund o Rescheduling or adjusting an exam, paper, and/or assignment o Receiving an incomplete in, or a withdrawal from, a class (may be retroactive) o Transferring class sections o Temporary withdrawal/leave of absence (may be retroactive) o Campus safety escorts

o Alternative course completion options

- Have the Title IX Coordinator maintain supportive measures for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the College's ability to provide the supportive measures.
- Receive sufficiently advanced written notice of any College meetings or interviews involving another party, when possible.
- Identify and have the Investigator(s) and/or Decision-maker question relevant available witnesses, including expert witnesses.
- Provide the Investigator(s)/Decision-maker with a list of questions that, if deemed relevant and permissible by the Investigator(s)/Decision-maker, may be asked of any party or witness.
- Have Complainant's inadmissible sexual interests/prior sexual history or any Party's irrelevant character evidence excluded by the Decision-maker.
- Access the relevant evidence obtained and respond to that evidence.
- A fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- Receive a copy of all relevant and permissible evidence obtained during the investigation, subject to privacy limitations imposed by federal and state law and be given five (5) business days to review and comment on the evidence.
- The right to receive a copy of the Final Investigation Report, including all factual, Policy, and/or credibility analyses performed, and to have at least five (5) business days to review the report prior to the determination.
- Be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- Regular status updates on the investigation and/or Resolution Process.

APPENDIX C: PRIVACY, PRIVILEGE, AND CONFIDENTIALITY

For the purpose of this Policy, the terms privacy, confidentiality, and privilege have distinct meanings.

- **Privacy.** Means that information related to a complaint will be shared with a limited number of Washington College employees who "need to know" in order to assist in providing supportive measures or evaluating, investigating, or resolving the Complaint. All employees who are involved in the College's response to Notice under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.
- **Confidentiality.** Exists in the context of laws or professional ethics (including Title IX) that protect certain relationships, including clinical care, mental health providers, and counselors. Confidentiality also applies to those designated by Washington College as Confidential Employees for purposes of reports under this Policy, regardless of legal or ethical protections. When a Complainant shares information with a Confidential Employee, the Confidential Employee does not need to disclose that information to the Title IX Coordinator. The Confidential Resource will, however, provide the Complainant with the Title IX Coordinator's contact information, assist the Complainant in reporting, if desired, and provide them with information on how the Title IX Coordinator can assist them. With respect to Confidential Employees, information may be disclosed when: (1) the reporting person gives written consent for its disclosure; (2) there is a concern that the person will likely cause serious physical harm to self or others; or (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or persons with disabilities. Non-identifiable information may be shared by Confidential Employees for statistical tracking purposes as required by the Clery Act/Violence Against Women Act (VAWA). Other information may be shared as required by law.

- **Privilege.** Exists in the context of laws that protect certain relationships, including attorneys, spouses, and clergy. Privilege is maintained by a provider unless a court orders release or the holder of the privilege (e.g., a client, spouse, parishioner) waives the protections of the privilege. The College treats employees who have the ability to have privileged communications as Confidential Employees.

Only a small group of officials who need to know will typically be told about the Complaint. Information will be shared as necessary with Investigators, Decision-makers, Appeal Decision-makers, witnesses, the Parties, and the Parties' Advisors. The circle of people with this knowledge will be kept as tight as possible to preserve the Parties' rights and privacy, and release is governed by the institution's unauthorized disclosure policy.

The College may contact students' parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student prior to doing so.

APPENDIX D: VIOLENCE RISK ASSESSMENT (VRA)

Threat assessment is the process of assessing the actionability of violence by a person against another person or group following the issuance of a direct or conditional threat. A **Violence Risk Assessment (VRA)** is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

Implementing a VRA requires specific training. It is typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, student conduct professionals, and/or other Behavioral Intervention Team (BIT) (sometimes known as CARE team) members.

A VRA occurs in collaboration with the BIT, CARE team, and/or threat assessment team and must be understood as an ongoing process, rather than as a single evaluation or meeting. A VRA is not an evaluation for an involuntary behavioral health hospitalization (e.g., 5150 in California, Section XII in Massachusetts, Baker Act in Florida), nor is it a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations. It is supported by research from law enforcement, criminology, human resources, and psychology.

When conducting a VRA, the assessor(s) use(s) an evidence-based process consisting of:

1. An appraisal of **risk factors** that escalate the potential for violence.
2. A determination of stabilizing influences, or **protective factors**, that reduce the risk of violence.
3. A contextual **analysis of violence risk** by considering environmental circumstances, hopelessness, and suicidality; catalyst events; nature and actionability of the threat; fixation and focus on target; grievance collection; and action and time imperative for violence.
4. The application of **intervention and management** approaches to reduce the risk of violence.

To assess a person's level of violence risk, the Title IX Coordinator will initiate the VRA process through the Behavioral Concerns Team. The Team will perform the assessment, according to the specific nature of the complaint.

The assessor(s) will follow the process for conducting a VRA as outlined in the Behavioral concerns Team policy and will rely on a consistent, research-based, reliable system that allows for the evaluation of the risk levels.

Some examples of formalized approaches to the VRA process include The NABITA Risk Rubric, The Structured Interview for Violence Risk Assessment (SIVRA-35), Violence Risk Assessment of the Written Word (VRAWW), Workplace Assessment of Violence Risk (WAVR-21), Historical Clinical Risk Management (HCR-20), and MOSAIC.

The VRA is conducted independently from the Resolution Process, informed by it, but free from outcome pressure. The person(s) conducting the assessment will be trained to mitigate any bias and provide the analysis and findings in a fair and equitable manner.

The Behavioral Concerns team conducts a VRA process and makes a recommendation to the Title IX Coordinator as to whether the VRA indicates there is a substantial, compelling, and/or immediate risk to the health and/or safety of a person or the community.

In some circumstances, the Title IX Coordinator may determine that a VRA should be conducted as part of the initial evaluation of a Complaint under this Policy. A VRA can aid in critical and/or required determinations, including:

1. Whether to remove the Respondent on an emergency basis because of an immediate threat to a person or the community's health/safety (Emergency Removal)
2. Whether the Administrator should pursue/sign a Complaint absent a willing/able Complainant
3. Whether the scope of an investigation should include an incident, and/or pattern of misconduct, and/or climate of discrimination or harassment
4. To help identify potential predatory conduct
5. To help assess/identify grooming behaviors
6. Whether it is reasonable to try to resolve a Complaint through Informal Resolution, and if so, what approach may be most successful
7. Whether to permit the Respondent to voluntarily withdraw
8. Whether to impose transcript notation or communicate with a transfer institution about a Respondent
9. Assessment of appropriate sanctions/remedies (to be applied post-determination)
10. Whether a Clery Act Timely Warning/Trespass order/Persona Non Grata is needed

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Institutions may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

APPENDIX E: TRAINING FOR MEMBERS OF THE RESOLUTION PROCESS POOL

Resolution Process Pool members receive annual training related to their respective roles. This training may include, but is not limited to:

- The scope of Washington College's Sexual Harassment and Discrimination Policy
- Washington College Resolution Process
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents, and promote accountability
- Implicit bias and confirmation bias
- Treating Parties equitably
- Disparate treatment
- Disparate impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, timely, and impartial manner
- Trauma-informed practices pertaining to investigations and resolution processes
- How to uphold fairness, equity, and due process
- How to weigh evidence
- How to conduct questioning
- How to assess credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all prohibited conduct

- How to conduct an investigation and grievance process, including administrative resolutions, hearings, appeals, and Informal Resolution Processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias against Respondents and/or for Complainants, and on the basis of sex, race, religion, and other protected characteristics
- Any technology to be used at a live hearing
- Issues of relevance of questions and evidence
- Issues of relevance and creating an investigation report that fairly summarizes relevant and not impermissible evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations
- Recordkeeping

Elements Specific to Title IX

All investigators, Decision-makers, and other persons who are responsible for implementing Washington College's Title IX policies and procedures will receive training related to their duties under Title IX promptly upon hiring or change of position that alters their duties under Title IX or this part, and annually thereafter. Materials will not rely on sex stereotypes. Training topics include, but are not limited to:

- How to conduct a sex discrimination resolution process consistent with the Nondiscrimination Procedures, including issues of disparate treatment, disparate impact, sex-based harassment, quid pro quo, hostile environment harassment, and retaliation
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under the Title IX Regulations
- Training for Informal Resolution facilitators on the rules and practices associated with College's Informal Resolution process
- The role of the Title IX Coordinator
- Supportive Measures
- Clery Act/VAWA requirements applicable to Title IX
- College's obligations under Title IX
- How to apply definitions used by Washington College with respect to consent (or the absence or negation of consent) consistently, impartially, and in accordance with Policy
- Reasonable modifications and specific actions to prevent discrimination and ensure equal access for pregnancy or related conditions
- Any other training deemed necessary to comply with Title IX.

Resources for Support

Resources for Victims of Sexual Assault

There are many services established to assist individuals who have been sexually assaulted. The following may be contacted to provide assistance or for any questions:

- Washington College Health Services, ext. 7261 (confidential resource)
- Washington College Counseling Services, ext. 7261 (confidential resource)
- For All Seasons Sexual Assault Crisis Center, 1-800-310-7273 (a 24-hour confidential service that provides counseling, advocacy, and support to survivors)
- Title IX Coordinator, ext. 7752
- Office of Public Safety, ext. 7810

A member of Public Safety is available 24 hours a day, seven days a week to transport the Complainant to either hospital listed below if requested. Volunteers from the For All Seasons Sexual Assault Crisis Center are also available to provide counseling and assistance throughout this process.

Two area hospitals have sexual assault response programs in place, including Department of State Police Sexual Assault Evidence Collection Kits. Forensic Nurse Examiners are available 24 hours a day, seven days a week to provide confidential medical examination and STI and pregnancy prophylactics. The programs work in conjunction with For All Seasons, Inc. to provide advocacy support to victims.

- University of Maryland Shore Medical Center at Chestertown, located adjacent to Washington College: 410-778-3300
- University of Maryland Shore Medical Center at Easton: 410-822-1000

Trained Title IX Advocates are available to support both a complainant and respondent through all aspects of the Title IX process. These individuals receive training annually to assist students in dealing with the Title IX process.

Sexual Assault Campus Climate Survey

Beginning in 2016, in compliance with Maryland House Bill 571, Washington College conducts a sexual assault campus climate survey every two years. Survey data will be utilized to inform our response, prevention, and education efforts.

11.00 DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Definitions

The following definitions were taken from the Violence Against Women Act of 1994. Domestic violence is defined as: a felony or misdemeanor crime of violence committed by—

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence is defined as: violence committed by a person —

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;

- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.
- For the purpose 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.

Sexual Assault is defined as: 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."

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

Stalking is defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- For the purpose of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Maryland State Law Sexual Assault Definitions

Maryland Annotated Code, Criminal Law, Sections 3-303 through 3-312

Rape in the first degree:

Defined as vaginal intercourse with another by force or threat of force, without the consent of the other or engage in a sexual act with another by force or threat of force, without the consent of the other, and defendant:

- Employ/display a dangerous weapon, or a physical object the victim reasonably believes is a dangerous weapon;
- Suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;
- Threaten or place the victim in fear that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping;
- Commit the crime while aided and abetted by another; or

- Commit the crime in connection with a burglary in the 1st, 2nd, or 3rd degree.

Rape in the second degree:

Defined as vaginal intercourse or a sexual act with another:

- By force, or the threat of force, without the consent of the other;
- If the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know that the victim is a substantially cognitively impaired individual, etc.; or
- If the victim is under the age of 14 years, and the person performing the act is at least 4 years older than the victim.

Sexual Offense in the Third Degree:

A person may not engage in sexual contact with another without the consent of the other; and:

- Employ or display a dangerous weapon, or a physical object the victim reasonably believes is a dangerous weapon;
- Suffocate, strangle, disfigure, or inflict serious physical injury on the victim or another in the course of committing the crime;
- Threaten, or place the victim in fear that the victim, or an individual known to the victim, imminently will be subject to death, suffocation, strangulation, disfigurement, serious physical injury, or kidnapping; or
- Commit the crime while aided and abetted by another;
- (2) Engage in sexual contact with another if the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual, and the person performing the act knows or reasonably should know the victim is a substantially cognitively impaired individual, a mentally incapacitated individual, or a physically helpless individual;
- (3) Engage in sexual contact with another if the victim is under the age of 14 years, and the person performing the sexual contact is at least 4 years older than the victim;
- (4) Engage in a sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 21 years old; or
- (5) Engage in vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 21 years old.

Sexual Offense in the Fourth Degree:

A person may not engage in:

- Sexual contact with another without the consent of the other;
- Sexual act with another if the victim is 14 or 15 years old, and the person performing the sexual act is at least 4 years older than the victim; or
- Vaginal intercourse with another if the victim is 14 or 15 years old, and the person performing the act is at least 4 years older than the victim.
- A person in a position of authority may not engage in a sexual act or sexual contact with a minor who, at the time of the sexual act or sexual contact, is a student enrolled at a school where the person in position of authority is employed.
- A person in a position of authority may not engage in vaginal intercourse with a minor who, at the time of the vaginal intercourse, is a student enrolled at a school where the person in position of authority is employed.

Attempted Rape in the First Degree:

Defined as attempting to commit rape in the first degree.

Attempted Rape in the Second Degree:

Defined as attempting to commit rape in the second degree.

Definitions:

“Sexual Act” means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Emission of semen is not required. Penetration, however slight, is evidence of anal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person’s body if the penetration can be reasonably construed as being for the purposes of sexual arousal or gratification or for abuse of either party and if the penetration is not for accepted medical purposes.

“Sexual contact” means the intentional touching of any part of the victim’s or actor’s anal or genital areas or other intimate parts for the purposes of sexual arousal or gratification or for abuse of either party and includes the penetration, however slight, by any part of a person’s body, other than the penis, mouth, or tongue, into the genital or anal opening of another person’s body if that penetration can be reasonably construed as being for the purposes of sexual arousal or gratification or for abuse of either party. It does not include acts commonly expressive of familial or friendly affection, or acts for accepted medical purposes.

“Vaginal intercourse” has its ordinary meaning of genital copulation. Penetration, however slight, is evidence of vaginal intercourse. Emission of semen is not required.

Consent: Maryland does not define consent as it relates to sexual activity. Please refer to Washington College’s Policy on Sexual Harassment and Discrimination for the definition of affirmative consent.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking, and will provide each victim with a written explanation of their rights and options.

Maryland Crime Victims’ Rights

Under the Maryland Constitution and under State laws and guidelines, victims of crime must be:

- Treated with dignity, respect, and sensitivity
- Informed of their rights
- Notified of crisis intervention and counseling services
- Notified of domestic violence programs and support groups
- Notified of criminal injuries compensation and other social services available
- Informed on how to apply for services
- Told of protection available to them and how to obtain protection
- Informed by the police or the State’s Attorney of the arrest of a suspect and closing of the case
- Notified of court hearings and offender custody status
- Permitted to be present and heard at criminal justice proceedings
- Permitted to seek restitution from their offender(s)

If you are a victim of crime in Maryland, and need more information about your rights visit, [Victim Services - Governor’s Office of Crime Control and Prevention for Maryland](#)

Washington College complies with Maryland law in recognizing peace and protective orders issued in Maryland or protective orders from other states. Individuals should provide a copy of the order to the Department of Public Safety and to the Title IX Coordinator. A reporting party may then meet with Public Safety to develop a safety action plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or when coming and going from campus. This plan may include, but is not limited

to: escorts, special parking arrangements, changing classroom locations or allowing a student to complete assignments from home, etc. Washington College cannot apply for a peace or protective order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services but may request a member of the Public Safety Department accompany them to obtain the order. A petition for protection from domestic violence may be filed in any District Court or Circuit Court in Maryland. If the clerk's office is open, you must file with the clerk. If the clerk's office is closed, file with a District Court Commissioner. To locate a court, look at www.courts.state.md.us or the government pages of your phone book. Some courthouses have on-site programs to assist victims with safety plans and filing for protection. Washington College may issue an institutional no-contact order if deemed appropriate or at the request of the victim or responding party to a student or employee. Upon the victim's request and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim with their health, physical safety, work, and academic status, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a reporting party may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with an escort, etc. To the extent possible, Washington College will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Washington College is committed to ensuring the safety of our community. Anyone who feels they are a victim of the above-listed crimes on campus should immediately notify Public Safety. If the crime occurs off campus, immediately notify the police department in the location where the crime occurred. A delay in reporting may cause the situation to escalate.

VINE

“Victim Information and Notification Everyday” (VINE) is a free, anonymous, automated telephone service that provides victims of crime with two important services: information and notification. VINE will provide you with vital court case, custody, parole, and probation information for an offender currently involved in the criminal justice system in Maryland.

Toll Free – call 1-866-634-8463

Website – www.vinelink.com

Protective or Peace Order

Victims of domestic or dating violence who would like to file a complaint for a Protective or Peace Order can contact the Department of Public Safety at 410-778-7810 and we will assist you with the process. Washington College may also issue no-contact orders. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know. The institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Washington College does not publish the name of crime victims nor house identifiable information regarding victims in the College's Daily Crime Log. Victims may request that directory information on file be removed from public sources by emailing the Registrar's Office at registrar@washcoll.edu.

Change in Victim's Academic and Living Situation

The College will make every effort to make changes in a victim's academic, transportation, work and living situation if requested and reasonably available, regardless of whether a victim has reported an offense to the campus or to local police. Changes in an academic situation be made through the Dean's Office and housing changes should be made by Residential Life. Academic and housing changes may also be requested through the Title IX Coordinator.

Campus disciplinary actions

Whether or not criminal charges are filed, a person may file a complaint under the [Washington College Policy on Sexual Harassment and Discrimination](#). Please refer to this policy for more detailed information.

12.00 SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in the state at which the person is employed, carries on a vocation, volunteers services, or is a student.

To view the sex offender registry for the state of Maryland, you can go to the following website: <https://www.dpscs.state.md.us/online/servs/socem/default.shtml> Once on this site, you can search the Maryland sex offender registry by name, zip code, or by clicking on a geographic area on a map. The sex offender registry for Kent County is also held at the Kent County Sheriff's Office. They can be contacted at 410-778-2279.

13.00 POLICY FOR FIREWORKS, FIREARMS, AMMUNITION, EXPLOSIVES, OR OTHER WEAPONS

The possession, storage, or use of fireworks, firearms, ammunition, explosives, weapon replicas, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, including knives with blades of three inches or longer, is prohibited at any time for any purpose at any place on the campus or other property of Washington College. This regulation may be conditionally waived for temporary periods by the President of Washington College for authorized Public Safety Officers or official law enforcement officers in the line of duty, for College-sanctioned public fireworks displays presented and supervised by qualified groups and individuals, and for College-sanctioned athletic events supervised by the Athletic Department.

This regulation may also be conditionally waived for temporary periods by the Department of Public Safety (which will inform the President of Washington College if such an exception is made) under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the College.

This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing Chemical Mace or similar chemical sprays or propellants on campus property provided that such carrying or possession would not constitute a crime under Maryland criminal law.

Any violation of the above policy by a student will be referred to the student conduct process for adjudication.

Additionally, all incidents of possession of suspected illegal weapons will be referred to law enforcement and students possessing illegal weapons will likely face removal from campus as an interim measure, pending formal conduct review.

14.00 MISSING STUDENT PROCEDURES

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, they should **immediately** contact Public Safety at 410-778- 7810. Public Safety will respond to the caller and initiate an investigation. After assessing the missing person information, should Public Safety determine the student appears to be missing, Washington College will notify the Chestertown Police Department, provide them with a report, and notify the student's emergency contact person (if one is provided) no later than 24 hours after the student is determined to be missing. If the missing student is under 18 years of age and is not an emancipated individual, Washington College will notify the student's parent or legal guardian immediately after Public Safety has determined that the student is missing. This policy does not preclude Washington College from initiating internal missing person procedures in less than 24 hours if circumstances warrant faster implementation.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Washington College in the event the student is determined to be missing for more than 24 hours. Only college officials and law enforcement will have access to the confidential contact person information. Students residing in on-campus housing who are over the age of 18 and not emancipated can identify a confidential contact person by completing the housing application that is accessed via the housing portal

(https://washcoll.datacenter.adirondacksolutions.com/washcoll_thdss_prod/).

15.00 COLLEGE ALCOHOL AND OTHER DRUGS POLICIES

Washington College has several policies addressing the use of alcohol and other drugs. In addition to federal, state, and local laws, students are required to comply with College policies pertaining to alcohol use on campus

Alcohol Policy

Students are required to abide by all Maryland and Kent County laws and Washington College regulations regarding the use of alcohol. All students and their guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age of 21 years old may possess, consume, provide, or be provided alcoholic beverages.

Students who are 21 years of age or older may possess and consume alcohol on campus in accordance with the following:

- Alcohol may be consumed only within assigned rooms or suites. Open containers of alcohol are prohibited in common spaces, such as hallways and lounges, and in public areas, such as lobbies or outdoors.
- Students who possess alcohol on campus are responsible for its legal and responsible use. This includes taking reasonable precautions to prevent the possession of alcohol by underage students and guests.

The following items will be considered as violations of the alcohol policy for all students regardless of age:

1. Disruptive conduct, due in part or in whole to being under the influence of alcohol.
2. Giving alcohol to underage persons or providing a space for the consumption of alcohol by underage persons.
3. Directing, requiring, or encouraging underage persons to be in a space where alcohol is easily accessible may be considered a violation of this policy.
4. Possession or use of bulk containers and/or objects that would promote binge drinking including, but not limited to: kegs, funnels, drinking games with alcohol, or any other tools that would promote binge drinking.
5. Possessing empty alcohol containers at any time for any reason, including decorative purposes.
6. Simulated drinking games are prohibited regardless of whether or not alcohol is used.

7. Devices that permit purchase, storage, and distribution of alcohol in bulk quantities, or that allow unregulated access to alcohol by any means, are prohibited.
8. Students may not sell or distribute alcohol anywhere on campus. This prohibition includes, but is not limited to, cash bars; events to which admission tickets are sold or for which fees are charged, either by the event or for a period of time (e.g., entertainment charge or annual dues), that entitle the purchaser access to an open bar; and parties at which alcoholic beverages are served and for which contributions or donations to offset the costs of the party are sought.
9. College funds allocated for hall activities and any College-sponsored programming may not be used to purchase alcohol.
10. Students are responsible for the behavior of their guests, including any violation of policy.
11. Students found to be in an intoxicated state on campus may be subject to mandatory medical or psychological intervention as well as appropriate disciplinary action, except as outlined in the Medical Amnesty Policy.

Cannabis Policy

Cannabis is prohibited on campus. Any student who is found to be in possession of or using cannabis will be referred to the student conduct system for possible sanctions or education. Students found to be in violation of Maryland law (which still prohibits possession above a certain amount and the unlicensed sale of cannabis) may also face campus or criminal charges.

Maryland State Laws Concerning Cannabis

Although the State of Maryland has legalized the possession of cannabis in certain cases, the possession and use of cannabis on Washington College's campus continues to be prohibited by federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989).

If Washington College fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of cannabis, including medical use, continue to be prohibited at Washington College, including in residence halls, on College property, or at off-campus events sponsored by the College.

In accordance with Federal law, it is a policy violation for any student to possess marijuana/cannabis on Washington College property, to include in buildings, residence halls, in open areas and in cars located on college property. This policy applies to smoked and edible forms of cannabis, to include medically prescribed marijuana/edibles.

Policy for Other Controlled Substances

The possession or use of narcotics and/or other controlled substances without a valid prescription is prohibited. Students are expected to obey federal and state laws regarding the use, sale, and distribution of controlled substances.

Opioid Use

Washington College recognizes that opioid overdose is a major public health problem. Overdose involves students of all ages, ethnicities, and demographic and economic characteristics, and involves both illicit opioids such as heroin and, increasingly, prescription opioid analgesics such as oxycodone, hydrocodone, fentanyl, and methadone. Therefore, the Health Center and the Department of Public Safety will maintain doses of **naloxone**, a drug to reverse the effects of an opioid related overdose.

Washington College is committed to:

- Keeping naloxone on hand at the Department of Public Safety and the Health Center

- Ensuring that Public Safety Officers and Health Center staff has adequate expertise and equipment to manage the airway of an unconscious patient
- Ensuring that emergency response, including EMS system activation, has been planned and appropriately drilled

To encourage students to report an overdose, anyone who reports possible overdoses in the campus setting will qualify for medical amnesty and may not be subject to the Washington College student code of conduct honor board procedures.

Parent or Guardian Notification

To provide support or assistance to students, the College may choose to notify parents or legal guardians of students under the age of 21 who have violated the alcohol or drugs policies. This decision will be made according to the professional judgment of appropriate staff and will be consistent with the application of privacy laws. The primary goal of notifying parents or legal guardians is to promote the health and well-being of the community and the individual student.

Medical Amnesty Policy

The Washington College community strives to provide continued support for all of its members, and as a community advocates for the well-being of one another. When an individual is potentially at risk for harm or in need of medical attention, the well-being of the individual is prioritized over upholding the conduct process and the administering of sanctions. Though individuals may be reluctant to seek help during situations in which they or another student may be in violation of college policy, it is imperative that someone calls for medical assistance if any student is at immediate risk for harm or injury or if there is cause for potential harm or injury. Since such situations are potentially life threatening, the Medical Amnesty Policy reduces or eliminates disciplinary consequences for students who call for medical attention or for the student in need of medical attention. Medical attention is defined by Washington College as being an assessment and/or treatment by a first responder, such as a Resident Assistant, an Area Coordinator, a Public Safety Officer, Paramedics or EMTs, or a Treating Health Care Provider at the hospital.

This policy is part of Washington College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or substance-related emergency. It is important to realize that occasionally, such problematic behaviors which would necessitate medical amnesty may be associated with mental health concerns. As a community, we need to look out for other members who may need attention and/or assistance in such circumstances, and this policy is designed to protect and support those individuals.

What is Amnesty?

In situations involving intoxication, alcohol poisoning, or drug-related medical issues, students are encouraged to seek swift medical assistance for themselves and others without fear of penalty. Students requesting and receiving medical assistance in these situations will not typically be subject to the student conduct process. This policy refers to isolated incidents and does not excuse students who repeatedly or flagrantly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code.

Washington College will consider the positive impact of reporting a situation when determining any course of action.

How does the Medical Amnesty Policy work?

The Medical Amnesty Policy reduces or eliminates disciplinary consequences when a student actively calls for help as follows:

Student in need of medical attention

If a student actively seeks medical attention (either themselves or through another individual calling for assistance) and completes the mandated follow-up programs and recommendations, the Medical Amnesty Policy offers minimal consequences from conduct actions for the following policy violations for the student in need of medical attention should they occur at the time of the emergency:

Underage consumption and/or possession of alcohol and/or illegal substances

Whenever a student utilizes medical amnesty, they must complete the required educational follow-up at Health Services and with the Director of Wellness and Prevention Education. In cases where there is reasonable worry of problematic behavior, the student may be mandated to complete additional follow-up as noted below in Prevention, Education, and Intervention Methods.

Student calling on behalf of someone else

An individual who actively calls for assistance or medical attention on behalf of a person experiencing an alcohol- or other substance-related incident would not be subject to conduct action for the following policy violations should they occur at the time of the emergency:

- Underage consumption and/or possession of alcohol and/or illegal substances
- Provision of alcohol to an underage person

Prevention, Education, and Intervention Methods:

While the Medical Amnesty policy minimizes consequences from conduct actions for the student in need of medical attention, instances of extreme problematic behavior, which are defined as extreme in relation to volume, frequency, and/or intensity of instances, may result in implementation of intervention methods designed with regards for the best interest of the student. Such intervention strategies may include but are not limited to:

- Meeting with the Director of Health Services
- Recommended meetings with the counseling center
- Participation in peer-lead advocacy groups
- Online educational/intervention programs
- Recommended meetings or involvement with out-sourced programs such as Kent Behavioral Health and For All Seasons

Additional Details:

An active call requires an individual to call 911 or a College Official, such as a Public Safety Officer or a Resident Assistant. Medical Amnesty will not be granted where there was no active call for medical assistance. Failure to complete the above requirements of meeting with designated educational follow-up officials may result in the case being referred to the student conduct process.

For more information about the Medical Amnesty Policy, contact the Dean of Students/Title IX Coordinator at 410-778-7752.

Smoking Policy

Due to health risks and fire hazards caused by smoking or the passive inhalation of tobacco and other smoke or vapors, ALL College buildings and vehicles are designated as “smoke-free.” Smoking/Vaping/Juuling is prohibited in College buildings and outdoors within 25 feet of entrances and exits of campus buildings. Smoking is allowed in designated areas located around campus. Violations of this policy will result in a fine and/or disciplinary action.

Smoking includes but is not limited to use of cigarettes, cigars, pipes, e-cigarettes, Juuls, and personal vaporizers or other devices associated with “vaping.”

The act of using any tobacco or inhalation product in any College facility or outdoor area is prohibited, including but not limited to the following products:

- Cigarettes (e.g., cloves, bidis, kreteks)
- Cigars
- Cigarillos
- Hookah-smoked tobacco products
- Cannabis
- Pipes and oral tobacco (e.g., spit, spitless, smokeless, chew, snus, snuff)
- Nasal tobacco
- Electronic cigarettes (e-cigarettes)
- Vapes, Juuls, vaping devices
- Any other product that contains tobacco flavoring or is intended to mimic tobacco products or deliver nicotine for any purpose other than that of cessation by nicotine patches or nicotine gum.

All residence halls, including entryways, are always smoke-free. Students who smoke any substance in their residence hall rooms can expect to be charged for cleaning or replacement of all furnishings, floor tiles, and paint in addition to facing judicial action. Hookahs—single- or multi-stemmed water pipes used for smoking tobacco—are allowed to be used on campus grounds but, in accordance with the Smoking Policy, cannot be used with tobacco or other forbidden substances, nor can they be used inside residence halls or any other campus building. Furthermore, in accordance with the College’s drug laws and policies, hookahs should not be used to smoke marijuana or other illegal drugs. *“Smoking” is defined as the burning of tobacco or any other substance including, but not limited to, marijuana in any type of smoking equipment, cigarettes, e-cigarettes, cigars, or pipes. Vaping is defined as the act of inhaling and exhaling vapor produced by an electronic cigarette or an analogous device.*

Alcohol and Other Drugs Violations and Sanctions

What to Expect

The College’s response to alcohol or other drug violations will depend in part upon the severity of the violation. For the purposes of this policy, there are two levels of violations, categorized by frequency and severity:

- first violation/low-level violation
- second or subsequent violations/serious first violation

Sanctions most likely to result from alcohol and other drug violations at these two levels are listed below. Please note, these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. Designated College administrators or the Honor Board will make their decisions based on conversation with the student and a review of the student’s past actions and will consider what is most likely to affect a positive and lasting change in a student’s behavior when assigning sanctions for alcohol or other drug policy violations.

Incident reports documenting behavior in violation of College policy, letters from College administrators, and records from Honor Board or other administrative hearings are maintained in the student’s file located in Student Affairs.

Alcohol Violations

First violation/low-level violation

For a first low-level violation, a student may receive a letter of warning that will be kept in the student’s file for one year. Should a first low-level violation occur in conjunction with other alcohol or behavior-related concerns, the student may be required to meet with a college administrator to discuss the concerns.

Possible sanctions that may be considered as well:

- Fine
- Official College Warning
- Educational conversation with College administrator documented in a follow-up letter to the student
- Completion of an educational assignment or required attendance at an educational program/event

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - If a student is a varsity athlete—athletic coach and Athletic Director
- Director of Student Engagement (if student is a member of a Greek organization)

Second or subsequent violation/first serious violations

Second or subsequent violations or serious first violations will be reviewed by a College administrator and the Honor Board to determine appropriate educational and judicial follow-up. The case may be referred to the Honor Board for adjudication. Health Services will be involved for educational follow-up. Sanctions for a second violation or first serious violation may include a minimum one-semester probation and demonstration of successful completion of alcohol education requirements or a similar activity. Students placed on probation and later reported for a possible violation of College policy, especially a moderate or serious violation, will be referred to the Honor Board and may face possible suspension from the College.

Possible sanctions that may be considered:

- Fine
- Probation for a semester or extension of an existing probation
- Completion of an alcohol education program or community service followed by a reflection paper
- Required substance abuse evaluation by a counselor and required completion of any suggested follow-up care
- Change in housing assignment
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - Athletic coach and Athletic Director notification (If a student is a varsity athlete)
 - Director of Student Engagement (if a student is a member of a Greek organization)

Drug Use and Paraphernalia Violations

Cannabis

Although the State of Maryland has legalized the possession of cannabis in certain cases, the possession and use of cannabis on Washington College's campus continues to be prohibited by federal law (the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989).

If Washington College fails to comply with federal law, it could become ineligible for federal funding and financial aid programs for its students. Thus, possession and use of cannabis, including medical use, continue to be prohibited at Washington College,

including in residence halls, on College property, or at off-campus events sponsored by the College.

Any student who is found to be in possession of or using cannabis will face disciplinary action and possible criminal charges. Water pipes, bongs, hookahs, or other paraphernalia commonly associated with drug use are also prohibited.

First violation

A first violation may be reviewed by the Honor Board and may result in a minimum of one semester of probation and demonstration of successful completion of a substance abuse education requirement or similar activity as well as a fine.

Second or subsequent violation/first serious violation

Second or serious first violations will be reviewed by the Honor Board and may result in more serious sanctions, including suspension for a semester or more, evidence of substance abuse counseling or other appropriate learning and development activity while away, and a two-semester or more period of probation upon return. Students reported for a second or subsequent violation of College policy during the period of probation will be referred to the Honor Board and face possible suspension or, for repeated or serious violations, expulsion from the College. In all cases, students should be aware that violations involving controlled dangerous substances (CDS) may be reported to local authorities who may file charges independently in the local court system.

Possible sanctions that may be considered:

- Fines
- Probation for a semester or an extension of existing probation
- Substance abuse education activity or community service followed by a reflection paper
- Change in the housing assignment
- Restriction to classes and class-related activities (prohibited from attending social activities, entering the Student Center, residence halls, etc.)
- Required substance abuse evaluation by a counselor & required completion in any suggested follow-up care
- Suspension from the College for a semester for a moderate to serious violation committed while on probation
- Suspension for two semesters or longer or expulsion for repeated violations while on probation or for a very serious violation while on probation

Typical Notifications:

- Possible - Parent/guardian notification
- Likely - Provost Office notification
- Likely - Athletic coach and Athletic Director notification (if a student is a varsity athlete)
 - Director of Student Engagement (if a student is a member of a Greek organization)

In addition to the possible sanctions listed above, students should also be aware of other potential consequences of drug-related convictions through the court system.

If a student is convicted of any offense involving the possession or sale of illegal drugs, under the Higher Education Opportunity Act of 2008 (HEOA), the student is ineligible for federal student aid funds.

A drug-related conviction might also affect a student's:

- Eligibility to participate in a study abroad program
- Eligibility for employment
- Ability to acquire certification to work in fields of education, recreation, and with senior citizens
- Ability to acquire professional licensure (counseling, law, health care professions, etc.)

All students should be aware that current federal statutes permit notification of parents/legal guardians of a student's violation of College alcohol policy. Both designated College administrators and the Honor Board may recommend to the Vice President for Student Affairs that parental/legal guardian notification occur. The Vice President for Student Affairs or designee will make a final determination of the appropriateness of notification. The Vice President for Student Affairs or designee may also notify parents/legal guardians without a designated College administrator's or Honor Board's recommendation when the situation warrants notification. Each student should be prepared that parental/legal guardian notification may occur if an underage student is reported for a violation of the College alcohol or other drug policies.

Health Risks and Counseling

Health Risks

The use of drugs and alcohol has both physical and psychological repercussions. Such substances can interfere with memory, sensation, and perception and impair the brain's ability to synthesize information. Regular users develop tolerance and physical dependence. Psychological dependence occurs when the substance becomes central to the user's life and decision-making. Alcohol consumption may cause a number of marked changes in behavior. Even low doses may significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol may increase the incidence of a variety of aggressive acts, including physical attacks. Moderate to high doses of alcohol may cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol may produce the effects just described.

Repeated use of drugs and alcohol can lead to dependence. Sudden cessation of substance intake can produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Substance withdrawal can be life threatening. Long-term consumption of substances, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and liver. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Counseling

In order to promote an environment free of substance abuse, the College supports an active program of community awareness and education and also offers assistance with confidential counseling. Many of these counseling services are provided "in-house" at no charge to the student; other services are provided through direct referrals to outside service agencies and regional support network. A part-time program specialist provides education, counseling, and evaluation services related to drug, alcohol, and other substance. All services are confidential, and information will not be released without written authorization. A copy of the policy related to limits of confidentiality is available at Counseling Services. Students, faculty and staff are encouraged to refer students who appear to be troubled by drug or alcohol use to Counseling Services (ext. 7261). In addition to the College's confidential counseling services, there are several national hotlines and websites available (below) that provide information and referral.

Wellness Advocacy Coaches offer peer to peer support to promote proactive ways to thrive in college and beyond. Students receive direction in accessing resources on campus, as well as general guidance about issues that impact them. The program allows students to tap into an additional layer of mental health support. WAC-Squared operates four nights a week on a drop-in basis.

Hospital Transports for Intoxication

In the event a student is transported to the hospital for acute alcohol intoxication, based on observable considerations (slurred speech, inability to respond to questioning, loss of coordination/balance, unconsciousness, etc.) parental contact will be coordinated

immediately. Upon discharge the student will be required to meet with the Dean of Students/Title IX Coordinator within 24 hours of return and will be subject to judicial action.

Resources

On Campus Resources

Health Services 410-778-7261

Counseling Services 410-778-7261

Mantra Telehealth <https://app.mantrahealth.com/login>

Off-Campus/Community Resources

Alcoholics Anonymous <https://www.aa.org>

Al-Anon/Alateen <https://al-anon.org/>

Marijuana Anonymous <https://www.marijuana-anonymous.org/>

National Association for Children of Addiction <https://nacoa.org/>

Cocaine Anonymous <https://ca.org/>

Narcotics Anonymous <https://www.na.org/>

National Alcohol Abuse and Drug 24-Hour Helpline: 1-800-252-6465 Cocaine Abuse 24-Hour Hotline: 1-800-262-2463

Additional information

Please refer to the section titled “Alcohol and Other Drugs: Expectations, Education and Policies” in the Student Handbook for a complete description of policies, sanctions, health risks, and resource information. The link to the Student Handbook is:

https://www.washcoll.edu/people_departments/offices/student-affairs/student-handbook/alcohol-and-other-drugs-expectations-education-and-policies/index.php

916.00 CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT

October 1, 2024

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics.

The following public disclosure report details all information required by this law as it relates to Washington College.

Fire Log

The Department of Public Safety maintains a written, easily understood fire log that records by the date reported any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire. It also provides details regarding any deaths or injuries sustained as a result of a fire, as well as damages incurred. The fire log is available for review during normal business hours (8:30 am to 4:30 pm, Monday through Friday) in the Public Safety Office, located in the lower level of Cullen House.

General Statement of College Owned/Controlled Student Housing

At Washington College, most of our buildings are covered by an integrated automatic sprinkler and fire alarm system. Officers investigate alarms that are received in our Public Safety office, and officers are on duty 24 hours a day, seven days a week. Buildings are equipped with battery-powered backup lighting in the event of a power outage.

All dormitory residents and residence hall staff receive basic fire safety training at the beginning of each semester. Our annual security and fire safety report has a section regarding fire safety, and fire safety tips are also posted on our website. Fire drills are conducted in residence halls at the start of each semester. A certified vendor conducts

biannual, complete servicing of all fire protection and detection systems as well as all fire protection devices on campus.

To minimize the potential for fires at Washington College, the following policies are in place:

Fire Safety

Each semester, Public Safety will hold unannounced fire drills (at least one per semester) for all residence hall students. Students are expected to vacate their residence hall when they hear a fire alarm or are directed to do so by appropriate College staff. Failure to do so may be considered a violation of College policy. Tampering with fire extinguishers or smoke detectors is a violation of College policy that may result in suspension. Per state code, students are not permitted to store their bicycles or any personal property inside the building in the stairwells. Bicycles or property left in stairwells may be removed. Bicycle racks are provided outside most residence halls. All furnishings in the residence halls are expected to meet state fire codes for college residence hall furnishings. Personal furniture or mattresses are therefore not allowed. Mattresses for medical accommodation must meet the fire code standards for Maryland state residence halls. Unapproved appliances will be removed and students held responsible with the judicial process.

Small Appliances

A student may bring the following items depending on location. All electrical appliances must be UL approved. For questions regarding any item not listed, please contact the Residential Life Office.

All bedrooms: Refrigerator (not more than 5 cu. Ft.), microwave, game systems, fans, air purifiers, televisions (may not be mounted on walls), microwaves, hair dryers, coffee makers with automatic shut-off.

Non-bedroom spaces (confined to common rooms in applicable suites or kitchens in apartments): toasters, small closed-element electric grills or electric kettle, popcorn poppers, slow cookers, rice makers.

Due to safety considerations, the following items are prohibited from all residence halls: portable heaters, halogen lamps, hot plates, toaster ovens, propane or charcoal grills, incense, candles and anything with open flame, anything with an exposed heating element, multi-arm lamps with plastic shades. Any appliance or item not listed specifically but poses a fire hazard or risk to students will be confiscated by staff.

Smoking: Due to health risks and fire hazards caused by smoking or the passive inhalation of tobacco and other smoke or vapors, ALL College buildings and vehicles are designated as “smoke-free.”

Room Inspections

Periodic room inspections may be made by the State Fire Marshal, the Department of Public Safety, the Buildings and Grounds Department and the Department of Residential Life to ensure the safety of the residence halls.

Student Housing Reporting and Evacuation Procedures

Members of the college community should become familiar with at least two evacuation routes from each building in which they study, work, or reside as well as the location of fire alarm stations, emergency exits, and fire extinguishers in the area. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. **YOU MUST LEAVE THE BUILDING WHEN THE ALARM SOUNDS.**

If You Discover Smoke or Fire

- If you have been trained and it is safe to do so, attempt to extinguish the fire with a portable fire extinguisher only if the fire is small. If you have not been trained, you must evacuate the area.
- Keep yourself between the fire and an exit.

- As you vacate the fire area, close all doors behind you.
- Activate the nearest fire alarm pull station. Warn people in the vicinity. (Although an alarm will alert Public Safety automatically for most major campus facilities, that is not the case for a small number of buildings. Please call Public Safety at 410-778-7810 or local authorities at 911 from a campus phone to let them know the alarm has been activated and the nature of the emergency.)
- Evacuate the building via the nearest safe exit.
- Elevators are not to be used as an exit during a fire emergency.
- Once outside, stay clear of the building. Do not re-enter the building until authorized by the Fire Department or Public Safety.

Any fires that were quickly extinguished or any evidence of recent fires must be reported immediately to a member of the Public Safety Department at 410-778-7810. They will then document the incident as required. Public Safety personnel will assist fire department personnel and the Fire Marshal (as warranted) in the investigation of each fire incident. For purposes of including a fire in the statistics in the annual security and fire safety report, students and employees should contact Public Safety to report that a fire has occurred

The address for all buildings is 300 Washington Avenue, Chestertown, MD 21620.

Fire Statistics for On-campus Student Housing Facilities

2024 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	# of Injuries	# of Deaths	Value of Property Damage
Queen Anne	0					
Caroline	0					
Reid	0					
Minta Martin	0					
Cullen	0					
Cecil	0					
Talbot	0					
Dorchester	0					
Harford	0					
Sassafras	1	4/30/2024	Unattended cooking	0	0	\$4208.37
Chester	0					
Montgomery	0					
Howard	0					
Carroll	1	12/10/2024	Overheated grease on stovetop	1	0	\$9415.93
Frederick	0					
Alleghany	0					
Garrett	0					
Anne Arundel	0					
Calvert	0					
St. Mary's	0					
Prince Georges	0					
Charles	0					
Kent	0					
Corsica	0					

2023 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	# of Injuries	# of Deaths	Value of Property Damage
Queen Anne	0					
Caroline	0					
Reid	0					
Minta Martin	0					
Cullen	0					
East	0					
West	0					
Middle	0					

Cecil	0					
Talbot	0					
Dorchester	0					
Harford	0					
Sassafras	0					
Chester	0					
Montgomery	0					
Howard	0					
Carroll	0					
Frederick	0					
Alleghany	0					
Garrett	0					
Anne Arundel	0					
Calvert	0					
St. Mary's	0					
Prince Georges	0					
Charles	0					
Kent	0					
Corsica	0					

2022 Fire Statistics for On Campus, Residential Facilities

Residential Facility	# of fires	Date	Cause	# of Injuries	# of Deaths	Value of Property Damage
Queen Anne	0					
Caroline	0					
Reid	0					
Minta Martin	0					
East	0					
West	0					
Middle	0					
Cecil	0					
Talbot	0					
Dorchester	0					
Harford	0					
Sassafras	0					
Chester	0					
Montgomery	0					
Howard	0					
Carroll	0					
Frederick	0					
Alleghany	0					
Garrett	0					
Anne Arundel	0					

Calvert	0					
St. Mary's	0					
Prince Georges	0					
Charles	0					
Kent	0					
Cullen	0					
Corsica	0					

Fire Safety Systems for On Campus Student Housing

Residential Facility	Sprinklers	Fire Extinguishers	Other Extinguishing Devices	Fire Detection Devices	Stand Alone Smoke Alarms	Other Alert Devices	Fire Doors	Fire Walls
Queen Anne	x	x		x	x		x	x
Caroline	x	x		x	x		x	x
Reid	x	x	x-standpipe	x	x		x	x
Minta Martin	x	x	x-standpipe	x	x		x	x
East	x	x	x-standpipe	x	x		x	x
West	x	x	x-standpipe	x	x		x	x
Middle	x	x	x-standpipe	x	x		x	x
Cullen	x	x	x-standpipe	x	x		x	x
Cecil	x	x		x	x		x	x
Talbot	x	x		x	x		x	x
Dorchester	x	x		x	x		x	x
Harford	x	x		x	x		x	x
Sassafras	x	x	x-standpipe	x	x		x	x
Chester	x	x	x-standpipe	x	x		x	x
Montgomery	x	x		x	x		x	x
Howard	x	x		x	x		x	x
Carroll	x	x		x	x		x	x
Frederick	x	x		x	x		x	x
Alleghany	x	x		x	x		x	x
Garrett	x	x		x	x		x	x
Anne Arundel	x	x		x	x		x	x
Calvert	x	x		x	x		x	x
St. Mary's	x	x		x	x		x	x
Prince George	x	x		x	x		x	x
Charles	x	x		x	x		x	x
Kent	x	x		x	x		x	x
Corsica	x	x	x-standpipe	x	x		x	x

17.00 ANNUAL CRIME STATISTICS

Crime statistic handouts (Student Right to Know and Campus Security Act) are located in the

Public Safety Office and may be obtained upon request. During the past 3 calendar years the Washington College community reported to the Department of Public Safety and the Chestertown Police Department the following crimes:

Annual Crime Statistics for past 3 years

Sex offenses are categorized as rape (R), fondling (F), statutory rape (SR) and incest (I). There were no hate crimes and no unfounded crimes in 2023.

Total Crimes Reported For:	On Campus - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						Non-Campus			Public Property		
Offense Type	2022		2023		2024		2022	2023	2024	2022	2023	2024
	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
Murder & Non- Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses	4 (1R, 3F)	4	3 (1R, 2F)	3	2 (2F)	2	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	2	1	1	1	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	6	0	2	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	1	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	1	0	1	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0	0	0	0
Total Crimes Reported For:	On Campus - this category includes all on-campus incidents, including those listed in the category to the right, "In dormitories or other residential facilities."						Non-Campus Buildings or Property			Public Property		
Offense Type	2022		2023		2024		2022	2023	2024	2022	2023	2024

	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities	On Campus	In dormitories or other residential facilities						
Liquor law violation arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violation referrals	24	17	18	17	50	40	0	0	0	0	0	0
Drug-related arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug-related referrals	0	0	0	0	2	2	0	0	0	0	0	0
Illegal Weapons possession arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons possession referrals	0	0	0	0	0	0	0	0	0	0	0	0

Annual Crime Statistics for 2024

Annual Crime Statistics for 2024				
	On Campus	Residence Halls	Non- Campus Buildings or Property	Public Property
Murder and Non- Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (rape, fondling, statutory rape, incest)	2 (2F)	2	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	1	0	0	0
Arson	0	0	0	0
Domestic Violence	0	0	0	0

Dating Violence	1	0	0	0
Stalking	0	0	0	0
Hate Crime	0	0	0	0
	On Campus	Residence Halls	Non- Campus Buildings	Public Property
Arrests:				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapons Violations	0	0	0	0
Referrals for disciplinary action (does not include arrests, above):				
Liquor Law Violations	50	40	0	0
Drug Law Violations	2	2	0	0
Illegal Weapons Possession Violations	0	0	0	0

Sex offenses include rape (R), fondling (F), statutory rape (SR) and incest (I).

There were no hate crimes and no unfounded crimes in 2024.

Reporting Locations

On Campus is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

The term Non-Campus Building or Property means

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

The term Public Property means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Crime Definitions

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

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

Sexual Assault is defined as: 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."

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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

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

Burglary: The 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 a felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

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

Arson: The 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.

Weapon law violation: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug abuse violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demoral, methadones); and dangerous non- narcotic drugs (barbiturates, Benzedrine).

Liquor law violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate crimes: Any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (bias categories include race, gender, religion, sexual orientation, ethnicity, national origin, disability, and gender identity). The guidelines for reporting hate crimes have recently been expanded to include intimidation, larceny- theft, simple assault, and vandalism in cases where there is evidence the victim was intentionally selected because of the perpetrator's bias.

Domestic violence is defined as: a felony or misdemeanor crime of violence committed by –

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence is defined as: violence committed by a person –

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship. - For the purpose 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.

Sexual Assault is defined as: 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."

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

Stalking is defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for his or her safety or the safety of others; or - Suffer substantial emotional distress.
- For the purpose of this definition:
 - Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method,

device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Notice of Non-Discrimination

Washington College does not discriminate against any person on the basis of race, sex, color, national or ethnic origin, age, religion, marital status, veteran status, disability, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies.

Washington College is required to promptly and equitably investigate complaints alleging violations of Title IX and Section 504. All administrators, staff, and employees of the College are reminded that the failure to promptly and equitably investigate alleged sexual harassment or sex discrimination is a violation of Title IX and the failure to promptly and equitably investigate alleged disability harassment or disability discrimination is a violation of Section 504.

The designated coordinator to ensure compliance with Title IX of the Educational Act Amendments of 1972 is Gregory H. Krikorian, Dean of Students/Title IX Coordinator, Casey Academic Center, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, (410) 778-7752.

The designated coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973 is Dr. Justine F. Khadduri, Director of the Office of Academic Skills / 504/ADA Coordinator, Miller Library – Second Floor, Washington College, 300 Washington Avenue, Chestertown, Maryland, 21620, (410) 778-8833.