



## **2020 Annual Security Report**

### **Overview**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Kennebec Valley Community College distributes an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff.

The Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on public property within, or immediately adjacent to and accessible from the campus. The statistics include crimes reported directly to security, to local law enforcement agencies, and to "campus security authorities." "Campus Security Authorities" are defined by the Clery Act as college officials who have "significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings." Professional mental health and religious counselors are exempt from reporting requirements. The report also includes institutional procedures concerning campus safety and security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and others. These processes are reviewed annually to assess their effectiveness and compliance with applicable statutes.

You can obtain a hardcopy of this report by contacting Safety and Security at 453-5811 or by accessing the security report online at <http://ope.ed.gov/security/Index.aspx>. The current report may also be found at the end of this report.

## Campus Security Authorities (CSA)

The College has identified employees who are in a professional position that makes it likely that students or others could report an incident to them. Under federal law, CSAs have a responsibility to report information reported to them directly about such incidents to the Dean of Student Affairs.

**The following positions are CSA positions at KVCC:**

- Director of Campus Safety & Security
- Director of Student Life
- Student Navigators
- College Deans (Technology, Students, Academics, Finance)

Staff Name	Title	Contact Information
Timothy McDonald	Director of Campus Safety & Security	<a href="mailto:tmcdonald@kvcc.me.edu">tmcdonald@kvcc.me.edu</a> Phone: 453-5811
Jannie Durr	Director of Student Life	<a href="mailto:jdurr@kvcc.me.edu">jdurr@kvcc.me.edu</a> Phone: 453-3540
Brian Holtz	Student Navigator	<a href="mailto:bholtz@kvcc.me.edu">bholtz@kvcc.me.edu</a> Phone: 453-3539
Jessica Rodrigue	Student Navigator	<a href="mailto:jrodrigue@kvcc.me.edu">jrodrigue@kvcc.me.edu</a> 453-5839
Pauline Stevens	Student Navigator	<a href="mailto:pstevens@kvcc.me.edu">pstevens@kvcc.me.edu</a> 453-5009
Karen Normandin	Dean of Student Affairs	<a href="mailto:knormandin@kvcc.me.edu">knormandin@kvcc.me.edu</a> Phone: 453-5019
Kathy Englehart	Academic Dean	<a href="mailto:kenglehart@kvcc.me.edu">kenglehart@kvcc.me.edu</a> Phone: 453-5117
Elizabeth Fortin	Dean of Workforce	<a href="mailto:efortin@kbvv.me.edu">efortin@kbvv.me.edu</a> Phone: 453-5858
Russ Begin	Dean of Finance	<a href="mailto:rbegin@kvcc.me.edu">rbegin@kvcc.me.edu</a> Phone: 453-5123
Kevin Casey	Dean of Technology	<a href="mailto:kcasey@kvcc.me.edu">kcasey@kvcc.me.edu</a> Phone: 453-5141
Lisa Black	Director of TRiO	<a href="mailto:lblack@kvcc.me.edu">lblack@kvcc.me.edu</a> Phone: 453-50

## Campus Alerts and Timely Warnings

Kennebec Valley Community College (KVCC) is committed to promoting a safe and secure environment for all members of the College community. In compliance with the Clery Act of 1998, the College will provide a timely warning (Campus Alert) to the College community of any serious and continuing threat to the health or safety of students or employees occurring on campus.

KVCC 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 an emergency.

Campus Alerts will be promptly disseminated to the College community, and other entities deemed relevant, through the College's website, electronic mail, posters and flyers, texting, and the Student App and/or any other means that are available and appropriate by either the President, the Dean of Students or the Director of Campus Safety & Security. Students and employees can sign up for text messaging in their MyKV Student information Portal. This information is covered during the required Student Orientation & Registration (SOAR) event prior to starting the new semester.

Victims or witnesses of a crime should contact KVCC Campus Safety and Security and/or the respective police department having jurisdiction as soon as they are aware that a crime has been or is being committed on or near campus. At the student's request, officers or administrators will assist in the notification of local law enforcement.

Kennebec Valley Community College consists of two (2) campuses in Fairfield and in Hinckley, Maine. In addition, there are two (2) satellite locations located in Augusta and Rockland, Maine.

A crime may be reported for the Fairfield Campus in Fairfield, Maine:

- in person at the KVCC Safety and Security Office located in King Hall in the main lobby area
- by calling the KVCC Safety and Security Office at 207-453-5811
- by calling the Fairfield Police Department at 911 for emergencies or at 459-9321 for non-emergencies.

A crime may be reported for the Alford Campus in Hinckley, Maine:

- in person at the KVCC Safety and Security Office located in Averill Hall in the main lobby area
- by calling the KVCC Safety and Security Office at 207-453-5811
- by calling the Fairfield Police Department at 911 for emergencies or at 459-9321 for non-emergencies.

A crime may be reported for the Buker satellite Center in Augusta, Maine:

- in person by notifying the Campus Security Authorities, defined by the Clery Act as college officials who have "significant responsibility for student and campus activities.
- by calling the KVCC Safety and Security Office at 207-453-5811

- by calling the Augusta Police Department at 911 for emergencies or at 623-2370 for non-emergencies.

A crime may be reported for the Mid Maine School of Technology satellite, Rockland, Maine

- in person by notifying the Campus Security Authorities, defined by the Clery Act as College officials who have significant responsibility for student and campus activities.
- by calling the KVCC Safety and Security Office at 207-453-5811
- by calling the Rockland Police Department at 911 for emergencies or at 594-0316 for non-emergencies.

### **Daily Crime Log**

The purpose of the daily crime log is to record all incidents and alleged criminal incidents that are reported to security. The daily crime log identifies when a crime was reported, the date and time a crime occurred, the nature and general location of the crime, and the disposition of the complaint. It is available to anyone requesting a copy in the Campus Safety & Security Department. Students may reach the department by calling (207) 453-5811.

### **Reporting Suspicious Activity**

Students and employees are urged to contact KVCC Campus Safety and Security and/or the respective police department having jurisdiction by phone if they notice unusual, suspicious or criminal activity. Suspicious individuals should be reported to Campus Safety and Security, especially if they are seen:

- entering an office or lab without apparent purpose;
- loitering in a parking lot, buildings or offices
- trying to force entry into a car, window or door;
- attempting to solicit funds;
- acting in a loud, disruptive or threatening manner

### **Voluntary and Confidential Crime Reporting**

KVCC encourages accurate and prompt reporting of all crimes to Campus Safety & Security or the respective law enforcement agency with jurisdiction when the victim of a crime elects to, or is unable to, make such a report. If you are the victim of a crime and do not want to pursue action within KVCC or the Criminal Justice system, you may still consider making a confidential report. With your permission, any staff member in the Campus Safety and Security or Student Services can file an accurate timely report

on the details of the incident without revealing your identity or the identity of others. The purpose of a confidential report is to allow the College to take steps to ensure the future safety of yourself and others. With this information, the College can keep accurate records of the number of crimes involving students on campus, determine if there is a pattern of crime and alert the Campus Community to potential danger. Reports of crimes filed in this manner are counted and disclosed with the College's annual crime statistics report.

Only crimes deemed "unfounded" by law enforcement officials may be removed or withheld from Clery Act crime statistic reports. The College must report each year to the Department of Education the number of crimes that were "unfounded" and disclose that number in its Annual Security Report.

A College professional Mental Health Counselor, when acting as such, is not considered to be a Campus Security Authority and is not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

KVCC has a Behavioral Intervention Response Team (BIRT). Faculty and staff are encouraged to report concerns and facts related to student concerns. Membership on this team includes the College's Professional Counselor, the Dean of Technology and Campus Safety, the Dean of Student Affairs, the Director of Campus Safety & Security and two (2) representatives from student affairs.

### **Building Security and Access**

Campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday 7 AM to 9 PM. Exterior doors on campus buildings are locked and secured after normal operating hours. Security officers routinely check campus buildings. Buildings are also opened on weekends. After hours, buildings are available to College employees through card readers.

KVCC is committed to maintaining a safe environment for students, faculty, and staff that extends to maintenance issues such as campus landscaping, lighting and door locks. Campus Safety and Security Officers and facilities maintenance staff routinely check the campuses for maintenance, safety and security issues. All members of the campus community are encouraged to report any issues to Facilities by calling the Campus Safety and Security Department any time at 453-5116.

## **Campus Safety and Security**

Kennebec Valley Community College's Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at KVCC. Campus Safety and Security has the authority to issue parking tickets which are billed to the financial accounts of students. Campus Safety and Security is not authorized to arrest. Criminal incidents are referred to the respective police departments who have jurisdiction at each KVCC location, and to the Office of the Dean of Student Life for possible disciplinary action. KVCC has a Memorandum of Understanding (MOU) with Fairfield, Augusta, and Rockland Police Departments, maintaining a highly professional working relationship between campus security and area police departments. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Safety and Security and/or their respective police departments. Prompt reporting will assure Campus Crime Alerts for the campus community and the accurate disclosure of Clery Act crime statistics.

When a KVCC student is involved in an off-campus offense, Campus Safety and Security may assist with the investigation in cooperation with local police departments. Fairfield, Augusta, and Rockland Police Departments routinely work and communicate with KVCC Safety and Security on incidents occurring on-campus or at satellite locations, in the immediate neighborhood and business areas surrounding our campuses. KVCC Safety and Security can and do respond to student-related incidents that occur near the campus or satellite location.

## **Emergency Response**

The Alford and Fairfield Campuses are served by Fairfield Police Department and/or the Fairfield Fire Department. Depending upon the situation, other emergency services may be provided by the community in which the campus is located as well as county, state, and federal emergency response services.

Emergency procedures and notification methods are reviewed, tested and documented annually through scheduled fire drills, lock down drills and annual security training. Educational materials and the KVCC Campus Safety & Security video are made available to faculty and staff to review with students at the beginning of each semester. The video is also an important piece of new student orientation when outlining critical safety information and protocols.

## **Emergency Lockdown Procedures**

Notification of a lock down will occur via KVCC's mass notification system. This includes the public address system (via campus telephones), website banner changes, text messaging and hand-held "bull horns" or any other media chosen by the Emergency Response Team (ERT).

In the event that ERT decides a building or campus lock down is necessary, you will be instructed to;

- Either remain inside of the building you are currently in or;
- Move quickly to the nearest classroom or office

An "all clear" message will be given via the mass notifications system when the situation is safe for return.

## **Evacuation Procedures**

Notification of evacuation will occur via KVCC's mass notification system. This includes the public address system (via campus telephones), website banner changes, text messaging and hand-held "bull horns" or any other media chosen by the Emergency Response Team (ERT).

- In the event of a fire, all students, employees & visitors are required to evacuate the building and proceed to designation assembly points.
- In the event of a non-fire emergency/incident, a decision to evacuate will be made by the ERT, in conjunction with public safety authorities (if available/applicable). An evacuation of this nature may be to an off-campus area of refuge and will be announced with the evacuation order;

An "all clear" message will be given via the mass notifications system when the situation is safe for return.

## **Campus Evacuation**

If the campus is evacuated:

- All persons (students and college staff) are to immediately vacate the area of campus in question and relocate to another part of the campus grounds or off campus as directed.
- Students and staff will be informed by the Mass Notification System, email, campus administrator, security staff, or other forms of communication as required by the college.

### **Pre-emergency Preparedness by a Student with a Disability**

All persons at Kennebec Valley Community College, including those with special needs, must prepare for emergencies ahead of time. If you are a student with a disability and are concerned about your ability to safely evacuate in an emergency, you should:

1. Discuss your concerns with Disability Services. Work with Disability Services on a personal emergency plan if you are unclear on how to manage an emergency evacuation.
2. Bring to the attention of your faculty members the extent of the assistance you may need in case of an emergency. It is your responsibility to make your needs known.
3. Become familiar with all emergency exits and evacuation routes in the buildings you frequent.
4. If you have difficulty speaking loudly, or have a voice/speech impairment, you should carry a whistle, or have other means of attracting attention from others.

### *Emergency Guidelines*

- Elevators should NOT be used in an evacuation unless instructed by emergency personnel.
- School materials or any accessories should be left in the classroom/room in the event of an evacuation. This may mean leaving a phone or personal items behind.
- In the event of an evacuation, students who are unable to exit the building on their own accord should remain near the stairwell at a designated **Collection Point**. Emergency personnel will check the stairwells and elevator lobbies for those who are trapped.
- Don't be afraid to let others know when you need assistance.

### **Questions**

Questions pertaining to emergency procedures should be referred to Campus Safety and Security at ext.5116 if using a campus phone or (207) 453-5116. Specific questions about disabilities should be referred to the Director of Disability and Counseling Services at ext. 5150 or (207) 453-5150.

### **Crime Prevention and Safety Programs**

Crime prevention at Kennebec Valley Community College is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. The Safety and Security Department conducts crime prevention programs upon request to educate the KVCC community on measures the



community can take to reduce the chances of becoming a victim of crime.

*KV Cares* supports ongoing educational programs. This diverse group includes representation from the student body, staff, faculty and administrators. Programming addresses sexual assault, domestic violence, dating violence and stalking with the help of presenters from the following organizations: Planned Parenthood, Family Crisis and Sexual Assault Response Services of Somerset County. Other topics include highway safety, mental health and wellness, and other relevant areas.

The KVCC Campus Safety and Security Department (453-5116) offers students, faculty, and staff escort services to and from class upon request as well as aid through regular ongoing patrols.

### **Drugs and Alcohol**

The Maine Community College System Student Code of Conduct prohibits the use, possession, sale or distribution of alcoholic beverages or illegal drugs on College property or at College related events, as well as being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events. Violations of the Code may result in sanctions up to and including dismissal from the College. All State of Maine and federal laws are enforced at KVCC and can result in referral to law enforcement and/or charges under the Student Code of Conduct.

For more information on the Maine Community College System (MCCS) policy on alcohol and other Drugs and the College's drug and alcohol abuse prevention program, you may consult the Consumer Information page on the College's website:

The MCCS Alcohol & Drug Brochure is included in every New Student Folder and is posted in the College's Learning management System as a resource. The KVCC counseling office offers several informational brochures through agencies such as the National Institute of Mental Health and the National Institute on Alcohol Abuse and Alcoholism. The counseling office disseminates community information and provides referrals to support intervention and recovery for both drugs and alcohol. Kennebec Valley Community College does not offer formal substance/alcohol abuse counseling. Students who have alcohol or other substance abuse issues are strongly encouraged to contact their medical provider, a certified substance abuse counselor, or, if in crisis, the Maine Statewide Crisis Hotline at 1-888-568-1112.

# **Student Code of Conduct**

## **Section 501**

The colleges of the Maine Community College System (MCCS) shall use the following Student Code of Conduct.

### **I. Purpose of Code**

The College requires students to conduct their affairs with proper regard and mutual respect for the College and the members of its community. In seeking to encourage responsible conduct, the College will rely upon counseling and admonition. When necessary, the College will use this Code in a prompt, fair and impartial manner to: 1) ensure the orderly administration of the College's academic, athletic and social offerings; 2) secure the opportunity of all students to pursue peacefully their educational objectives; 3) protect the health, safety and welfare of the College and the members of its community; and 4) maintain and protect the real and personal property of the College and the members of its community.

This Code applies *in addition* to other College and System policies and regulations, local ordinances, and state and federal laws. Students whose conduct violates those authorities may also be subject to their sanctions and penalties. Finally, the Residence Hall Agreement between a student and the College imposes similar but additional responsibilities and obligations, and students whose conduct violates both that Agreement and this Code may be disciplined by the College under either or both.

### **II. Persons Governed by Code**

As used in this Code, "student" means any person who a) has been notified of admission to a College; b) is taking courses or otherwise pursuing studies at or through a College; c) has a continuing relationship with a College even if not officially enrolled for a particular term; or d) has withdrawn from a College while a disciplinary matter is pending.

This Code applies to students and to organizations that are student organizations at the time of the alleged conduct. Students and student organizations are also responsible for the conduct of their guests, and this Code may be invoked against students and student organizations whose guests violate the Code. When a student is alleged to have violated the Code at a College other than the College in

which the student is enrolled, the violation will be referred for disposition to the student's campus of enrollment.

### **III. Conduct Governed by Code**

This Code applies to conduct, wherever it occurs, that:

- 1) involves the real property owned, occupied or otherwise used by the College;
- 2) involves the personal property owned, occupied or used by the College community;
- 3) involves a College or College-related activity, event or function;
- 4) poses an imminent or substantial threat to persons or property in the College community; and/or
- 5) otherwise interferes with the objectives or adversely affects the interests of the College or members of its community.

Examples of violations of this Code include, but are not limited to:

- A. Fraudulent conduct**, which includes, but is not limited to: 1) supplying or assisting to supply false information to College personnel; 2) violating a professional code of conduct or ethics; 3) unauthorized representation of the College or its personnel; 4) failing to identify oneself to College personnel; and/or 5) tampering with or falsifying official documents or records.

Allegations of plagiarism, cheating and other forms of academic misconduct shall first be handled pursuant the MCCS policies on academic misconduct and/or student issues arising at clinical affiliates which provide(s) for specific procedures and sanctions. Once the procedures and sanctions of those policies have been applied, the provisions of this Code shall apply.

- B. Conduct that disregards the welfare, health or safety of the College community**, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the

College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one's self or others.

- C. **Improper use of property**, which includes but is not limited to 1) misuse, destruction, defacement or unauthorized requisition, removal or use of College or College community property; 2) unauthorized presence on College property; and/or 3) violation of College or System computer use policies.
  
- D. **Other conduct that interferes with the orderly business of the College**, which includes, but is not limited to 1) interference with or interruptions of classes and other college activities; 2) failure to comply with a sanction or special terms and conditions of admission, enrollment and/or participation imposed by the College; 3) interference or refusal to cooperate with an inquiry under the Code; 4) continuous violations of the Code; 5) aiding, abetting or inciting others to commit or cover-up a violation of the Code; 6) retaliation against a person for reporting an alleged violation of the Code; 7) acts of discrimination in violation of College or System policy; 8) conduct prohibited by civil or criminal law; 9) conduct that constitutes "special circumstances" as set forth in MCCC Policy 504, Section B.3.a-g; and/or 10) conduct prohibited by College or System policy.
  
- E. **Sexual misconduct and sexual assault**, as defined in and governed by MCCC Procedure 202.2 and MCCC Procedure 501.1.

**F. Sexual harassment**, as defined in MCCS Policy 202 and governed by MCCS *Procedure 201.1/202.1 and MCCS Procedure 202.2*.

**G. Dating violence, domestic violence and stalking**, as defined in and governed by MCCS Procedure 202.2 and MCCS Procedure 501.1.

Acts of sexual harassment, sexual assault, dating violence, domestic violence and stalking within the scope of Title IX's prohibitions are governed by MCCS Procedure 202.2. All other such conduct, excluding sexual harassment, is governed by MCCS Procedure 501.1. Sexual harassment outside the scope of Title IX is governed by MCCS Procedure 201.1/202.1. The College will determine the applicable procedure after review of the alleged conduct.

#### **IV. Sanctions for Code Violations**

Students who violate this Code may be subject to one or more sanctions which include, but are not limited to:

- 1) an apology;
- 2) reprimand;
- 3) probation;
- 4) work or service requirement;
- 5) restitution;
- 6) fine;
- 7) prohibition from College classes, functions or facilities;
- 8) special terms and conditions of enrollment and/or participation;
- 9) forfeiture of room fee, room deposit and security deposit;
- 10) suspension or dismissal from a portion of the College;
- 11) suspension or dismissal from the whole of the College;
- 12) revocation of admission or a degree;
- 13) withholding a degree; and/or
- 14) any other action as the College deems appropriate.

The Dean of Students may suspend immediately a student if the Dean determines that the student's presence at the College poses an imminent threat of harm to self or others, or to property in the College community. Such suspension shall take effect when so designated and may not be stayed pending appeal unless otherwise determined by the College President.

## **V. Procedure**

### **A. General**

In applying the provisions of this Code, MCCC accords students alleged to have violated this Code the following opportunities. First, students have the opportunities to be advised of the charges and the nature of the evidence against them, and be heard before an impartial decision-maker. Second, students have the opportunities to have sanctions based on substantial evidence (a standard of "more probable than not"); the decision explained in writing; and, in a Stage Two proceeding, have questions asked of opposing witnesses. Finally, students have the opportunity to be assisted by a person who may observe the proceeding and advise the student, but who may not speak on behalf of the student or otherwise participate in the proceeding. In cases where suspension or dismissal is likely or where criminal charges are pending, such an assistant may be an attorney, but such an attorney shall not be at the college's expense.

### **B. Stage One**

The College Dean of Students ("Dean") and/or Disciplinary Officer ("Officer") (collectively "Investigator") shall investigate alleged violations of this Code. Such inquiries shall include notice to the student of the: 1) complaint; 2) Code sections that may have been violated; and 3) possible sanctions that may be imposed. The student shall be given an opportunity to be interviewed.

The Investigator may consider any information that the Investigator believes may be relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. Upon concluding the inquiry, the Investigator shall notify the student in writing of the Investigator's findings of fact, Code provision(s) violated, if any, and a sanction(s), if any. The Investigator's decision shall take effect when so noted.

Sanctions, other than interim suspension, may, in the discretion of the Dean, be stayed during any appeal. The Dean, but not an Officer, may at this stage impose a sanction of dismissal or suspension.

### **C. Stage Two**

A student who does not accept discipline imposed at Stage One may request a Stage Two proceeding. A person materially affected by the alleged Code violation (such as the victim of the alleged conduct) may request a Stage Two proceeding in order to review a Disciplinary Officer's decision either to dismiss or impose a relatively low sanction in the case.

#### **1. Request**

A request for a Stage Two proceeding must be submitted in writing to the Dean within two (2) school days following the day the student receives the Investigator's written decision, and must state specifically the grounds for the request. A student who fails to file a proper and timely request may be deemed to have waived the right.

#### **2. Committee**

A Stage Two proceeding shall be heard by a Disciplinary Committee ("Committee") which shall consist of at least three and not more than five members, each appointed by the College President. At least one member should be a faculty member and one member may be a student. The President shall appoint a Chair.

#### **3. Hearing**

After receiving the student's request, the Committee Chair shall notify the student, Dean and/or Officer of the time and location for the hearing. A hearing shall be held as soon as practical and shall proceed as follows: The Committee Chair shall preside; the Dean and/or Officer will present the charges, information and findings against the student; the

student will respond to the case presented by the Dean and/or Officer; and the Dean and/or Officer and student may then each summarize orally their position.

All or a portion of the hearing may, at the discretion of the Committee, be closed to persons other than those recognized by the Chair. If a student does not attend the hearing, the Committee may commence the hearing or continue the hearing to a later time or date. Only the members of the Committee may pose questions to the witnesses or parties. The Committee is not bound by court rules of evidence or procedure.

#### **4. Decision**

The Committee will convene in closed session to find facts and determine any Code violation(s). The Committee may consider any relevant and reliable information in determining whether it is more probable than not that the alleged conduct occurred, and that such conduct violated the Code. The Committee is not bound by the Investigator's findings and sanctions. The Committee may impose any appropriate sanction up to and including dismissal. Disciplinary sanctions imposed by the Committee take effect immediately unless otherwise specified. A majority of Committee members present and voting will prevail.

#### **D. Stage Three**

A student may appeal to the College President only a Committee sanction of suspension or dismissal from the College. Such appeal must be submitted in writing to the President within two (2) school days following the day when the student receives the Committee's written decision, and must state specifically the grounds for appeal. Such appeals shall be limited to the Committee's procedures and the appropriateness of the sanction. A student who fails to file a proper and timely appeal may be deemed to have waived the right to appeal. The President may also grant a request by a person materially affected by the alleged Code violation to review a decision of the Disciplinary Committee to dismiss a case or to impose a relatively low sanction. In all cases, the President shall issue a written decision as soon as practical after the hearing. The President is not bound by the decisions of either the Investigator or Committee.



## **VI. Notice and Receipt of Notice**

A College may provide a notice under this Code to a student either in person or to the student's most recent electronic, campus or U.S. mail address on file at the College. A student will be deemed to have received such notice immediately when informed in person; within 24 hours when notified by electronic or campus mail; and within 72 hours of the date of mailing when notified by U.S. mail. In all instances, a student has an affirmative duty to remain in contact with the College while a matter is pending under this Code.

## **VII. Coordination of this Code with the MCCS Policy on Special Conditions**

When the student conduct at issue involves "special circumstances" as described in MCCS Policy 504, the College may seek guidance from the provisions of that policy.

## **VIII. Certain Athletic Determinations**

The provisions of this Code apply to misconduct related to participation in athletics. The procedures of this Code do not, however, apply determinations of whether a student may be a member of, or receive playing time for, a college athletic team because the student has engaged in conduct detrimental to the team. Those determinations shall be made by the coach, provided that the affected student may appeal the coach's decision to the College Dean of Students.

For purposes of this provision, "conduct detrimental to the team" includes, but is not limited to, conduct that is unsportsmanlike to fans, officials or opposing coaches or players; disruptive to practices and other team events; brings disruption or disrepute to the team through misconduct or violations of law, College or System policy; or is otherwise contrary to the principles taught through athletic competition, such as reliability, diligence, commitment, teamwork and the willingness to take seriously the duty to represent the College honorably during competition. Each College may adopt a more specific definition of "conduct detrimental to the team" that furthers the educational purposes of athletic competition.

## **IX. Traffic Violations**

A student violation of a rule governing a moving, parked or standing vehicle on property owned, operated or under the control of the MCCS shall be processed under this Code only if the sanction sought by a college is suspension or expulsion from college for that violation. In all other cases, a college shall provide a process that permits a student an informal opportunity to contest the alleged violation before a person designated by the college to hear such contests.

## **X. Definitions**

The following terms have the following meanings when used in this Student Code of Conduct, unless the context indicates otherwise:

**“Code”** means this Student Code of Conduct; **“College”** means a college of the Maine Community College System; **“College Activity”** means an activity under the auspices of the College, including activities of students and student organizations; **“College Community”** means any person or organization that attends, performs services for, is employed by, visits or otherwise uses the College; **“College Personnel”** means any instructor, administrator, employee, committee or contractor of the College or System; **“Course”** means any class of instruction, regardless of credit, offered by the College; **“President”** means a College President; **“Property”** means the real and personal property controlled through ownership, rental, charter or other means by the System, College, State of Maine or a member of the College Community. “Property” includes written documents and computer programs, files and resources; **“School Day”** means a day that the College is open for instruction; **“Student Organization”** means an organization that acts or purports to act for a student in matters regarding the College; and **“System”** means the Maine Community College System.

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REFERENCES: 20-A M.R.S.A. §12706(7); *MCCS Policy 504*

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: April 28, 2010; June 22, 2011; May 3, 2013; June 25, 2014; June 21, 2017; July 8, 2020

# **Student Sexual Misconduct and Assault, Stalking and Relationship Violence**

## **Section 501.1**

PURPOSE: To define and proscribe non-consensual sexual activities, stalking, dating violence and domestic violence not governed by Title IX

### **A. Introduction**

This procedure governs acts by students of nonconsensual sexual conduct, dating and domestic violence and stalking that do not fall within the scope of Title IX of the Education Amendments of 1972. Such acts within the scope of Title IX are governed by MCCS Procedure 202.2. This procedure supplements the MCCS Student Code of Conduct ("Code") by defining the prohibited acts of non-consensual sexual conduct, dating and domestic violence, and stalking governed by this procedure; explaining the procedures that will apply to the handling of such alleged violations; and providing important additional information to all students. The definitions of prohibited conduct governed by this procedure reflect Maine law where applicable and may differ from the federal definitions required in Procedure 202.2.

### **B. Definitions**

For purposes of this procedure, the following terms have the following meanings.

1. "Reliable Consent" is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words and/or actions, as long as those words and/or actions create clear permission regarding willingness to engage in the sexual activity at the time of the activity. Mere acquiescence to the sexual activity shall not be regarded as reliable consent.

Reliable consent has been obtained when a reasonable person in the Respondent's position would understand through words and/or actions that the person has voluntarily agreed to the sexual activity, at the time of the activity. Agreement to engage in one sexual activity (such as a touching) is not agreement to engage in a different sexual activity (such as an act). Agreement can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop. Agreement from a person who is visibly under the influence of alcohol or drugs or otherwise impaired shall not be regarded as reliable consent.

2. "Acquiescence" means a person's submission to engaging in one or more sexual activities without communicating either reliable consent or an express physical or verbal objection.

3. "Sexual misconduct" means the following where there is no reliable consent:

- a. "Sexual touching," which means any intentional touching of the breasts, buttocks, groin or inner thigh, directly or through clothing; or
  - b. "Sexual contact," which means any intentional touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, or
  - c. "Sexual act," which means any intentional act when that act involves direct physical contact between the:
    - 1) Genitals of one and the mouth or anus of another; or
    - 2) Genitals of one and the genitals of another; or
    - 3) Genitals or anus of one and an instrument or device manipulated by another person.
4. "Sexual assault" means any sexual misconduct as defined above where, at the time of the sexual activity, the Complainant:
- a. Expressly communicated by words or physical act(s) a timely objection; or
  - b. Was visibly intoxicated or otherwise visibly impaired; or
  - c. Was unconscious, incapacitated, or otherwise unaware that sexual activity was occurring or about to occur; or
  - d. Was placed in reasonable fear of physical injury or other harm because of the Respondent's use or threatened use of physical force or other harm.
5. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
- a. the length of the relationship;
  - b. the type of relationship; and,
  - c. the frequency of interaction between the persons involved in the relationship.
6. "Domestic Violence" means one of the following criminal acts against a family or household member:
- a. Assault- intentionally, knowingly or recklessly causing bodily injury or offensive physical contact;

b. Criminal threatening - intentionally or knowingly placing a person in fear of imminent bodily injury;

c. Criminal terrorizing- communicating a threat of violence that places a person in fear for their safety or the safety of another;

d. Reckless conduct- recklessly creating a substantial risk of bodily injury to another person;

e. Stalking- intentionally or knowingly engaging in a course of conduct directed at or concerning a family or household member that would cause a reasonable person to; i) suffer serious inconvenience or emotional distress, ii) fear death or fear the death of a close relation, iii) fear damage or destruction to or tampering with property, or v) fear injury to or the death of an animal owned by or in the possession and control of that person; or

7. "Stalking" means the conduct described in subsection 6.e, but the conduct may be directed at or concerning any person.

8. "Complainant" means a person who believes he or she experienced sexual misconduct or assault by student.

9. "Respondent" means a student accused of sexual misconduct or assault.

10. "Retaliation" means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or work environment for making a good-faith report or participating in good faith in an investigation.

### **C. Prohibited Conduct**

It is a violation of the Student Code of Conduct for a student to intentionally engage in sexual misconduct or sexual assault, stalking, dating violence or domestic violence or to retaliate against a person who in good faith reports or participates in an investigation under this procedure. A student may be found responsible for retaliation even if not found responsible for the underlying alleged conduct.

### **D. Reports to a College**

1. When to Report. Students are advised to report allegations of sexual misconduct or sexual assault, stalking, dating violence or domestic violence immediately or as soon as possible.

2. Where to Report. Reports should be given to the Title IX Coordinator. Any other employee who receives such a report shall immediately share the report with the Title IX Coordinator. The Title IX Coordinator will determine whether the conduct is governed by this procedure or by MCCS Procedure 202.2 (Title IX Sexual Harassment Procedure).

3. What to Report. A complaint may be made orally or in writing, and should be as specific as possible. A report should disclose the identity of the person(s) alleged to have engaged in the complained of conduct, and the location(s), date(s) and description of the alleged acts. A College cannot take complaints “off the record.” Once a College receives such information, it has a duty to investigate and possibly take action even if, at the time of the complaint, the Complainant does not want the College to do either. Unless the Complainant signs a written statement specifying withdrawal of the complaint, the Complainant may not be deemed to have withdrawn her or his complaint.

4. False Reports. It is a violation of the Code for any student to intentionally file a report of any kind with a College official when the student knows that such report, by fabrication or material embellishment, is false.

#### **E. Information Provided to a Complainant at the Time of a Report**

At the time of a report to the Title IX Coordinator, the College shall provide to the Complainant a copy, or hypertext links to copies, of the Code, this Procedure and the Appendices to this Procedure. The Respondent shall receive copies or hypertext links upon notification of the allegation(s). Students are hereby advised of the following:

1. Preserving Evidence. It is important to preserve all evidence, including but not limited to physical evidence, text messages, social media, photographs, and security video in any way related to an allegation of sexual assault or misconduct, stalking, domestic violence, dating violence, retaliation, or request for a protective order.

2. Confidentiality. The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding reports of alleged violations, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. A College will be required to disclose the Complainant’s name, statements and allegations to the Respondent. A College may choose to comment publicly, in

writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by

such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

3. Counseling, Health and Mental Health Services. Counseling, health and mental health support services are available on campus and/or in the area and both the Respondent and the Complainant shall be provided with information to access available services. A list of such services is attached in the Appendix to this procedure.

4. Law Enforcement. The complainant has the right to contact, and file a criminal complaint with, the police. A list of such authorities is attached in the Appendix. The police can advise and assist with the Complainant's option to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender.

5. Victim Advocacy and Legal Assistance Services. Victim advocacy and legal assistance services are also available. A list of such services is attached in the Appendix.

6. Financial Aid and Visa and Immigration Assistance. Information regarding student financial aid issues may be obtained from the College's Financial Aid Office. International students may obtain information regarding visa and immigration issues from the College's Designated School Official. A listing of contacts at each college are included in the Appendix.

## **F. Investigations**

The College shall use the Code of Conduct in conducting an investigation of reports or allegations of conduct within the scope of this procedure.

## **G. Interim Steps While an Investigation is Conducted**

A College shall consider what interim steps, if any, should be taken until the investigation and findings are complete. Such steps include, for example, changing the affected student(s) academic, living, transportation, and working situations if requested and reasonably available.

## **H. Participation during Proceedings**

Consistent with the Code, both the Complainant and the Respondent shall have the same opportunity to have others present during internal disciplinary proceedings, including the opportunity to be accompanied to related meetings by an advisor of their choice.

### **I. Outcomes**

At the time that the College makes its final findings, the College shall in writing notify simultaneously the Complainant and Respondent of:

1. Whether the Respondent was found to violate the Code and, if so, the provisions violated and discipline imposed; and
2. The Respondent's and Complainant's rights under the Code to appeal the findings and any discipline.

### **J. Discipline**

A violation of this procedure shall result in discipline under the Code. With regard to cases involving sexual conduct, because of the wide range of conduct that exists between cases of violent assault and cases of sexual contact resulting from poor communication, the following guidelines shall assist Colleges in determining the appropriate discipline for each case.

1. Sexual Assault vs. Sexual Misconduct. Findings of sexual assault shall be regarded as more severe than findings of sexual misconduct.
2. Types of Sexual Misconduct. Findings of a sexual act shall be regarded as a more severe form of sexual misconduct than findings of sexual contact, and findings of sexual contact shall be regarded as a more severe form of sexual misconduct than findings of sexual touching.
3. Cases of Acquiescence. Findings that a student did not obtain reliable consent and instead relied upon mere acquiescence shall be regarded as important but less severe than cases involving sexual assault.
4. Repeat Violators. Findings that a student was previously found responsible for sexual misconduct or sexual assault shall be regarded as more severe than a first-offender.

### **K. Retaliation**

The College will take appropriate steps to ensure that a person who in good faith reports or participates in an investigation under this procedure will not be subjected to retaliation by the Respondent or others. Anyone who has experienced retaliation is strongly encouraged to report that concern using the procedures in Section D above.



#### **L. Protective Orders**

Complainants have the right to request from a court that a temporary or permanent restraining order, or other protection or no-contact order be issued against an alleged offender. Only the police, and not College security, have the authority to enforce such an order by arresting a person who violates the order. The Complainant should, therefore, promptly inform the College if such an order is obtained so that the College may be better prepared to more promptly contact the police if necessary.

#### **M. Primary Authority and Annual Training**

The Dean of Student and/or Enrollment Services at each college shall have primary responsibility for overseeing the application of this procedure. The Deans shall ensure that Disciplinary Officers, Resident Directors, Resident Assistants, Disciplinary Committee Members and other pertinent employees are annually informed about this procedure. The Deans shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this procedure.

#### **N. Other**

Nothing in this procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this procedure.

#### **O. Appendix**

The Appendix of services and authorities referenced in Section F above is attached to this procedure and may be updated as needed, without prior approval by the presidents.

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REFERENCES: 20-A M.R.S.A. §12706(7); The Campus SaVE Act (§304 of the re-authorized Violence Against Women Act of 2013 (VAWA); 20 U.S.C. §1092(f)(8) (Clery); MCCS Policies 501 and 807; MCCS Procedures 202.2 and 501.2.

DATE ADOPTED: June 24, 2014

DATE(S) AMENDED: April 2, 2020 (effective May 18, 2020); August 5, 2020 (effective August 14, 2020)

## **APPENDIX**

### **COUNSELING AND MENTAL HEALTH SERVICES**

Central Maine Community College

<https://www.cmcc.edu/student-life/resources/health-and-counseling/> Student Services  
(207) 755-5293

Eastern Maine Community College

<https://www.emcc.edu/student-life/resources/counseling/>  
(207) 974-4858  
[sking@emcc.edu](mailto:sking@emcc.edu)

Kennebec Valley Community College  
<https://www.kvcc.me.edu/student-services/resources/counseling-support>  
(207) 453-5150  
[mclement@kvcc.me.edu](mailto:mclement@kvcc.me.edu)

Northern Maine Community College  
<https://www.smccme.edu/student-life/counseling/>  
Students may also contact:  
Aroostook Mental Health Center (207) 764-3319  
Emergency Help Line 207-762-4581 or 1-800-432-7805

Southern Maine Community College  
<https://www.smccme.edu/student-life/counseling/>  
1-800-434-3000

Washington County Community College  
WCCC refers students to: Aroostook Mental Health Center  
<https://www.amhc.org/>  
(207) 498-6431

York County Community College YCCC recommends that students contact:  
York County Community Action Nason Health Care  
<https://yccac.org/health-care/>  
(207) 490-6900

## **SEXUAL ASSAULT SUPPORT SERVICES**

Maine Coalition Against Sexual Assault (MeCASA)  
24 hour statewide sexual assault crisis and support line  
1-800-871-7741 (voice) 711 (Maine Relay)

The regional sexual assault crisis and support centers that comprise the Maine Coalition Against Sexual Assault are:

Sexual Assault Response Services of Southern Maine  
York and Cumberland Counties  
24 hour support line: 1-800-313-9900  
[www.sarsonline.org](http://www.sarsonline.org)

Sexual Assault Support Services of Midcoast Maine  
Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties  
24 hour support line: 1-800-822-5999  
Anywhere in Maine: 1-800-871-7742  
TTY: 1-888-458-5599  
[www.sassmm.org](http://www.sassmm.org)

Sexual Assault Prevention & Response Team  
Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison  
24 hour helpline: 1-888-458-5599  
TTY: 1-888-458-5599  
[www.sapars.org](http://www.sapars.org)

Sexual Assault Crisis & Support Center  
Kennebec and Somerset Counties  
24 hour support line: 1-800-871-7741  
[www.silentnomore.org](http://www.silentnomore.org)  
Rape Response Services

Penobscot and Piscataquis Counties  
24 hour hotline: 1-800-310-0000  
TDD: 1-888-458-5599  
[www.rrsonline.org](http://www.rrsonline.org)  
AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties  
(207)-498-6431  
[www.amhc.org](http://www.amhc.org)  
United Somali Women of Maine

Androscoggin and Cumberland Counties  
(207) 753-0061  
[www.uswofmaine.org](http://www.uswofmaine.org)

Other Maine-based Sexual and Relationship Violence Services  
Maine Coalition to End Domestic Violence <https://www.mcedv.org/get-help/> Statewide Domestic Abuse  
Helpline 1-800-437-1220

Wabanaki Women's Coalition <https://www.wabanakiwomenscoalition.org/connections/> (207) 763-3478

#### National Resources

National Sexual Assault Hotline: 1-800-656-HOPE

National Sexual Assault Online Hotline: <https://ohl.rainn.org/online/>

For a list of resources with particular focus on the needs of LGBTQ persons, see:  
<http://barcc.org/information/resources-online/glbtc>

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## **POLICE DEPARTMENTS**

Central Maine Community College Auburn Police Department  
60 Court Street  
Auburn, Maine 04210  
(207) 333-6650

Eastern Maine Community College  
Bangor Police Department  
240 Main Street  
Bangor, Maine 04401  
(207) 947-7382

Kennebec Valley Community College  
Fairfield Police Department  
One Police Plaza  
Fairfield, Maine 04937  
(207) 453-9321

Northern Maine Community College  
Presque Isle Police Department

Southern Maine Community College  
South Portland, Maine  
30 Anthoine Street  
South Portland, Maine 04106  
(207) 799-5511  
Washington County Community College  
Calais Police Department  
North Street  
Calais, Maine 04619  
(207) 454-2751

York County Community College  
Wells Police Department  
1563 Post Road  
Wells, Maine 04090  
(207) 646-9354  
(207) 764-4476

43 North Street, Suite 2  
Presque Isle, Maine 04769

**MEDICAL HOSPITALS**

Blue Hill Memorial Hospital 57 Water Street, Blue Hill, Maine 04614  
(207) 374-3400  
<http://www.bhmf.org>

Bridgton Hospital 10 Hospital Drive, Bridgton, Maine 04009  
(207) 647-6000  
<http://www.bridgtonhospital.org/>

C.A. Dean Memorial Hospital 364 Pritham Avenue, Greenville, Maine 04441  
(207) 695-5200  
<http://www.cadean.org/>

Calais Regional Hospital 24 Hospital Lane, Calais , Maine 04619  
(207) 454-7521  
<http://www.calaishospital.com/>

Cary Medical Center 163 Van Buren Road, Suite #1, Caribou, Maine 04736  
(207) 498-3111  
<http://www.carymedicalcenter.org/>

Central Maine Medical Center 300 Main Street, Lewiston, Maine 04240  
(207) 795-0111  
<http://www.cmmc.org>

Down East Community Hospital 11 Hospital Drive, Machias, Maine 04654  
(207) 255-3356  
<http://www.dech.org/>

Eastern Maine Medical Center 489 State St., Bangor, Maine 04402  
(207) 973-7000  
<http://www.emmc.org>

Franklin Memorial Hospital 111 Franklin Health Commons, Farmington, Maine 04938  
(207) 778-6031  
<http://www.fchn.org/>

Houlton Regional Hospital 20 Hartford Street, Houlton, Maine 04730  
(207) 532-2900  
<http://www2.houltonregional.org/>  
Inland Hospital 200 Kennedy Memorial Drive, Waterville, Maine 04901  
(207) 861-3000  
<http://www.inlandhospital.org/>

LincolnHealth 35 Miles St., Damariscotta, Maine 04543  
(207) 563-1234

<http://www.lchcare.org>

Maine Coast Memorial Hospital 50 Union Street, Ellsworth, Maine 04605  
(207) 667-5311  
<http://www.mainehospital.org>

MaineGeneral Medical Center 35 Medical Center Parkway, Augusta, Maine 04330  
(207) 626-1000  
<http://www.mainegeneral.org/>

Maine Medical Center 22 Bramhall Street, Portland, Maine 04102  
(207) 662-0111  
<http://www.mmc.org/>

Mayo Regional Hospital 897 West Main Street, Dover-Foxcroft, Maine 04426  
(207) 564-8401  
<http://www.mayohospital.com/>

Mercy Hospital 144 State Street, Portland, Maine 04101  
(207) 879-3000  
<http://www.mercyhospitalstories.org/>

Mid Coast Hospital 123 Medical Center Drive, Brunswick, Maine 04011  
(207) 729- 0181  
<http://www.midcoasthealth.com/>  
Millinocket Regional Hospital 200 Somerset Street, Millinocket , Maine 04462  
(207) 723-5161  
<http://www.mrhme.org>

Mt. Desert Island Hospital 10 Wayman Lane, Bar Harbor, Maine 04609  
(207) 288-5081  
<http://mdihospital.org/site/>

Northern Maine Medical Center 194 East Main Street, Fort Kent, Maine 04743  
(207) 834-3155  
<http://www.nmmc.org/>

Parkview Adventist Medical Center 329 Maine Street, Brunswick, Maine 04011  
(207) 373-2000  
<http://www.parkviewamc.org>

Pen Bay Medical Center 6 Glen Cove Drive, Rockport, Maine 04856  
(207) 596-8000  
<http://www.penbayhealthcare.org/penbaymedicalcenter/>

Penobscot Valley Hospital Box 368, Lincoln, Maine 04457

(207) 794-3321  
<http://www.pvhme.org/>

Redington-Fairview General Hospital 46 Fairview Avenue, Skowhegan , Maine 04976  
(207) 474-5121  
<http://www.rfgh.net/>

Rumford Hospital 420 Franklin Street, Rumford, Maine 04276  
(207) 369-1000  
<http://www.rumfordhospital.org/>  
Sebastcook Valley Health 447 North Main Street, Pittsfield, Maine 04967  
(207) 487-4000  
<http://www.sebastcookvalleyhealth.org/>

Southern Maine Health Care-Sanford Medical Center 25 June Street, Sanford, Maine 04073  
(207) 283-7000  
<http://www.smmc.org/>

St. Joseph Hospital PO Box 403, Bangor, Maine 04401  
(207) 262-1000  
<http://www.stjoeshealing.org>

St. Mary's Regional Medical Center P.O. Box 291, Lewiston, Maine 04243  
(207) 777-8100  
<http://www.stmarysmaine.com/>

Stephens Memorial Hospital 181 Main Street, Norway, Maine 04268  
(207) 743-5933  
<http://www.wmhcc.org>

The Aroostook Medical Center 140 Academy Street, Presque Isle, Maine 04769  
(207) 768-4000  
<http://www.tamc.org/>  
NOTE: Northern Maine Community College has a Student Health Center  
<https://www.nmcc.edu/student-health-center/>

Waldo County General Hospital PO Box 287, Belfast, Maine 04915  
(207) 338-2500  
<http://www.wcgh.org/index.html>

York Hospital 15 Hospital Drive, York, Maine 03909  
(207) 363-4321  
<http://www.yorkhospital.com/>

## **LEGAL SERVICES**



Pine Tree Legal Services  
Free legal services for low –income Maine residents  
for non-criminal matters

Augusta Office  
Somerset, Lincoln and Knox Counties  
39 Green Street  
P.O. Box 2429  
Augusta, Maine 04338-2429  
(207) 622-4731 or (207) 623-7777

Bangor Office  
Penobscot, Piscataquis and Waldo  
115 Main Street, 2nd floor  
Bangor, Maine 04401  
(207) 942-8241

Lewiston Office  
Androscoggin, Oxford and Franklin  
37 Park Street, Suite 401  
Lewiston, Maine 04243-0398  
(207) 784-1558

Machias Office  
Washington and Hancock  
13 Cooper Street  
P.O. Box 278  
Machias, Maine 04654

Portland Office  
Cumberland, York, Sagadahoc, Androscoggin, Oxford, Franklin, Lincoln and Knox  
88 Federal Street  
P.O. Box 547  
Portland, Maine 04112  
(207) 774-8211

Presque Isle Office  
Aroostook County  
373 Main Street  
Presque Isle, Maine 04769  
(207) 764-4349  
All Offices  
TTY: 711  
<http://www.ptla.org>  
(207) 255-8656

#### Cumberland Legal Aid Clinic

A legal aid clinic operated by the University of Maine School of Law. Services provided to low-income individuals with legal cases in Southern Maine courts (Cumberland, parts of York, Sagadahoc and Androscoggin counties) for most types of civil, criminal, juvenile and family matters.

Greater Portland area – (207) 780-4370

Toll free: (877)-780-2522

<http://mainelaw.maine.edu/programs-centers/clac.html>

#### Maine Lawyer Referral Service

A referral service operated by the Maine State Bar Association.

1-800-860-1460

<http://www.lrs@mainebar.org>

Maine Volunteer Lawyers Project

Free legal information and pro bono legal representation for qualifying low-income individuals state-wide.

Portland: (207) 774-4348

Toll free: (800)-442-4293

<http://www.vlp.org>