

2022 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 | tmcdonald@kvcc.me.edu Phone: Dept- 453-5811 Office- 453-5116 |
| Jannie Durr | Director of Student Life | jdurr@kvcc.me.edu Phone: 453-3540 |
| Kevin Richards | Student Navigator | krichards@kvcc.me.edu Phone: 453-3539 |
| Jessica Rodrigue | Student Navigator/JMG | jrodrigue@kvcc.me.edu 453-5839 |
| Pauline Stevens | Student Navigator/Embark | pstevens@kvcc.me.edu 453-5009 |
| CJ McKenna | Dean of Student Affairs | cmckenna@kvcc.me.edu Phone: 453-5019 |
| Kathy Englehart | Vice President/Academic Dean | kenglehart@kvcc.me.edu Phone: 453-5117 |
| Elizabeth Fortin | Dean of Workforce Development | efortin@kbvv.me.edu Phone: 453-5858 |
| Russ Begin | Dean of Finance | rbegin@kvcc.me.edu Phone: 453-5123 |
| Kevin Casey | Dean of Technology | kcasey@kvcc.me.edu Phone: 453-5141 |
| Lisa Black | Director of TRiO | lblack@kvcc.me.edu Phone: 453-5013 |

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, Room 113 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, Room 123 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 Center satellite location 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 location in Rockland, Maine

- in person by notifying the Campus Security Authorities, defined by the Clery Act as College official 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.

Campus Crime Statistics

The College posts a link to the annual survey of criminal incidents on campus for each of the last three calendar years on the KVCC website.

The summary of Clery Act reportable incidents is as follows-

- 2021-** 10/08- Burglary, Alford Campus- Farm Education Center
10/29- Burglary, Alford Campus Recreation Center
- 2020-** No reportable incidents
- 2019-** No reportable incidents

The annual survey is available to anyone requesting a copy from 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 procedure 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 453-5811.

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 Department of Campus Safety and Security (CSS) in conjunction with Emergency Response Team (ERT).

In the event that CSS/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 Campus Safety and Security/ Emergency Response Team (ERT).

- In the event of a fire, all students, employees & visitors are required to evacuate the building and proceed to designated assembly points.
- In the event of a non-fire emergency/incident, a decision to evacuate will be made by CSS/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.5811 if using a campus phone or (207) 453-5811. 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: Family Violence Project, Planned Parenthood, Somerset/Kennebec County Domestic Violence Task Force and others. Other topics include highway safety, mental health and wellness, and other relevant areas.

The KVCC Campus Safety and Security Department (453-5811) 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 to 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 MCCS 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 MCCS Procedure 202.2 and MCCS 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, MCCS 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.

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 conducted.

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.

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)

APPENDICES

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

Kennebec Valley Community College

<https://www.kvcc.me.edu/student-services/resources/counseling-support>

(207) 453-5150

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

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

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

Sexual Assault Crisis & Support Center
Kennebec and Somerset Counties
24 hour support line: 1-800-871-7741
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
AMHC Sexual Assault Services

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

Androscoggin and Cumberland Counties
(207) 753-0061
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>

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/>
Sebasticook Valley Health 447 North Main Street, Pittsfield, Maine 04967
(207) 487-4000
<http://www.sebasticookvalleyhealth.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>

g 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>



MAINE COMMUNITY COLLEGE SYSTEM

GENERAL ADMINISTRATION Section 202.2

SUBJECT: TITLE IX SEXUAL HARASSMENT PROCEDURE

PURPOSE: To define and proscribe sexual harassment

A. Introduction

This Procedure applies solely to allegations of sexual harassment that fall within the scope of Title IX of the Education Amendments of 1972. Under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an MCCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; or (c) sexual assault, dating violence, domestic violence, or stalking. The purpose of this Procedure is to define the reporting, investigation and adjudication procedures that govern MCCS' handling of sexual harassment allegations within the scope of Title IX and to provide guidance on the application of those procedures.

Allegations of sexual harassment outside the scope of Title IX are governed by MCCS Procedure 201.1/202.1

B. Definitions

For purposes of this Procedure, the following terms have the following meanings:

1. **“Complainant”** means a person who is alleged to be the victim of conduct that could constitute sexual harassment.
2. **“Consent”** means a knowing, voluntary, and mutual decision among all parties to engage in sexual activity. Consent can be given by words and/or actions, so 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 consent. Consent has been obtained when a reasonable person 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 is not agreement to engage in a different sexual activity. Consent can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop. Permission from a person who is visibly under the influence of alcohol or drugs or otherwise impaired shall not be regarded as consent.
3. **“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.
4. **“Domestic Violence”** means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.
5. **“Quid Pro Quo”** means an employee of the MCCS conditioning the provision of a College aid, benefit, or service upon a person’s participation in unwelcome sexual conduct.
6. **“Respondent”** means a person who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
7. **“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.
8. **“Sexual Assault”** means an offense that meets the following definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting System:
 - a. **“Rape”** means 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.
 - b. **“Fondling”** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age and/or because of their temporary or permanent mental incapacity.
 - c. **“Incest”** means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- d. “Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent. In Maine, the age of consent is 16.
- 9. “**Stalking**” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for his or her safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- 10. “**Unwelcome Conduct**” means conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an MCCS education program or activity.

C. Prohibited Conduct

It is a violation of the MCCS policy to engage in sexual harassment, or to retaliate against a person who in good faith reports or participates in an investigation under this Procedure. A person may be found responsible for retaliation even if not found responsible for the underlying alleged sexual harassment.

D. Reports and Formal Complaints

A report can be made informally, anonymously, orally or in writing. Supportive measures are available for students, faculty, or staff making a report. A person making a report alleging sexual harassment is not required to file a Formal Complaint.

Only a Formal Complaint initiates the resolution process set forth in this Procedure. A Formal Complaint must be written and signed by the complainant. Supportive measures are available for complainant and respondents named in the Formal Complaint.

1. Reports

- a. Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person.
- b. Reports should be made to the Title IX Coordinator. Presidents, Deans, and Human Resources Managers who receive a sexual harassment report shall immediately share the report with the Title IX Coordinator.
- c. Reports should include enough information to enable the Title IX Coordinator to follow up with the person alleged to be sexually harassed.

- d. The Title IX Coordinator must reach out to, and meet with, the person alleged to be sexually harassed and provide:
 - 1) The option for supportive measures;
 - 2) Information on Violence Against Women Act (VAWA) resources if appropriate; and
 - 3) Information on the Formal Complaint and the Grievance Procedure, including that the person is not required to make a Formal Complaint.
- e. The Title IX Coordinator must document that this information was provided.
- f. If the person does not wish to make a Formal Complaint, the Title IX Coordinator has the discretion to make a Formal Complaint based on the allegation, and would be the signatory, but not a party to the complaint.

2. Formal Complaints

- a. Students, faculty, and staff are advised to file a written, signed Formal Complaint with allegations of sexual harassment or sexual assault immediately, or as soon as possible. Formal Complaints must be made while the complainant is participating in or attempting to participate in the education program or activity of the MCCS.
- b. Formal Complaints shall be made to the Title IX Coordinator. Presidents, Deans, and HR managers who receive a Formal Complaint shall immediately share the Complaint with the Title IX Coordinator.
- c. Formal Complaints must be in writing and signed by the complainant or the Title IX Coordinator. The writing could be an email, a web form, or other document. A Formal Complaint must contain as much detail as possible. It must disclose the identity of the person(s) alleged to have engaged in the sexual harassment, and the location(s), date(s) and description of the alleged conduct.
- d. Upon receipt of a Formal Complaint, the institution has sixty business days to conclude the Informal Resolution or conduct the Investigation and issue the draft report. Extensions shall be made only for good cause.
- e. It is a violation of MCCS Policy 202 for any person to intentionally file a report of sexual harassment with an MCCS official when the person knows that such report, by fabrication or material embellishment, is false.

3. Mandatory Dismissal of a Formal Complaint

Federal regulations require a Formal Complaint of sexual harassment that does not meet the Title IX criteria to be dismissed from this Procedure. However, complaints against students will be referred to the Dean of Students to assess whether the alleged conduct violates the Student Code of Conduct and should proceed under the Code's Procedures. Complaints against employees will be referred to Human Resources for review.

Formal Complaints must be dismissed out of the Title IX Sexual Harassment Procedures if:

- a. The alleged conduct would not constitute sexual harassment under the Title IX sexual harassment definitions, even if proved;
- b. The alleged conduct was against a person not in the United States;
- c. The alleged conduct was against a person not participating, or attempting to participate, in an MCCS educational program or activity; or,
- d. The alleged conduct was not at an MCCS location, not during an MCCS activity or program, or the MCCS did not have substantial control over both the respondent and the context.

4. Discretionary Dismissal of a Formal Complaint

MCCS has the discretion to dismiss a Formal Complaint if:

- a. The complainant notifies the Title IX Coordinator, in writing, that the complainant would like to withdraw the Formal Complaint or any allegations therein;
- b. The respondent is no longer enrolled at or employed by the MCCS; or
- c. Specific circumstances prevent the MCCS from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

5. Appeal of Dismissal of Formal Complaint

A written notice shall be provided to both parties if the Formal Complaint is dismissed from the Title IX Sexual Harassment Procedure. The notice shall include the right to appeal the decision in writing to the president within two business days of receipt. The request to appeal the decision shall include the grounds for appeal.

E. Supportive Measures Offered to a Person at the Time of a Report; Supportive Measures Provided Offered to Complainant and Respondent at the Time of a Formal Complaint

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. MCCS shall maintain confidentiality for the complainant and respondent of any supportive measures that they receive, to the extent possible. The Title IX Coordinator shall implement and monitor the supportive measures.

F. Grievance Procedures

1. Notice of Formal Complaint

Both the complainant and the respondent shall be notified, simultaneously, that a Formal Complaint has been made. The notice must include:

- a. Details of the allegation (parties, conduct, date, location);
- b. The grievance resolution Procedure, including that the process shall be equitable, prompt, and impartial;
- c. Both parties may receive supportive measures, and the Title IX Coordinator will work with each party to implement individualized measures;
- d. Both parties may have an advisor of their choice;
- e. Both parties may inspect and review evidence;
- f. The respondent is presumed not responsible and a determination regarding responsibility shall be made at the conclusion of the grievance process;
- g. The MCCS bears the burden of proof;
- h. An Informal Resolution process may be available if it is appropriate and the respondent is not an employee; both parties agree in writing to participate; the parties can return to the Formal Grievance process any time until a resolution has been agreed upon; and documents on the agreement to participate, final resolution, or return to formal grievance process will be kept on record; and



- i. It is a violation of MCCS Policy 202 to make false statements in the course of the investigation.

Additionally, under the provisions of the Violence Against Women Act (VAWA), if the Formal Complaint alleges sexual assault, domestic or dating violence or stalking, the notice must include statements regarding:

- a. Preserving Evidence;
- b. Confidentiality;
- c. Law Enforcement;
- d. Counseling, Health and Mental Health resources;
- e. Victim Advocacy and Legal Assistance resources;
- f. Visa and Immigration resources; and
- g. Student Financial Aid resources.

2. Emergency Removal of Respondent

A respondent may not receive any disciplinary sanctions, such as suspension or expulsion, prior to the conclusion of the grievance process. MCCS may remove a respondent on an emergency basis from the time of a report through to the end of the investigation, provided that MCCS:

- a. Undertakes an individualized safety and risk analysis; and
- b. Determines that there is an immediate risk of physical health or safety to any person arising out of the allegations of sexual harassment.

MCCS shall provide the respondent with written notice of emergency removal. It shall also provide the opportunity to be heard immediately following the removal. To file an appeal, students shall contact the Dean of Students and employees shall contact the Director of Human Resources or the president's designee. The Dean of Student/Director of Human Resources decision shall be final.

3. Informal Resolution Procedures

- a. The Informal Resolution process shall be guided by a trained facilitator.

- b. The Informal Resolution process may be available if both parties agree in writing. Informal Resolution process is not available if the respondent is an employee.
- c. Informal Resolution process is available at any time prior to reaching a determination regarding responsibility.
- d. Information disclosed by the parties during the Informal Resolution process is confidential and may not be used as evidence during Formal Grievance process.
- e. The parties may, until the Informal Resolution has been agreed upon, leave the process and return to the Formal Grievance process. Likewise, if the process fails and the parties cannot agree on a resolution, the complaint shall be referred to the Formal Grievance process.
- f. A successful Informal Resolution process will yield an agreement between the parties. Once the agreement is reached the parties cannot pursue the Formal Grievance process for the same conduct.
- g. Agreements to participate in the Informal Resolution process, Informal Resolutions, and the referral to the Formal Grievance process shall be kept as records.

4. Formal Resolution Procedures

a. Investigation

The College shall investigate Formal Complaints of sexual harassment. Both the complainant and the respondent shall have the same opportunity to provide evidence and witnesses to the investigator. If the parties do not agree to attempt an Informal Resolution, the investigation will initiate after the notice.

All parties shall receive written notice of the date(s), time(s), location(s), participant(s), and purpose of all hearings, investigative interviews or other meetings, with sufficient time for the party to prepare to participate. If the investigator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Investigator shall provide notice of the additional allegations. Further, a College may consolidate Formal Complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

In gathering evidence, the College may not use records that are privileged without obtaining that party's voluntary written consent. Both parties will have equal opportunity to present witness and evidence to the Investigator. Parties shall forward all evidence to the



Investigator as soon as the evidence becomes available.

Prior to the completion of the investigative report, the investigator will provide to the parties, and their respective advisors (if the party has one), all gathered evidence directly related to the allegations, and a copy of the draft report. The evidence will either be electronic or hard copy. The parties and their respective advisors (if the party has one) shall not copy, share, post, or otherwise disseminate the evidence. This prohibition does not apply to the use of evidence in a judicial proceeding. The parties have ten business days to submit a written response to the investigator.

The investigator will review, and incorporate as appropriate, the responses prior to completing the report. The complete report will be provided to the parties, and their respective advisors, and the parties will have ten business days to submit a written response. Following the completion of the investigative report, the live hearing will be scheduled.

b. Live Hearing

The hearings shall be live and may be aided by technology so that the parties may see and hear the proceedings from separate rooms. A recording of the hearing shall be provided to both parties no later than ten business days after the hearing and shall not be copied, shared, posted, or otherwise disseminated. The hearings shall be conducted by a Decision Maker in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings and shall use the preponderance of the evidence standard. The Decision Maker shall make determinations of credibility and a determination of responsibility.

Three business days prior to the hearing, parties shall be required to confirm attendance; provide the names of their advisor if they have one; and provide their witness list, in the order the witnesses shall be called. The parties shall also be invited to submit their list of cross-examination questions to the Decision Maker for relevancy predetermination.

The Decision Maker shall open the proceeding, recognize the parties and their respective advisors. If a party does not have an advisor at the hearing the College shall provide one, at no cost. The Decision Maker shall question the parties and witnesses. Advisors shall only participate during oral cross-examination of the other party and witnesses. The Decision Maker shall make relevancy determinations on every cross-examination question and follow up question before the question is answered by the party or witness. Advisors may not appeal the relevancy determination of the Decision Maker.

If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker shall not rely on any statement of that party or witness in reaching a determination regarding responsibility. The Decision Maker shall also not take into consideration a party's decision not to submit to cross-examination in reaching a determination regarding

responsibility.

All evidence collected during the investigation shall be available at the hearing. The parties and their respective advisors (if the party has one) shall not copy, share, post, or otherwise disseminate the evidence. This prohibition does not apply to the use of evidence in a judicial proceeding.

The Decision Maker shall issue in writing a responsibility finding which shall include a statement of and rationale for the finding as to each allegation including a determination regarding responsibility, any disciplinary sanctions the College will impose on the respondent, and whether remedies will be provided to the complainant.

c. Findings

The Decision Maker shall issue written findings which shall include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including all notifications to parties, interviews with parties and witnesses, site visits, methods used to gather evidence and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of Policy 202 and, if applicable, the MCCC Student Code of Conduct;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanction the College imposes on the respondent, and whether remedies are provided to the complainant; and
6. The grounds and procedures for the parties to appeal.

Both parties shall be notified simultaneously in writing and provided with the written findings.

d. Appeals

Both parties have the right to appeal the findings and any discipline imposed. Grounds for appeal are:



- 1) Procedural irregularities affecting the outcome;
- 2) New evidence that was not previously available that would affect the outcome; and
- 3) Bias on the part of the Title IX Coordinator, the Investigator, or the Decision Maker.

The appeal request, with grounds for appeal, must be made in writing to the president within two business days of the written notice of findings. MCCS shall notify the other party when an appeal has been filed and both parties shall have five business days to submit a written statement in support of or challenging the grounds for appeal. The president or his/her designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

G. Discipline

Respondents found responsible shall be subject to discipline up to and including dismissal from the College. Student discipline shall be consistent with the guidelines set forth in MCCS Procedure 501.1. Employee discipline shall range from counseling to termination.

H. Retaliation

MCCS will take appropriate steps to ensure that an individual who in good faith makes a report, files a Formal Complaint, or participates in an investigation under this Procedure will not be subjected to retaliation by the Respondent or others. Any person who experiences retaliation is strongly encouraged to report that concern using the procedures in *Section D* above.

I. 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 MCCS security, have the authority to enforce such an order by arresting or charging a person who violates the order. The complainant should, therefore, promptly inform the Dean of Students or Director of Human Resources if such an order is obtained so that MCCS may be better prepared to more promptly contact the police if necessary.

J. Record Retention

The College shall maintain records of each sexual harassment investigation including any determination



regarding responsibility and any audio or audiovisual recording of the hearing, any disciplinary sanctions imposed on the respondent, any remedies provided to the complainant, any information resolution and the result therefrom, and all training materials for a period of seven years.

K. Primary Authority and Annual Training

The Title IX Coordinator(s) at each college and MCCS System Office shall have primary responsibility for overseeing the application of this Procedure. The Coordinator(s) shall ensure that Senior Officials, Informal Resolution facilitators, Investigators, Decision Makers, Appeals Decision Makers, Resident Directors, Resident Assistants, and other pertinent employees are annually informed about this Procedure, and that all training materials are publicly posted to the College's website. The Title IX Coordinator(s) shall further consult with the MCCS General or Assistant Counsel on questions arising under, or recommendations to improve, this Procedure.

L. 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.

M. Appendix

The Appendix of services and authorities referenced in *Sections D and F* above is attached to this Procedure and may be updated as needed, without pre-approval by the presidents.

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); 34 C.F.R 106.1 et seq. (Title IX); MCCS Policies 202, 501, and 807; MCCS Procedures 201.1/202.1 and 501.1.

DATE ADOPTED: August 10, 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

Kennebec Valley Community College

<https://www.kvcc.me.edu/student-services/resources/counseling-support>

(207) 453-5150

mcclement@kvcc.me.edu

Northern Maine Community College

<https://www.nmcc.edu/academics/support/student-services/counseling>

https://mynmcc.edu/ICS/Student_Support_Services/ 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 Nasson

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

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

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

Sexual Assault Crisis & Support Center

Kennebec and Somerset Counties
24 hour support line: 1-800-871-7741
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

AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties
(207)-498-6431



www.amhc.org

United Somali Women of Maine
Androscoggin and Cumberland Counties
(207) 753-0061
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/glb>



POLICE DEPARTMENTS

Central Maine Community College

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

Southern Maine Community College

South Portland, Maine
30 Anthoine Street
South Portland, Maine 04106
(207) 799-5511

Eastern Maine Community College

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

Washington County Community College

Calais Police Department
North Street
Calais, Maine 04619
(207) 454-2751

Kennebec Valley Community College

Fairfield Police Department
One Police Plaza
Fairfield, Maine 04937
(207) 453-9321

York County Community College

Wells Police Department
1563 Post Road
Wells, Maine 04090
(207) 646-9354

Northern Maine Community College

Presque Isle Police Department
43 North Street, Suite 2
Presque Isle, Maine 04769
(207) 764-4476

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/>

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/>



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/>

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

PO Box 368
Lincoln, Maine 04457
(207) 794-3321

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/>

Sebasticook Valley Health

447 North Main Street
Pittsfield, Maine 04967
(207) 487-4000

<http://www.sebasticookvalleyhealth.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.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/>

<http://www.tamc.org/>

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
(207) 255-8656

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>

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>