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# THE UNIVERSITY OF MAINE 2020 ANNUAL SECURITY & FIRE SAFETY REPORT

This information is provided by the University of Maine Police Department in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act, 1998 (as amended).

**UNIVERSITY OF MAINE**

**ORONO, ME**



Published October, 2021

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Questions concerning this document can be referred to Chief of Police Roland J. LaCroix, (207) 581-4053. To obtain a paper copy of this report, contact the UMaine Police Department, 81 Rangeley Road, University of Maine, Orono, ME 04469, or call (207) 581-4053. You can download a printable copy of the report here: (<https://umaine.edu/clery>) in PDF format.

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## SECTION 1: INTRODUCTION

# ANNUAL SECURITY AND FIRE SAFETY REPORT THE UNIVERSITY OF MAINE

## INTRODUCTION

The University of Maine would like to welcome you to campus. The Clery Annual Security and Fire Safety Report (ASR) is intended to provide you with essential information regarding the University's security-related programs, services, policies and statistics about the occurrence of crime and fires on campus. Our mission is to provide the highest quality services while maintaining a safe environment in which to learn, live and grow. We see ourselves as educators who provide security in support of the mission of the University of Maine, including its regional campus the University of Maine at Machias. Every contact that is made is an opportunity to educate people on the important responsibilities of being a productive member of our educational communities.

The University is committed in its efforts to ensure that all areas associated with the University of Maine remain safe and secure. To do so requires not just the efforts of the University of Maine Police Department, but also the cooperation and understanding of everyone at the University. We ask that everybody do their part to help protect themselves and others. Please carefully review this report and take notice of all the services available, then make informed decisions regarding your personal safety while at any location that is part of the University of Maine.

By October 1 of each year, the University of Maine publishes the Annual Security and Fire Safety Report for each of its campuses/units, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

The Clery Act requires institutions to publish an annual report which includes crime statistics for the prior three years; policy statements regarding safety and security measures, including fire safety; a description of campus crime prevention programs; and procedures to be followed in the investigation of allegations of sexual misconduct.

NOTE: STATISTICS ARE COUNTED IN THE YEAR REPORTED. INCIDENTS MAY HAVE OCCURRED IN PRIOR YEARS.

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MESSAGE FROM VICE PRESIDENT FOR STUDENT LIFE AND INCLUSIVE EXCELLENCE AND DEAN OF STUDENTS

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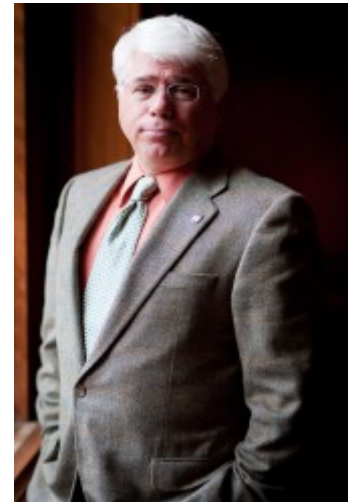
WELCOME TO THE UNIVERSITY OF MAINE

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*The University of Maine and its regional campus the University of Maine at Machias collaborate with both on and off campus partners to make our campuses as safe as possible. This is an important endeavor to help assure that our students, staff and faculty have a secure living, learning and working environment to carry out the core mission of university, namely educating the global citizens of tomorrow.*

*We all have a part to play in making our campuses safe and secure. If you see something, say something. There are many ways to report your concerns and this report identifies these for you. Further, there are many support programs here to serve you. These programs are designed to help all of us achieve personal and academic success in a safe and secure environment. Your participation will make a huge difference in our push for safety.*

*Let me conclude by offering a special welcome to our newest students and employees. All of us in Student Life hope your time at UMaine is filled with challenge, satisfaction, and success. We all look forward, as well, to new partnerships with you!*



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**Robert Q. Dana**

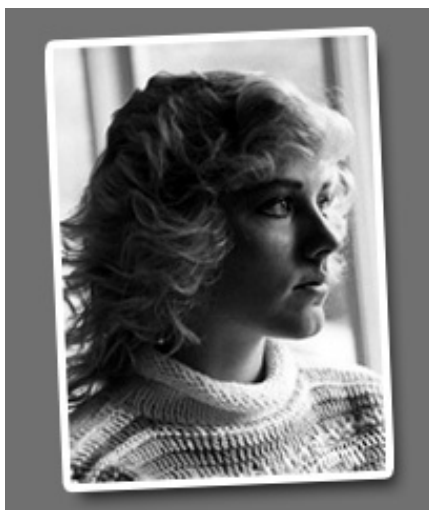
*Vice President for Student Life and Inclusive Excellence, and Dean of Students*



# THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT

This report provides information regarding our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The "Clery Bill" (H.R.3344, S.1925, and S.1930) was introduced in Congress on September 6, 1989, and was signed into law on November 8, 1990 by President George Bush as Title 2 of the "Student Right-To-Know and Campus Security Act." The bill was named for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986. It took effect September 1, 1991 and the U.S. Department of Education (DOE) was charged with enforcing the law. The law requires all institutions of higher education to release campus crime statistics and security policies to their current and prospective students and employees.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. Amendments in 1998 added new categories to the crime statistics, an obligation to report statistics for public property in and immediately adjacent to the campus, a geographic breakdown of statistics, and a daily public crime log for schools with a police or security department. The law was also amended to require the DOE to centrally collect the crime statistics and make them publicly available. The 1998 amendments also formally named the law in memory of Jeanne Clery.



On March 7, 2014, President Obama signed a bill that reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE) which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating and domestic violence, and stalking.

Statistics must be compiled by the University on certain crimes when reported by a person to the UMaine Police Department or a campus official with significant responsibility for student and campus activities (Campus Security Authority or CSA). This report may also include certain crimes reported to the UMaine Police Department as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (as amended).

Notice of availability of this Annual Security and Fire Safety Report (ASR) is made by October 1 of each year to enrolled students and current employees by electronic mail. Notice is given to prospective students, with this information included with application materials by the Enrollment Management Office. Notice is given to prospective employees, with information included with the application materials by the Office of Human Resources.

The annual report is compiled and published electronically by October 1 of each year. This report is compiled by the UMaine Police Department, Division of Student Life, Orono Fire Department, Old

Town Fire Department and UMS Safety Management. The report is available electronically at <http://umaine.edu/clery>.

## AUTHORITY AND JURISDICTION

The University of Maine Police Department (UMPD) provides effective law enforcement, communications and security services for an increasingly diverse University community. To achieve excellence in service, UMPD strives to maintain the confidence and respect of the community it serves by requiring that its employees perform duties in an efficient, honest and professional manner, exhibiting exemplary conduct at all times. All UMPD employees are well-versed in the Mission Statement, Philosophy and Core Values of this Department. The current Mission Statement, Philosophy and Core Values can be found on the UMPD website at <https://umaine.edu/police>

Within the limits established by the Constitutions of the United States and the State of Maine, sworn officers of UMPD are empowered to enforce all applicable laws of the State of Maine and those of the United States as defined and within the jurisdiction of the University of Maine System by the State of Maine, and as commanded by judicial authority. Legal authority is pursuant to Chapter 544, section 142 of PL 1971, as amended by Chapter 541, Part B, section 72 of PL 1979 and the resolution adopted September 25, 1979 by the Board of Trustees, section 102 paragraph 8-A of the Policy Manual – Charter of the University of Maine System. Employees appointed to act as police officers possess all of the powers of a police officer in criminal cases and civil violations within the limits of the property owned by or under the control of the University of Maine System.



## REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

The University of Maine Police Department is responsible for security, and emergency response at the University. The University of Maine Police Department is located at 81 Rangeley Road on the University of Maine (Orono) campus.

To report a crime or emergency on the University of Maine campus, call the UMaine Police Department by dialing 9-1-1 from campus telephones, or dial (207) 581-4040 from a cell phone. The UMaine Police non-emergency business line is (207) 581-4040.

If you wish to have a crime included in the annual disclosure of crime statistics and want to remain anonymous, you may report anonymously via Campus Eyes at <http://umaine.edu/police/campus-eyes> or by asking to remain anonymous when calling UMaine Police.



A number of well-marked and conveniently located emergency telephones (blue-light phones) are installed throughout the Orono campus. These telephones ring directly into the University of Maine Police Department when the red button is pushed. These telephones may be used to report a criminal incident, fire, or another type of emergency, or to request assistance of any kind from the University of Maine Police Department. Additionally, emergency phones are available in many buildings throughout the campus such as the Memorial Union and the New Balance Student Recreation Center.

The University of Maine Police Department maintains telephone, radio and computerized data links with the surrounding police agencies. The local area agencies are the Orono and Old Town Police Departments, Penobscot Nation Police, Maine State Police and Penobscot County

Sheriff's Department. Contact by both phone and radio is maintained with the Orono Fire Department. The Town of Orono and City of Old Town provide fire department response to campus. The University Volunteer Ambulance Corp (UVAC) provides primary ambulance service to the campus during the academic year, with backup provided by the Orono Fire-Rescue Department and the Old Town Fire-Rescue Department.

The University of Maine Police Department emergency and business telephone numbers (9-1-1 and 207-581-4040) are prominently featured in Student Life, UMaine and other printed publications and on web sites, including the landing page for the University of Maine. The University of Maine Police Department contact information, including emergency and non-emergency phone numbers, is also broadly shared in student and employee recruitment materials; new student and new employees training/orientations materials; during student Summer Orientation to students, parents and families; and throughout the year in safety presentations and talks to both students and employees.

## CRIME AND EMERGENCY CONTACT INFORMATION

CRIMES AND EMERGENCIES CAN BE REPORTED BY CONTACTING ANY OF THE FOLLOWING AUTHORITIES 24-HOURS A DAY:	
<b>Dial 9-1-1</b>	Report emergencies or non-emergency criminal violations from a public, university building, or cell phone.
<b>Dial 207-581-4040</b>	Report non-emergency requests for UMaine Police Department or information.
<b>Emergency Assistance Call Boxes</b>	Immediate connection to the UMaine Police Dispatchers
<b>In Person</b>	Visit the UMaine Police Department at: 81 Rangeley Road Orono, ME 04469
<b>Anonymous Tip Lines</b>	Report information about a crime, illegal activities and/or violations of the Student Code of Conduct anonymously: Phone: 207-581-9255 Website: <a href="http://umaine.edu/police/campus-eyes">umaine.edu/police/campus-eyes</a>
<b>Online</b>	Email: <a href="mailto:um.policedepartment@maine.edu">um.policedepartment@maine.edu</a>

## RESPONSE TO A REPORTED CRIME

The UMaine Police Department personnel are trained to receive, document and investigate all crimes reported to it. An officer will work with individuals reporting a crime to obtain information and evidence, identify any witnesses and conduct thorough investigations in an effort to identify the responsible party. Crime suspects are subject to adjudication through the criminal justice system, student conduct system or both.

## DAILY CRIME LOG

The daily crime log is available for inspection at the University of Maine Police Dept., 81 Rangeley Road, Orono, ME 04469. The crime log contains information about reported crimes, case numbers, classification of crimes, date reported, date and time occurred, general location and disposition of the crime.

**CONSIDERABLE EFFORT IS MADE TO ADVISE MEMBERS OF THE UNIVERSITY COMMUNITY OF CAMPUS CRIME AND CRIME-RELATED PROBLEMS. THESE EFFORTS INCLUDE THE FOLLOWING:**

**1. Campus Eyes:** The University of Maine Police needs YOUR help in stopping crime and reporting suspicious activity on campus. If you have information about a crime or other improper activity and would like to report it anonymously, please use the Web-based form (<http://umaine.edu/police/campus-eyes>). However, if this activity is happening now, please call 207.581.9255 to report it anonymously. Tell the dispatcher you are making a Campus Eyes anonymous report. When this service is used, you will not be identified by the recipient, a UMaine Police Department employee.

**2. Daily Crime Log:** The UMaine Police Department maintains a Daily Crime Log of reported crimes and fires. This report includes the nature of the crime, date and time, and general location, along with the status of the complaint. Entries or updates are made within two business days. This log is available at the UMaine Police Department upon request.

**3. Student Newspaper:** The weekly student newspaper, the Maine Campus, often publishes a summary of criminal incidents that occurred during the preceding week. The summary is prepared by the student reporter assigned by the newspaper editor. The department investigator assists this reporter with information gathering. Throughout the year, the investigator is routinely interviewed on problems and crimes. Arrangements have been made with the paper's editor to publish UMaine Police Department alert information that requires immediate notice to our community. Crime statistics are frequently published by Maine Campus. NOTE: The Maine Campus is online only.

**4. Crime Alerts, Timely Warnings and Emergency Notifications:** If there is criminal or hazardous activity that requires timely notice or warning to our community to be well informed of dangerous or potentially dangerous situations, University of Maine officials have developed a comprehensive, multilayered communication system for use in the event of a campus emergency. A web-based service, called UMaine.txt that delivers text messages to subscriber cell phones and email addresses, is the centerpiece of this system. This system ensures the timely delivery of accurate information during an emergency. This does not include Crime Alerts.

The messaging system is hosted by Omnilert, LLC a national company with higher education clients throughout the U.S. Once students, faculty and staff members register online, they will receive emergency notifications in the form of text and/or email messages. The system allows for delivery to RSS readers, smartphone, SMS devices, text pagers and home pages on the World Wide Web, Twitter or Facebook. All students and employees are automatically enrolled (opt-out only). Parents and others can sign up at [umaine.edu/emergency](http://umaine.edu/emergency). People can register to receive information about emergencies, about class cancellations in the case of inclement weather, or both. In addition, procedures are in place to allow for quick updating of UMaine's home page ([umaine.edu](http://umaine.edu)) in the case of an emergency situation. A recorded message at 207.581.INFO (4636) will also provide up-to-date information.

Another part of the comprehensive communication system is three on-campus sirens: one on the north end (Androscoggin Hall), one in the center (Class of 1944 Hall) and one on the south end (York Hall) of campus. If an emergency event occurs, UMaine police officials will sound that alarm, which serves as a signal to members of the UMaine community to seek further information, which may include advice about what people should do to ensure their safety and well-being. These procedures are outlined on the UMPD web site as well as other places including

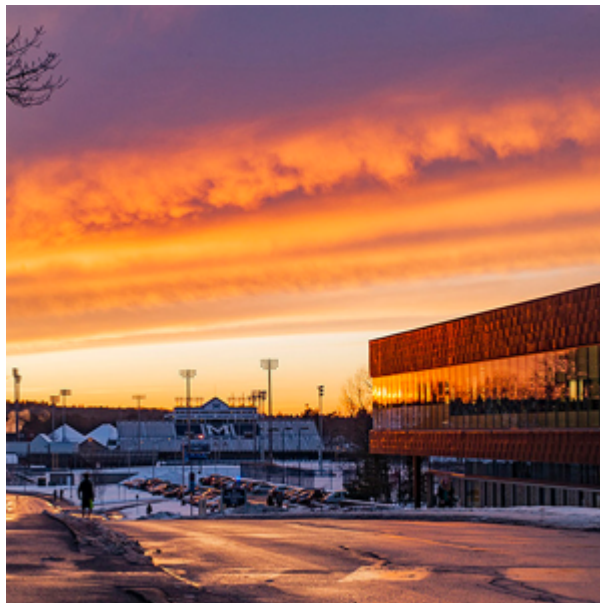
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a sticker placed on the inside door of every residence hall room and the outside doors of many other buildings around the UMaine campus. In addition, the Dean of Students annually sends a message to all students about this program. Each faculty and staff member receives information about the program in the campus mail. The system is checked at least annually with a campus-wide test.

**5. Uniform Crime Report:** For more than three decades, the UMaine Police Department has been firmly committed to honest and timely reporting of all crime statistics through the FBI's Summary Reporting System. We continue with that commitment under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (as amended).

**6. World Wide Web page:** The UMaine Police Department maintains a homepage ([umaine.edu/police](http://umaine.edu/police)). The material on this page includes a direct link to the Clery Fire Safety and Security Report (ASR) for that reporting year and the previous two years. Every student and employee at the University of Maine is given free access to the computer system. Through the World Wide Web, the department is able to quickly post important messages to the community when required. Using the World Wide Web, a copy of any notification can be delivered to any person who has access to the Internet. Additionally, notices are included in the ums portal and at 207-581-INFO (4636).

**7. Social Media:** The UMaine Police Department and the University of Maine maintain an active presence on Facebook and Twitter, where instant updates about situations can and are disseminated.



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## CONFIDENTIAL AND ANONYMOUS REPORTING

Employees who engage in communications that are expressly designated as confidential are not required to disclose the content of those communications under policy. This includes counselors who learn of possible policy violations in the context of a counseling session and researchers to whom disclosures are made by research subjects in the course of IRB-approved research projects.

If a complainant discloses an incident but wishes to maintain confidentiality or requests that no investigation into an incident be conducted or disciplinary action taken, the incident must still be reported to the Campus Deputy Title IX Coordinator. The university will weigh the complainant's request for confidentiality against its obligation to provide a safe, nondiscriminatory environment for all students and employees, including the complainant.

If the university honors the request for confidentiality, it is explained to the complainant that the university's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, against the respondent(s) may be limited. There are times when the university may not be able to honor a complainant's request for confidentiality or to refrain from investigation because to do so would pose a risk to providing a safe, nondiscriminatory environment for the campus community including students, guests/visitors and employees. If the university determines that it cannot maintain a complainant's confidentiality, the university will inform the complainant prior to starting an investigation and, to the extent possible, will share information only with people responsible for handling the university's response.

The university encourages accurate and prompt reporting of all crimes to the University of Maine Police and appropriate law enforcement agencies when the victim of a crime elects to do so. The university has designated certain members of the campus community as Campus Security Authorities (CSAs). These individuals are notified about and trained in this responsibility. To support the work of CSAs, online training is offered/advertised, reminders are sent to CSAs regarding the responsibility for crime reporting, and a campus-wide prevention standing committee advises the Chief of Police regarding crime reporting, crime prevention, and Clery compliance matters. Campus professional counselors are requested to provide anonymous information for inclusion in this report as well.

## RESPONSIBILITIES OF THE UNIVERSITY COMMUNITY

Safety is the responsibility of all community members. Tampering with emergency and building/campus signage, phone, video surveillance, other safety devices, or the creation of unsafe condition is a violation of the student code of conduct.

The campus community is advised not admit unknown persons into non-public areas and not to allow unknown persons to follow students into buildings, especially residence halls. Propping doors, disabling building locks and similar activities are also violations of the student code of conduct and should be reported to UMPD and/or Student Life.



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## SECTION 2: TIMELY WARNING, EMERGENCY RESPONSE, AND EVACUATION

### CAMPUS SAFETY NOTIFICATIONS AND EMERGENCY RESPONSE PROCEDURES

In the interest of campus safety and security, the University of Maine will notify the university community of all crimes considered to pose a threat to its members that are perpetrated on the UMaine campus/property and reported to campus security authorities or local police agencies. As described below, warnings will be disseminated in a manner that is timely, that aids the prevention of similar occurrences, and that protects the privacy of the victims of such incidents. In addition, UMaine has adopted policies and procedures to provide immediate notification to the campus community of campus emergencies.

### PROCEDURES FOR TIMELY WARNINGS OF CAMPUS CRIME AND CRIME ALERTS

#### STATEMENT OF POLICY FOR ADDRESSING TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the University of Maine Police Department will post timely warnings for the campus community to notify members of the community about serious crimes that occur on campus and/or university property. Knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warning will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Chief of Police, or designee, considering all available facts, whether the crime is considered a serious threat to students or employees and the risk of compromising law enforcement efforts.

Crime Alert posters may be posted by the University or others in campus building when necessary. When Crime Alert notices are posted in campus buildings, they are posted in the lobby/affected area(s) for at least seven days. Depending on the particular circumstances of the crime, the Police Chief may also use a variety of other means to communicate the timely warning, including the mass notification methods for the dissemination of Emergency Notices described herein.

**UNIVERSITY OF MAINE EMERGENCY AUDIBLE SIREN:** THREE ON-CAMPUS SIRENS (ONE ON THE NORTH END AT ANDROSCOGGIN HALL, ONE IN THE CENTER AT THE CLASS OF 1944 HALL AND ONE ON THE SOUTH END AT YORK HALL) ON CAMPUS. IF AN EMERGENCY EVENT OCCURS, UMAINE POLICE OFFICIALS WILL SOUND THAT ALARM, WHICH WILL SERVE AS A SIGNAL TO MEMBERS OF THE UMAINE COMMUNITY TO SEEK FURTHER INFORMATION, WHICH MAY INCLUDE ADVICE ABOUT WHAT PEOPLE SHOULD DO TO ENSURE THEIR SAFETY AND WELL-BEING. THESE PROCEDURES ARE OUTLINED ON A STICKER PLACED ON THE INSIDE DOOR OF EVERY RESIDENCE HALL ROOM AND MANY OTHER OUTSIDE DOORS AROUND THE UMAINE CAMPUS. IN ADDITION, THE DEAN OF STUDENTS HAS SENT AN EMAIL MESSAGE TO ALL STUDENTS ABOUT THIS PROGRAM. EACH FACULTY AND STAFF MEMBER HAS RECEIVED INFORMATION ABOUT THE PROGRAM IN THE CAMPUS MAIL. ANNUALLY, THERE IS A TEST OF THE SIREN SYSTEM WHICH ALSO SERVES TO REMIND THE CAMPUS COMMUNITY OF THESE PROCEDURES. FINALLY, NEW STUDENTS AND PARENTS/FAMILY ARE NOTIFIED ABOUT THE PROGRAM DURING SUMMER ORIENTATION.



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University of Maine Police Department issues timely warnings for the following incidents:

- Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Other crimes as determined necessary by the Chief of Police

University of Maine Police Department does NOT issue a timely warning for the above listed crimes if:

- The suspect(s) have been apprehended and the threat of imminent danger to the campus community has been mitigated by said apprehension.
- If a report was not filed with University of Maine Police Department or if UMPD was not notified by campus security authorities in a manner that would allow the department to post a "timely" warning to the community.
- A report is filed more than five days after the date of the alleged incident unless there are extenuating circumstances. NOTE: Delayed reporting of an incident may not allow University of Maine Police to post a "timely" warning to the community. This type of situation will be evaluated on a case-by-case basis.

**A copy of any timely warning is included in the corresponding case file.**

#### NOTIFICATION TO THE UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

An Emergency notification and updates may be distributed to the campus through any one of more of the following mechanisms:

- **University of Maine Portal** online directory/source of information of everything that a campus community member may need.
- **Directed Communications - TEXT / EMAIL:** UMaine.txt-University of Maine email system alerting students, faculty, and staff.
- **Flyers:** posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards and administrative buildings.
- **University of Maine Police website:** <https://umaine.edu/police/>
- **University of Maine Emergency AUDIBLE SIREN:** three on-campus sirens: one on the north end (Androscoggin Hall), one in the center (Class of 1944 Hall) and one on the south end (York Hall) of campus. If an emergency event occurs, UMaine police officials will sound that alarm, which will serve as a signal to members of the UMaine community to seek further information, which may include advice about what people should do to ensure their safety and well-being. These procedures are outlined on a sticker placed on the inside door of every residence hall room and many other outside doors around the UMaine

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campus. In addition, the Dean of Students has sent an email message to all students about this program. Each faculty and staff member have received information about the program in the campus mail.

- (207) 581-INFO (4636)

#### STATEMENT OF POLICY REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

When a significant emergency or dangerous situation involving an immediate threat to the University of Maine community is confirmed, UMaine activates the appropriate elements of its emergency communications protocol. That protocol gives emergency management personnel access to several communications options:

- an emergency announcement on UMaine's Web page (<https://umaine.edu>)
- a message that "pops up" on the screen of every person logged onto UMaine's email system, the University's official information source
- a recorded message at 207.581.4636.
- a message delivered through UMaine's subscriber-based UMaine.txt system, featuring text messaging, email and social network interface capability
- a series of three outdoor sirens that signal an emergency situation and notify those on campus that they must seek information about keeping themselves safe

UMaine is committed to immediate notification of emergency situations, with decision-making rooted in the community's safety as the primary consideration.

The University of Maine will, without delay and taking into account the safety of the community, determine the appropriate nature and content of the notification and initiate the emergency communications protocol.

Exceptions may apply if, in the professional judgment of responsible authorities, notification would compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

UMaine will employ established procedures to confirm emergencies and determine the details of notification.

- Using the National Incident Management System (NIMS) structure, UMaine's Incident Commander (IC) manages the response to significant emergencies on campus. The incident commander, with assistance from other personnel, will assess possible hazards to human health and the environment, considering both the direct and indirect effects. The incident commander ensures notification of facility employees and may coordinate an internal response and/or act as a liaison to external emergency responders.
- While the incident commander handles the initial response, the University will open an Emergency Operations Center (EOC), where senior members of the management team will implement the Incident Command System (ICS) using NIMS guidelines.
- The University's incident commander, in consultation with EOC personnel, will determine if there is a significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students, employees and/or visitors.
- The incident commander will determine the appropriate elements of the University's emergency communications protocol to employ.
- The incident commander and liaison to senior administration (usually the Vice President for Student Life or Director of the Division of Marketing and Communications) will make every effort to inform the

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University's president or his designee to gain approval for implementing the communications protocol. The incident commander has authority to initiate communications without that approval if he or she deems it necessary.

- The incident commander and University communications personnel will create the content of emergency messages, using templates when appropriate.
- University communications personnel, working with police communications specialists, will initiate the emergency notification system.

Several University of Maine units collaborate in the process of creating and disseminating emergency communications:

- The Division of Marketing and Communications
- The Police Department
- The Division of Student Life
- Student Auxiliary Services
- The Department of Facilities Management
- The Department of Residence Life
- Others as needed

While timely on-campus notifications represent the priority, the University's emergency communications system includes elements that allow information to spread beyond campus to the greater community. Those elements include:

- The UMaine.txt notification system, which allows student and employee registrants to add a second contact, most often a parent or close family member.
- The siren system, which is audible on campus and also in parts of Orono and Old Town.
- UMaine's web page (<https://umaine.edu>) notification, which is visible to users with Internet access.
- A significant UMaine emergency would also gain local and/or regional news media attention, the management of which is part of the incident command structure and may include press releases as/if appropriate.

## PROCEDURE FOR TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Regular testing is a critical element of UMaine's emergency response and evacuation procedures.

- The siren system is tested every Monday at noon, at low volume. This ensures that the mechanisms are in proper working order.
- The entire emergency notification system is tested annually, with advance notice to the UMaine community and to those in adjacent neighborhoods/towns.
- The UMaine.txt text messaging, email and social network communication system is tested on a monthly basis.
- Evacuation procedures are covered during annual employee safety training and student training. Residence halls practice evacuations (fire drills) every semester.

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This emergency notification process/requirement does not replace the timely warning process/requirement of the Clery Act. They differ in that the timely warning applies only to Clery-reportable crimes, while the emergency notification requirement addresses a wider range of threats (e.g., gas leaks, weather emergencies, emergency response information, etc.). An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed. The University of Maine is committed to this approach and practice.

## VIOLENT ACT OR THREAT

### ACTIVE SHOOTER, HOSTAGE, TERRORISM

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#### IMMEDIATE EMERGENCY ACTIONS

If you see a person acting suspiciously, someone violently threatening/injuring someone or a person with a weapon...

- Do not physically confront the person and do not block the person's access to an exit.
- Do not let anyone into a locked building/office.
- Keep away from the area and alert others to the danger.
- Call UMaine Police at 207-581-4040 or 911. Provide as much information as possible about the person and his or her direction of travel.
- Follow instructions of emergency personnel.
- If told to seek shelter, get inside immediately and lock doors.

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#### ACTIVE SHOOTER GUIDELINES

##### **Profile of an Active Shooter**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation include:

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you enter
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door

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As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

## **CALL 9-1-1 WHEN IT IS SAFE TO DO SO**

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### **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY:**

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### **1. EVACUATE**

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

#### **2. HIDE OUT**

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement or escape

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

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If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 9-1-1, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

### **3. TAKE ACTION AGAINST THE ACTIVE SHOOTER**

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times

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- Avoid making quick movements toward officers such as attempting to hold onto them
  - Avoid pointing, screaming and/or yelling
  - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 9-1-1 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter(s)
- Number and type of weapons held by the shooter(s)
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

## SHELTER-IN-PLACE PROCEDURE

If an incident occurs and the buildings or areas around where you are located become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors. Thus, "shelter in place" means to make a shelter of the building that you are in. With a few adjustments this location can be made safe and comfortable until the outside threat is resolved.

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### BASIC "SHELTER-IN-PLACE" GUIDANCE

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once evacuated, seek shelter at the nearest safe university building quickly. If the police or fire department personnel are on scene, follow their directions.

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## HOW YOU WILL KNOW TO "SHELTER-IN-PLACE"

A shelter in place notification may come from several sources including: the University Police Department, Residence Life staff members, other university facility employees, the Orono or Old Town Fire Departments and the Orono or Old Town Police Department. Notification of a need to "shelter in place" also may come over the radio and television. In addition, the university can announce the need to shelter in place on campus through any of the communications methods previously mentioned.

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## HOW TO "SHELTER-IN-PLACE"

No matter where you are the basic steps to shelter in place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by emergency personnel on the scene:

- If you are inside, stay where you are. Gather any emergency "shelter in place" supplies, as well as a telephone. If you are outdoors, proceed to the closest building quickly or follow instructions of emergency personnel on scene.
- Locate a room for shelter.
- It should be an interior room above ground level and with few or no windows.
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close all vents to outside ventilation systems if able.
- Turn on a radio or TV listen for further instructions.
- If internet access, go to UMaine Portal Website for updates.



## SECTION 3: CAMPUS FACILITIES SAFETY AND SECURITY

### STATEMENT OF POLICY ADDRESSING SECURITY AND ACCESS

**Security of Campus Facilities:** Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. The exterior doors to all student residence halls are controlled 24 hours a day and are accessible to students via an electronic card access control system. Guests and visitors to a student residence hall may gain admittance by calling a student living in the residence hall and being escorted by that individual, or by being escorted into the hall. A no guest policy was in place in the residence halls in 2020 to help control the spread of COVID-19.

The exterior doors of residence halls are secured by an electronic lock system with card access. Students gain access to the residence hall by using their student identification cards. This enables entry control by validation or denial of the cardholder. Room entry is also by using student identification cards and a PIN. In addition, all residence hall exterior doors are monitored by video surveillance cameras, with all activity at these doors recorded and stored. Additional campus buildings, outdoor areas and road entries also have video surveillance cameras.

The University has a strong commitment to maintaining a safe level of exterior lighting. Police officers and security guards routinely survey existing lights and recommend maintenance and additional illumination, as required. Members of the campus community are encouraged to report any exterior lighting deficiencies to the University of Maine Facilities Management Department at any time during normal business hours by calling 207.581.4400. Police officers and security guards also survey and routinely report security problems with doors. This also is given high priority. If the problem represents a security hazard, a maintenance person is immediately called to make necessary repairs or adjustments. Exterior doors on campus buildings are locked and secured each evening. Security guards check administrative and educational buildings throughout the night, and alert appropriate campus officials of any issues in a timely fashion.

### MAINTENANCE OF CAMPUS FACILITIES

Security, maintenance, facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UMaine PD regularly patrols campus and reports malfunctioning lights (interior and exterior) and other unsafe physical conditions to Facilities Management for repair. Other members of the university community are encouraged to promptly report equipment, lighting issues and other maintenance/building problems to UMaine PD at 207.581.4040 or to Facilities Management 207.581.4400.

Emergencies on campus requiring the services of Facilities Management shops should be reported to the Work Control Center at 581.4400. The shops include:

- Electrical      Plumbing      Paint (for Glass)
- Locksmith      Roofing      Grounds      Garage
- Heating, Ventilation, Air Conditioning



## STATEMENT OF POLICY FOR ADDRESSING SAFETY AND SECURITY IN THE RESIDENCE HALLS

Most campus buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. The exterior doors to all student residence halls are controlled 24 hours a day and are accessible to residential students via an electronic card access control system. Guests, including non-residential students, and visitors to a student residence hall may gain admittance by calling a student living in the residence hall and being escorted by that individual.

The exterior doors of residence halls are secured by an electronic lock system with card access. Residential students gain access to the residence hall by using their student identification cards. This enables entry control by validation or denial of the cardholder. Room entry is also by using student identification cards and a PIN.

In addition, all residence hall exterior doors are monitored by video surveillance cameras, with all activity at these doors recorded and stored. Additional campus buildings and road entries also have video surveillance cameras. Residence Life staff are trained in emergency response and have an on-call system to support Residence Life staff on-scene.

## TIPS FOR YOUR SAFETY

Members of the university community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to UMaine Police immediately.
- Program the UMaine Police phone number into your cell phone: (207) 581-4040.
- Limit your alcohol consumption and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call UMaine Police for help at the first sign of trouble.
- Try to avoid walking alone at night, travel with friends, use university transportation services, or the Black Bear Safe App.
- Always lock the door to your residence hall room, whether or not you are there.
- Keep windows closed and locked when you are not at home.
- Do not hold doors open to residence halls or other protected locations.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch the cars and people around you.
- Never leave valuables unattended.
- Carry your keys and Maine Card at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Sign up for the free Black Bear Safe app: <https://umaine.edu/police/crime-prevention/black-bear-safe/> Black Bear Safe is available on the Apple App Store and the Google Play Store.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

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STATEMENT OF POLICY FOR ADDRESSING, MONITORING, AND RECORDING STUDENT CODE OF CONDUCT VIOLATIONS – ON AND OFF CAMPUS RESIDENCES

**UNIVERSITY OF MAINE SYSTEM**

**STUDENT CONDUCT CODE**

**POLICY STATEMENT**

The purpose of the University of Maine System Student Conduct Code (the “Code”) is to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individuals under the auspices of the University of Maine System (the “University”) and the individual campuses. This Code seeks to promote the safety of persons engaging in those pursuits, the free and peaceful expression of ideas, and the integrity of the academic process.

Students are expected to conduct themselves with proper regard for their rights and responsibilities and the rights and responsibilities of others including the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All member of the University community are governed by University policies, local ordinances, and state and federal laws. For specific governing documents, students and University organizations may refer to: University Policies and Procedures; University student handbooks; University residence hall agreements and manuals; and other official University notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off University Property. In addition, students may be subject to disciplinary action by the University pursuant to the Code or other applicable University policies, handbooks, catalogs, or standards.

In addition to the procedures described in this Code, using fair, objective decision-making processes, the University may implement administrative de-escalation and alternative resolution measures to resolve issues that arise within the University community.

What constitutes an offense and what sanctions may be imposed will be decided using the Student Conduct Code in effect at the time of any alleged Code violation(s). With regard to the procedures applicable to the resolution of any alleged offense, the Code procedures in effect at the time of the report will apply to resolution of incidents, regardless of whether the incidents occurred on or off University Property, and regardless of when the incident occurred.

If applicable law or regulation changes in a way that impacts the Code, the Code will be construed to comply with applicable law and regulation.

In the implementation of the Code, the University seeks to harmonize its administrative functions in a manner consistent with and grounded in its educational mission with an emphasis on fundamental fairness, due process, personal responsibility, and community relationships.

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**JURISDICTION**

1. The Code applies when the University has jurisdiction over both the Responding Party and the alleged conduct:

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- A. The University has jurisdiction over the Responding Party when the Responding Party is, at the time of the report, any of the following:
    - a. A student who is enrolled at the University.
      - i. A “student” means any person who has accepted, registered, or enrolled in any course or program offered by the University (including distance courses), and who has not been absent from the University greater than one (1) calendar year.
      - ii. A student is considered “enrolled” at the University until such time as the student has:
        - 1. Officially graduated from the University; or
        - 2. Been officially dismissed from the University; or
        - 3. Been absent from the University for a period of time greater than or equal to one calendar year.
      - iii. A student who is on probation or suspended from the University at the time of the report will be considered to be enrolled for the purposes of determining the University’s jurisdiction.
    - b. A University-recognized student organization, or any student organization not recognized at the time of the report, but under University probation or suspension.
  - B. The University has jurisdiction over the alleged conduct when the alleged conduct occurs:
    - a. On any campus of the University, or involving University Property; or
    - b. At any activity or program sponsored by the University; or
    - c. In any context where the University can demonstrate a substantial interest regardless of the location of the conduct, including online or off-campus, and where the conduct threatens:
      - i. Any educational process; or
      - ii. Legitimate function of the University; or
      - iii. The health or safety of any individual.

It is at the University’s discretion to determine whether it has jurisdiction to apply the Code.

## MISSING STUDENT NOTIFICATION POLICY

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she is advised to immediately notify UMaine Police, 207. 581.4040. The UMaine Police Department will generate a missing person report and initiate an investigation.

In addition to registering an emergency contact, students residing on campus have the option to identify confidentially an individual to be contacted by UMaine in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, UMaine will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by indicating the name and contact information of that person(s) on their on-campus housing application. In addition, a residential student can complete and submit the Student Confidential Contact Form through the Office of the Vice President for Student Life. No matter how it is submitted, this information will not be disclosed to anyone except law enforcement in connection with a missing person investigation.

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Local law enforcement agencies will be notified of a missing person. A shared countywide computer system allows all law enforcement agencies in Penobscot County access to UMaine Police Department reports and name records, where the status of the missing person will be noted. Local agencies can also be notified by a Spillman System Alert that shows on all computer screens on the system.

After investigating the missing person report, UMaine Police Department will determine whether the student is missing and has been missing for more than 24 hours. If the residential student is determined to be missing, UMaine PD will notify the Old Town and Orono Police Departments, Maine State Police, and the Penobscot County Sheriff's Office. The student's emergency contact or the Student Confidential Contact will be notified no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, UMaine will notify the student's parent or legal guardian immediately after UMaine Police Department has determined that the student has been missing for more than 24 hours, and an immediate missing person entry will be made to the National Crime Information Center (NCIC) database.

## SECTION 4: SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

### STATEMENT OF POLICY FOR ADDRESSING SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

It is the philosophy of the University of Maine that preventing crime is preferable to dealing with crime after it has occurred. A primary vehicle for accomplishing this is the UMaine Police Department's crime prevention program. All UMaine police officers are certified campus crime prevention practitioners. The UMaine crime prevention program concentrates on the dual concepts of eliminating or minimizing criminal opportunities and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime prevention programs and projects in use at the University of Maine.

**1. Residence Hall Security** – Crime prevention, safety and security programs are presented in each residence hall throughout the year. Resident assistants initiate the programs by contacting the UMaine Police Department. The officer assigned to the residential complex or area that requests the program generally conducts the program. A week prior to the beginning of the fall semester, the area officer conducts safety and security briefings with the Residence Life staff. In addition to the lecture and question and answer aspect of the programs, several videos are used to supplement the in-person presentations.

**2. Emergency Telephones** – All indoor and outdoor (blue light) emergency telephones are linked directly to the UMaine Police Department to provide fast, efficient response via Enhanced 9-1-1.

**3. Printed Crime Prevention Materials** – The UMaine Police Department currently has a bicycle safety brochure. Many other printed materials are used related drugs and alcohol use/abuse prevention. These are obtained from both the national and state highway safety commissions.

**4. Electronic Alarm Systems** – A sophisticated computer-based electronic monitoring system at the UMaine Police Department headquarters monitors a comprehensive network of panic, environmental, intrusion, robbery and fire alarms. The UMaine Police Department has increasingly had significant input into the design of new and renovated campus facilities, as those designs relate to physical and electronic security systems.

**5. Security Survey** – Comprehensive building security surveys are conducted by a UMaine police officer upon request. The Security Committee, a standing campus committee chaired by the UMPD Chief, meets regularly throughout the year to discuss campus security and make appropriate recommendations. Locks, security cameras, and other equipment have been previous discussion topics.

**6. Crime Prevention Publicity** – Crime prevention articles and materials are periodically published in the student newspaper and employee newsletter as well as broadcast on the University's student radio station. Crime



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prevention information is also available on the Housing, Residence Life, and UMaine Police web sites. Additionally, at Summer Orientation parents and students are briefed on crime prevention strategies.

**7. Sexual Assault/Harassment Awareness, Education, and Prevention** – In cooperation with the Title IX Student Services office and the University’s Sexual Assault and Violence Prevention Committee (SAVPC), numerous education and prevention training, programs, and ongoing campaigns are provided to the campus community. A detective from UMaine Police Department responsible for investigating crimes on campus currently sits on the SAVPC.

- Various organizations, including student groups, provide sexual assault, relationship violence, and stalking prevention programs on campus. Annually, Sigma Phi Epsilon fraternity provides education and awareness around sexual assault, domestic violence, dating violence and stalking by hosting “Rock Against Rape.” Beta Theta Pi fraternity also participates in the annual “Sleep Out” to raise awareness around sexual assault. During these events, the UMaine Police, Title IX Student Services and the members of the Division of Student Life are in attendance and lend support. Off campus partners such as Rape Response Services (Bangor) also participate.
- Male Athletes Against Violence (MAAV) raise awareness around sexual assault, domestic violence, dating violence and stalking by sponsoring programs on campus. In the past, they have tried to break the Guinness Book of World Records for the most people in a room unwrapping a piece of candy at the same time. The student group members titled the event “Unwrapping the Not-So-Sweet Truth of Relationship Violence.” They asked many male figures to speak to the crowd about these issues to help raise awareness. Title IX Student Services often attends these events and passes out campus resource brochures, bracelets, and other prevention education information. During the first floor meeting (which is mandatory) in the residence halls, resident assistants deliver information to their residents that provides information and resources regarding sexual assault. Resident assistants are trained yearly on how to respond to reports and incidents of sexual harassment, including sexual assault.
- Student groups, organizations, and faculty contact Title IX Student Services to schedule a person from the office to speak with their group or class. This person can also team up with the Alcohol and Drug Counselor on campus to provide training. Established programs include presentations to: College of Natural Sciences, Forestry and Agriculture and College of Liberal Arts and Sciences first-year student classes; all new and returning student athletes; all Greek organization members; and many classes in other colleges (ex. Education and Human Development, and Business).
- UMaine Police Department conducts rape awareness and personal safety programs throughout the year, including information on the Maine laws on rape and unlawful sexual contact.
- The peer educators (called peer coaches at UMaine) conduct individual programs on rape and sexual assault, including what males and females should know about these crimes and what constitutes consent. They focus on date rape and role-playing as an important part of the programs, and emphasize bystander intervention information.
- The Rape Aggression Defense (R.A.D.) Program – R.A.D. is a comprehensive self-defense program for women. This program is taught nationwide and in some Canadian provinces. The program was designed specifically for women and focuses on the particular strengths and abilities of women. Students are provided with the knowledge and ability to survive a sexual assault through lecture and discussion and learning physical techniques. This program is unique in many ways; including the fact that we believe no one decision is right for every woman. The program is taught by UMaine Police Department employees who are certified as instructors by the R.A.D. systems headquarters in Virginia. The free, 15-hour training



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is taught in three-hour blocks. The class is physical in nature and requires a commitment of both time and energy.

- A group led by faculty in the College of Business organize an annual walk/demonstration on campus to raise awareness of domestic violence every year in early October. April is Sexual Assault Awareness Month and programs addressing these issues are highlighted throughout campus.
- Title IX Student Services partners with the Student Wellness Resource Center and the Office of Community Standards, Rights, and Responsibilities to offer the “One Love” program aimed at education about and prevention of relationship violence and abuse.

**8. Key Tag Registration Program** – Lost keys present a security hazard, as well as a considerable expense in re-keying buildings. The UMaine Police Department has addressed this problem with a key tag registration program. Each person obtains a key tag with its own unique serial number; he or she can then go to UMPD’s website and self-register a key tag and personal information. Persons who find these keys are asked to turn them into the UMaine Police Department. The department receives the keys, the serial number is matched with the owner’s name, and the keys are returned to the registered owner, with the owner’s identity is protected.

**9. Property Registration Program** – A property registration program is available online to any student or employee. Registration programs are conducted by police officers throughout the year. The University of Maine provides a metallic decal to be affixed to a bicycle for easy identification. Anyone can register his or her valuable property online, in a secure database ([umaine.edu/police](http://umaine.edu/police)) and click on the Property Registration link on the right side of the page.

**10. Alcohol Awareness Program** – The goals of the Student Wellness Resource Center (SWRC) are consistent with alcohol and other drug prevention strategies used by those recommended by NIAAA, SAMHSA, the Safe and Drug-Free Schools and Communities Act, and the Higher Education Center for Alcohol and Other Drug Prevention. This office is externally assessed regularly by the Maine State Office of Substance Abuse’s Higher Education Alcohol Prevention Partnership to ensure it is meeting or exceeding standards of alcohol and drug abuse prevention, education, enforcement and intervention services. The primary goals of the program are to provide:

- Educational programming for the purpose of changing knowledge, attitudes and behavioral intentions,
- Health promotion, wellness, and promotion of a normative environment through environmental management,
- Early intervention, treatment and referral strategies,
- Enforcement of laws and policies through work with the Community Standards, Rights and Responsibilities (student conduct) office and local law enforcement,
- Training and outreach efforts to the campus and local community through partnerships and coalitions, and
- Research, assessment, evaluation, and development through annual surveys and data collection.





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To meet these goals, the Student Wellness Resource Center office offers individual, group and campus-wide education and prevention programs for students, faculty, and staff. The office conducts individual screening and brief interventions for students. The two full-time professionals, graduate assistants, and student staff also provide programs to 18 residence halls, 26 fraternities and sororities, 17 athletic teams, first-year student seminar classes, and other academic classes. In addition, they provide training to Student Life staff, area coordinators, resident assistants, orientation leaders, the Counseling Center staff, the student health center and other departments, as requested. SWRC offers programming for all major awareness weeks throughout the year, including Safety Week, National Collegiate Alcohol Awareness Week, the Great American Smoke-out, Drunk and Drugged Driving Awareness Month, National Hazing Prevention Week, Bystander Intervention and other AOD topics. Additionally, the office regularly collects data on college student perceptions and use of alcohol, tobacco, and other drugs.

**11. Black Bear Safe** is a free application for students and other members of the campus community to use. It provides quick and easy access to on-campus safety resources.

Users can:

- Quickly dial 9-1-1 or call local police departments
- Sign up for and receive Emergency Notifications
- Activate a “Mobile BlueLight” to send their location and a call to UMaine PD dispatchers
- Submit crime tips via the in-app form, over the phone, via chat with UMaine PD dispatchers, or anonymously using Campus Eyes
- Use Friend Walk or Virtual Walkhome to send their location and destination to a friend or UMaine PD dispatcher respectively to track their progress on a map
- Access support resources for Title IX, Health Counseling, and Mental Health Counseling
- View campus Emergency Plans including appropriate contact phone numbers
- Access other UMaine applications such as Navigate

Black Bear Safe is available on the Apple App Store and the Google Play Store. Black Bear Safe is managed by the University of Maine Police Department.

#### STATEMENT OF POLICY FOR SUBSTANCE ABUSE EDUCATION

The University views alcohol and substance abuse as serious problems. In compliance with the Drug-Free Workplace Act, the University publishes and distributes annually a booklet that informs all students and employees of UMaine’s substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. The use and sale of illegal substances and underage drinking at the University are prohibited. The violation of state drinking laws and the use, sale or possession of illegal drugs is strictly enforced in accordance with federal and state law. For a copy of the booklet, “Information About Alcohol and Drugs for Students and Employees of the University of Maine System,” please contact Student Life and/or Human Resources.

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## STATEMENT OF POLICY FOR ADDRESSING ALCOHOL

State and federal law prohibits the use of alcohol by anyone under the age of 21. In compliance with these laws, the University of Maine does not permit the use of alcohol by anyone under the age of 21.

- Students of any age, including over the age of 21 CANNOT furnish a place for students under the age of 21 to consume alcohol.
- Students over the age of 21 CANNOT provide alcohol to students under the age of 21.
- Alcohol may be consumed by students 21 or older inside a student's residence hall room, so long as the resident(s) of that room is over 21.
- No students may possess or consume alcohol in public areas, including residence hall lounges, stairways and hallways.
- If neither occupant of the student room is of legal drinking age then the use of alcoholic beverages in that room is prohibited. When a guest of legal age is visiting the guest is not permitted to possess or consume alcohol in the room.
- Students of legal drinking age are not permitted to have a common source of alcohol in the residence halls, including but not limited to: punch bowls, barrels, kegs, kegerators, beer balls, etc.
- While empty alcohol containers alone are not a violation of the Student Conduct Code, they may be evidence of consumption in a conduct case.
- Students are advised to refrain from collecting, storing or displaying empty alcoholic containers in their room. Recycling rooms are provided in all residence halls and students are encouraged to recycle all their cans and bottles.

## STATEMENT OF POLICY FOR ADDRESSING ILLEGAL DRUGS

### **Marijuana (Cannabis)**

- Cannabis possession and use, regardless of form, is prohibited in the residence halls and on campus in general.
- Medical marijuana is not an accommodation made on campus. For more information about medical marijuana, contact Student Accessibility Services at 581-2366.
- Medical Marijuana: Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana (cannabis) on campus illegal, even in states with medical marijuana laws. Thus, the University of Maine System does not permit medical use of marijuana anywhere on campus. Furthermore, students who are under the influence of medical marijuana or in possession of marijuana for medical reasons are not exempt from normal conduct and job performance standards.
- Recreational use of cannabis is legal in Maine, however, possession and use of cannabis in all its forms is prohibited on campus by University of Maine System policy.

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### **Other Drug Use**

- Students using a prescription drug may not allow anyone else to use the medication.
- Sharing or selling of prescription drugs is illegal as well as a Conduct Code violation for students.
- Use or distribution of illegal substances is not permitted, and is a violation of the Student Conduct Code.
- Use of a legal substance in an inappropriate or harmful manner (example: huffing) is not permitted.
- Drug paraphernalia is not permitted in any university residence, including but not limited to: bongs, pipes, water pipes, hookahs and scales. Possession of these types of items is a violation of the Student Code of Conduct.
- The University of Maine is a tobacco-free campus. Tobacco is prohibited in all its forms on campus. Vaping any substance is not permitted on campus.

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## STATEMENT OF POLICY REGARDING FIREARMS AND WEAPONS

### **Weapons Policy**

- Guns and ammunition of all kinds are prohibited from residence halls and all of campus except for certified police officers. This includes but is not limited to hunting rifles, air soft guns, paint ball guns, pellet guns and bb guns.
- Bows and arrows, hunting knives (knives exceeding 4 inches in length), martial arts weapons, and ammunition are not permitted at any time in the residence halls.
- Any of the items mentioned above must be stored at the University of Maine Police Department (81 Rangeley Road) and retrieved only when exiting campus. Keeping these items in vehicles on University property is not permitted.

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## SECTION 5: SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING PREVENTION AND RESPONSE

### STATEMENT OF POLICY FOR ADDRESSING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The University is committed to providing a safe environment that promotes the dignity and worth of each member of the community. For this reason, the University will not tolerate dating or relationship violence, domestic violence, sexual assault, sexual harassment or stalking in any form. The University of Maine System requires all employees, including student employees, to complete its online sexual harassment awareness/prevention training.

The University conducts educational programs to promote awareness and reporting of dating/relationship violence, domestic violence, sexual harassment/assault, and stalking. This includes primary prevention and awareness programs for incoming and transfer students and new employees, and ongoing prevention and awareness campaigns for students, faculty, and staff. All employees and students must participate in all required educational programs.

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#### PRIMARY EDUCATIONAL PROGRAMS

The University of Maine has partnered with Student Success, an online Sexual Assault Prevention training program that is offered to all students, staff, faculty, and volunteers. In addition to the online training, information is presented to students during Summer Orientation. Gender discrimination awareness and prevention programs (including sexual assault, domestic violence, dating violence, and stalking) were presented to residential assistants who then provided programming in their residence halls. Examples of programs presented included discussing hypersexual language in current music and “guess who’s gay”.

Primary prevention efforts also included live training to Greek organizations, athletic teams, and first-year student classes during the fall semester. Peer educators were also provided with extra training around gender discrimination, sexual harassment/assault, relationship/domestic violence and stalking. This allowed them to help disseminate information to their peers. Information on bystander intervention and alcohol’s role in sexual assault was provided during these presentations and is at the forefront of the online training. What is and is not consent is also an important component.

Faculty and staff were provided with an option to attend live training through the Office of Equal Opportunity. The Office of Equal Opportunity provides on campus live training on gender discrimination including sexual assault, dating violence, domestic violence, and stalking. Further, the Office of Diversity and Inclusion (part of the Division of Student Life and located in the Memorial Union) provides free in-person and via Zoom training regarding: Safe Zones, Pronouns, Diversity/Inclusion/Equity, and many other topics to students, faculty and staff throughout the year, including summer sessions.

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## AWARENESS CAMPAIGNS

A bulletin boards and notification TVs located in the Memorial Union and Student Recreation Center are reserved for information related to ongoing awareness campaigns around sexual assault, dating violence, domestic violence, and stalking. The Title IX Student Services Office also organizes and participates in the following events that continued awareness efforts:

- Rock Against Rape with Sig Ep
- Bystander Intervention Training
- Peer Education/Coaching Programming
- October: Domestic Violence Awareness Month
- April: Sexual Assault Awareness month
- Maine Business School Corps – March Against Domestic Violence (October)

Title IX Student Services also plays an advising role to the Sexual Assault & Relationship Violence Prevention Committee (SARVP). SARVP meets monthly to bring together a variety of constituencies both on and off campus to discuss current trends, new legislation and research, and to continue the discussions of how to prevent and get information out to our community about these important topics.



Magnetic fliers that provide confidential and private resources on and off campus are posted in the Memorial Union, Fogler Library, Cutler Health Center, Counseling Center, residence halls, student recreation center and police station, on blue call boxes, and in a variety of other areas on campus, like the New Balance Student Recreation Center. These fliers were primarily placed in bathroom stalls that offered a private area for someone to look at the resources.

An email goes out to all students in the fall semester from the Dean of Students that discusses the importance of these issues and encourages anyone affected by gender discrimination to reach out to the Title IX Student Services Office. Additionally, the office partners with the Student Wellness Resource Center and has made presentations regarding sexual harassment and sexual assault prevention and alcohol and drug abuse to all Greek chapters, athletes, student organizations, first year students, and nearly 50 sections of academic seminars for first-year students, in the fall semester.

The University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined by federal Clery regulations.

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## CLERY ACT DEFINITIONS

### Dating Violence

Dating violence is violence committed against a person by an individual who is or has been in a social relationship of a romantic or intimate nature with that person. Whether a dating relationship exists is determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

### Domestic Violence

A felony or misdemeanor crime 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 in which the crime of violence occurred, or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

### Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest or statutory rape.

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

### Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

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## STATE OF MAINE DEFINITIONS

Maine law defines the crimes of dating violence, domestic violence, sexual assault and stalking differently than the federal Clery regulations. The State of Maine definitions of these crimes and of consent are as follows:

### **Dating Violence**

Intentionally, knowingly or recklessly causing bodily injury or offensive physical contact to another person.

### **Domestic Violence**

Intentionally, knowingly or recklessly causing bodily injury or offensive physical contact to another person and the victim is a spouse or domestic partner or former spouse or former domestic partner, an individual presently or formerly living together as a spouse, a natural parent of the same child, adult household member related by consanguinity or affinity or minor children of a household member when the defendant is an adult household member and, individuals presently or formerly living together and individuals who are or were sexual partners. Holding oneself out to be a spouse is not necessary to constitute "living as spouses." For purposes of this definition, "domestic partners" mean two unmarried adults who are domiciled together under long-term arrangements that evidence a commitment to remain responsible indefinitely for each other's welfare.

### **Sexual Assault**

A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:

- the other person submits as a result of compulsion
- the other person, not the actor's spouse, has not, in fact, attained the age of 14 years
- the other person, not the actor's spouse, has not in fact attained 12 years of age

A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:

- the actor has substantially impaired the other person's power to appraise or control the other person's sexual acts by furnishing, administering or employing drugs, intoxicants or other similar means
- the actor compels or induces the other person to engage in the sexual act by any threat
- the other person suffers from a mental disability that is reasonably apparent or known to the actor, and which in fact renders the other person substantially incapable of appraising the nature of the contact involved or of understanding that the person has the right to deny or withdraw consent
- the other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual act
- the other person, not the actor's spouse, is under official supervision as a probationer, a parolee, a sex offender on supervised release, a prisoner on supervised community confinement status or a juvenile on community reintegration status or is detained in a hospital, prison or other institution, and the actor has supervisory or disciplinary authority over the other person



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- the other person, not the actor's spouse, has not, in fact, attained the age of 18 years and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor is a teacher, employee or other official having instructional, supervisory or disciplinary authority over the student
  - the other person, not the actor's spouse, has not attained the age of 18 years and is a resident in or attending a children's home, child care facility, facility operated by a family child care provider, children's residential care facility, drug treatment center, youth camp licensed under Title 22, section 2495 or similar school, facility or institution regularly providing care or services for children, and the actor is a teacher, employee or other person having instructional, supervisory or disciplinary authority over the other person
  - the other person has not, in fact, attained the age of 18 years and the actor is a parent, stepparent, foster parent, guardian or another similar person responsible for the long-term care and welfare of that other person
  - the actor is a psychiatrist, a psychologist or licensed as a social worker or purports to be a psychiatrist, a psychologist or licensed as a social worker to the other person and the other person, not the actor's spouse, is a current patient or client of the actor
  - the actor owns, operates or is an employee of an organization, program or residence that is operated, administered, licensed or funded by the Department of Health and Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and the organization, program or residence recognizes the other person as a person with an intellectual disability or autism. It is an affirmative defense to prosecution under this paragraph that the actor receives services for an intellectual disability or autism or is a person with an intellectual disability, as defined in Title 34-B, section 5001, subsection 3, or autism, as defined in Title 34-B, section 6002
  - the actor owns, operates or is an employee of an organization, program or residence that is operated, administered, licensed or funded by the Department of Health and Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and suffers from a mental disability that is reasonably apparent or known to the actor
  - the actor is employed to provide care to a dependent person, who is not the actor's spouse or domestic partner and who is unable to perform self-care because of advanced age or physical or mental disease, disorder or defect. For the purposes of this paragraph, "domestic partners" mean 2 unmarried adults who are domiciled together under a long-term arrangement that evidences a commitment to remain responsible indefinitely for each other's welfare

### **Unlawful Sexual Touching**

A person is guilty of unlawful sexual touching if the actor intentionally subjects another person to any sexual touching and:

- the other person has not expressly or impliedly acquiesced in the sexual touching
- the other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual touching
- the other person, not the actor's spouse, is, in fact, less than 14 years of age and the actor is at least 5 years older
- the other person suffers from a mental disability that is reasonably apparent or known to the actor that in fact renders the other person substantially incapable of appraising the nature of the touching involved or of understanding that the other person has the right to deny or withdraw consent

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- the other person, not the actor's spouse, is under official supervision as a probationer, a parolee, a sex offender on supervised release, a prisoner on supervised community confinement status or a juvenile on community reintegration status or is detained in a hospital, prison or other institution and the actor has supervisory or disciplinary authority over the other person.
  - the other person, not the actor's spouse, is, in fact, less than 18 years of age and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor is a teacher, employee or other official having instructional, supervisory or disciplinary authority over the student
  - the other person is, in fact, less than 18 years of age and the actor is a parent, stepparent, foster parent, guardian or another similar person responsible for the long-term general care and welfare of that other person.
  - the other person submits as a result of compulsion
  - the actor owns, operates or is an employee of an organization, program or residence that is operated, administered, licensed or funded by the Department of Health and Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and the organization, program or residence recognizes that other person as a person with an intellectual disability or autism. It is an affirmative defense to prosecution under this paragraph that the actor receives services for an intellectual disability or autism or is a person with an intellectual disability, as defined in Title 34-B, section 5001, subsection 3, or autism, as defined in Title 34-B, section 6002
  - the other person, not the actor's spouse, is, in fact, less than 18 years of age and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor, who is at least 21 years of age, is a teacher, employee or another official in the school district, school union, educational unit, school, facility or institution in which the student is enrolled
  - the actor is a psychiatrist, a psychologist or licensed as a social worker or purports to be a psychiatrist, a psychologist or licensed as a social worker to the other person and the other person, not the actor's spouse, is a current patient or client of the actor
  - the actor owns, operates or is an employee of an organization, program or residence that is operated, administered, licensed or funded by the Department of Health and Human Services and the other person, not the actor's spouse, receives services from the organization, program or residence and suffers from a mental disability that is reasonably apparent or known to the actor
  - the actor is employed to provide care to a dependent person, who is not the actor's spouse or domestic partner and who is unable to perform self-care because of advanced age or physical or mental disease, disorder or defect. For the purposes of this paragraph, "domestic partners" means two unmarried adults who are domiciled together under a long-term arrangement that evidences a commitment to remain responsible indefinitely for each other's welfare

### **Sexual Abuse of a Minor**

A person is guilty of sexual abuse of a minor if:

- the person engages in a sexual act with another person, not the actor's spouse, who is either 14 or 15 years of age and the actor is at least 5 years older than the other person.
- the person violates paragraph A and the actor knows that the other person is related to the actor within the 2nd degree of consanguinity
- the person violates paragraph A and the actor is at least 10 years older than the other person

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- the person is at least 21 years of age and engages in a sexual act with another person, not the actor's spouse, who is either 16 or 17 years of age and is a student enrolled in a private or public elementary, secondary or special education school, facility or institution and the actor is a teacher, employee or another official in the school district,
  - school union, educational unit, school, facility or institution in which the student is enrolled
  - the person violates paragraph C and the actor knows that the student is related to the actor within the 2nd degree of consanguinity
  - the person violates paragraph C and the actor is at least 10 years older than the student

### **Incest**

A person is guilty of incest if the person is at least 18 years of age and:

- engages in sexual intercourse with another person who the actor knows is related to the actor within the 2nd degree of consanguinity
- it is a defense to a prosecution under this section that, at the time the actor engaged in sexual intercourse with the other person, the actor was legally married to the other person

### **Stalking**

A person is guilty of stalking if the actor intentionally or knowingly engages in a course of conduct directed at or concerning a specific person that would cause a reasonable person to:

- suffer serious inconvenience or emotional distress
- fear bodily injury or to fear bodily injury to a close relation
- fear death or to fear the death of a close relation
- fear damage or destruction to or tampering with property or
- fear injury to or the death of an animal owned by or in the possession and control of that specific person

## **OTHER DEFINITIONS**

### **Consent**

Consent is an agreement to engage in sexual contact. Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Consent is clear, knowing and voluntary. Consent is active, not passive. Consent may be withdrawn at any time. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity. Past consent does not imply future consent. Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with any other person.

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It is not consent when the exchange involves unwanted physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption or being asleep or unconscious. Consent is not valid if the person is too young to consent to sexual activity under Maine law.

### **Bystander Intervention**

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

### **Risk Reduction**

Risk reduction means options designed to decrease perpetuation and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

## **WHAT TO DO**

If you are Sexually Assaulted or Experience Domestic Violence, Dating Violence or Stalking get to a safe location. If you are a student and are unsure where to go or can think of nowhere that is safe at this time, please call the UMaine Police Department at 207.581.4040 and/or local law enforcement at 9-1-1. Campus Residence Life or Student Life staff can help with housing arrangements, as well. These arrangements can be made by contacting UMaine Police

- Consider asking a trusted friend or relative to be with you for support.
- Seek medical care as soon as possible. You may need basic medical treatment for injuries, and you may have injuries of which you are unaware. You also may be at risk of acquiring a sexually transmitted infection, and women may be at risk for pregnancy.

Trained staff at Cutler Health Center (not a trauma center) or the local emergency room can speak with you about all of the medical options available and provide information about a sexual assault forensic examination. You may choose to file a report with the local law enforcement agency. Your report puts in place support systems that you may choose to use. The University will provide someone to assist you in filing a report with law enforcement if you wish and also will work with you to have a SANE examination if desired.

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Preserve all evidence of the incident. If you choose to file a report with the police, it is important that you:

- Do not bathe, wash your hands, brush your teeth, drink, eat or use the restroom—all these things can destroy evidence that may be helpful in a criminal investigation; however, if you have done any of these things since the incident, evidence can still be collected. Title IX Student Services can help you, contact them at 207.581.1406 (or via UMPD Dispatch after hours: 207-581-4040).
- Do not clean or remove anything from the location where the incident occurred
- Write down as much as you can recall about the incident and the people involved
- Seek some form of emotional support. While taking care of your physical needs may be the first step in taking care of yourself, it is important not to neglect the emotions you may be experiencing as a result of the assault, violence or stalking. The University Counseling Center has employees who are specially trained to assist students with recovery and healing. (207)581-1392. CIGNA EAP services are available for employees. Contact EAP at 1.877.622.4327; or [www.cignabehavioral.com](http://www.cignabehavioral.com), employer id: ums

It is your choice to determine when and in what manner you recover from your trauma. Give yourself the time you need and know that it is never too late to get help.

**KNOW THAT WHAT HAPPENED WAS NOT YOUR FAULT AND YOU ARE NOT ALONE.**

#### HOW TO FILE A COMPLAINT AND HOW THE UNIVERSITY WILL RESPOND

The University strongly encourages anyone who has experienced sex discrimination, sexual harassment, retaliation, sexual assault, domestic violence, dating violence or stalking to report the incident to the appropriate contact at UMaine. A report can be made under the University of Maine System policy at any time, regardless of when the incident happened. Reporting the incident to the University does not mean that you have to file a formal complaint or bring criminal charges. However, reporting the incident will allow the University to provide individuals involved with information about available support and services, both on campus and off campus.

Any individual may make a third-party complaint about a violation of the UMS policy. Individuals are encouraged to contact the appropriate office identified below as soon as possible. After receiving a complaint, the University will determine what further action, including contacting the alleged victim, is needed/warranted. If a concern is reported by someone other than the alleged victim and the alleged victim is unwilling or unable to cooperate with an investigation, the University's ability to respond may be significantly limited.

The EO Director/Title IX Coordinator is the person on campus responsible for the University's overall compliance and response to incidents of sexual assault, sexual harassment, gender discrimination, domestic/dating violence, stalking and sex discrimination in general.

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## HOW AND WHERE TO FILE A COMPLAINT

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### COMPLAINTS OR REPORTS OF EMPLOYEES' CONDUCT

All complaints or reports relating to dating violence, domestic violence, sexual assault and stalking by a University employee should be made to the EO Director/Title IX Coordinator at 207.581.1226. The Interim Equal Opportunity/Title IX Coordinator at for the University of Maine System, including UMaine is:

Amie Parker

Director of Human Resources

Farmhouse 115A

Augusta, ME 04330

Telephone: 207.592.3618

[amie.parker@maine.edu](mailto:amie.parker@maine.edu)

Upon receiving a complaint or report of dating violence, domestic violence, sexual assault and stalking by a University employee, the responsible person will assess the complaint or report and will follow the procedures described in the University of Maine System Equal Opportunity Complaint Procedure. The responsible person will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. Mediation is not used in sexual assault cases.

The responsible person will provide the complainant with a written explanation of the complainant's rights and options. When a complaint is investigated, the University will use a preponderance of the evidence standard — whether it is more likely than not that the alleged violation occurred.

Under the University of Maine System Equal Opportunity Complaint Procedure, a complaint or report of dating violence, domestic violence, sexual assault or stalking made about a University employee will be investigated by the System Investigations Coordinator. The Investigations Coordinator will conduct the investigation and make a recommendation to the responsible administrator, who will make a decision and impose discipline, if any, in accordance with University policies and any applicable collective bargaining agreement.

The Investigations Coordinator will submit findings in writing to the responsible administrator, the complainant, the respondent, the University Equal Opportunity Officer, and the University Human Resources Director normally within sixty (60) days of receiving the formal complaint. University staff responsible for this process will respond to complaints as expeditiously as possible and will attempt to meet all deadlines, but failure to do so will not prevent the complaint process from continuing.

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## COMPLAINTS OR REPORTS OF STUDENTS' CONDUCT

All complaints or reports relating to dating violence, domestic violence, sexual assault and Stalking by a student should be made to the Deputy Title IX Coordinator:

Heather Hogan

UMaine Title IX Student Services Coordinator/UMaine Deputy Title IX Coordinator

308 Memorial Union

Orono, ME 06669

Telephone: 207.581.1406

Fax: 207.581.4215

[Heather.hogan@maine.edu](mailto:Heather.hogan@maine.edu)

Upon receiving a complaint or report of dating violence, domestic violence, sexual assault and stalking by a University student, the student conduct/hearing officer will assess the complaint or report and follow the procedures described in the University of Maine System Student Conduct Code. The Office of Community Standards, Rights and Responsibilities will provide the reporting party with information about options for informally resolving a complaint and for a formal investigation of a complaint.

Mediation is available in some cases. The Office of Community Standards, Rights and Responsibilities will provide the reporting party with a written explanation of the reporting party's rights and options. When a complaint is investigated, the University will use a preponderance of the evidence standard — whether it is more likely than not that the alleged violation occurred. If the reporting party decides to move forward with either an informal or formal process, the responding party will also be advised of the allegations against them and of the support, options and rights to which they are entitled.

Under the University of Maine System Student Conduct Code, the Hearing Officer may initiate and supervise investigations of dating violence, domestic violence, sexual harassment/assault and stalking which are brought to his/her attention by employees, students, or members of the general public. Upon concluding the investigation, the Officer shall notify the reporting party and the responding party in writing of the Officer's decision on whether allegations will be forthcoming. The Officer shall conduct a hearing or may forward the matter to a Student Conduct Committee for a hearing. The Student Conduct process will be completed in as timely a manner as possible while affording all parties due process, equal protection and all applicable rights.

University staff responsible for this process will respond to complaints as expeditiously as possible and will attempt to meet all deadlines, but failure to do so will not prevent the complaint process from continuing.

NOTE: The Title IX Student Services Office is neutral throughout the student conduct process and provides support and resources to both the complainant and the respondent.

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## COMPLAINTS OR REPORTS OF THIRD PARTIES' CONDUCT

All concerns regarding dating violence, domestic violence, sexual assault, sexual harassment and stalking by third parties such as vendors, contractors, and campus guests should be made to the EO Office/Title IX Coordinator at 207.581.1226. Upon receipt of a report or complaint, the University will respond appropriately depending on the nature of its relationship to the third party.

Mediation is available in some cases. Under both the University of Maine System Equal Opportunity Complaint Procedure and the University of Maine System Student Conduct Code, the University's investigation and decision-making processes are completely independent of any criminal or civil investigation and adjudication regarding the same incident.

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## INVESTIGATION

The University will provide a prompt, fair and impartial investigation and resolution of the complaint. The investigation and decision-making shall be conducted by officials who receive annual training on domestic violence, dating violence, sexual assault, sexual harassment and stalking, and how to conduct an investigation and hearing process that protects the safety of all individuals and promotes accountability while preserving all rights to due process, equal protection and privacy.

The reporting party and the responding party are entitled to the same opportunities to have others present during any investigative interview or disciplinary meeting or proceeding, including the opportunity to be accompanied by an advisor of their choice. If they desire, an advisor can be appointed for them.

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## NOTICES

In the investigation and decision-making processes for all complaints of sexual harassment, sexual assault, domestic violence, dating violence or stalking made under the UMS policy, both the reporting party and the responding party shall be simultaneously informed, in writing of: (1) the outcome of any institutional disciplinary proceeding that arises from the alleged violation including all sanctions and the rationale for the result and sanctions; (2) the procedure for the respondent and the complainant to appeal the results of the institutional disciplinary proceeding; (3) any change to the results that occurs prior to the time that they become final; and (4) when the results are final. The University shall not require a party to abide by a nondisclosure agreement in writing or otherwise regarding the final results of the institutional disciplinary proceeding.

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## SANCTIONS – STUDENT

All of the possible sanctions that UMaine may impose upon a student following the results of any University disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, sexual harassment or stalking are:

- A. Assigned Educational Projects: This may include educational programming, research projects, reflective essays, presentations, or other related assignments intended to promote learning.



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- B. Community Service.
  - C. Disciplinary Dismissal: Permanent separation (subject to the right of review after five years) from the University.
  - D. Disciplinary Probation: A specified period of time when any further violation may result in additional sanctions, up to and including Disciplinary Dismissal from the University.
  - E. Disciplinary Suspension: Separation from the University for a specific period of time and until any stated condition(s) is met.
  - F. Loss of Contact with a Specific Person(s): Responding Parties may not initiate direct or indirect contact with a specified person(s).
  - G. Official Warning: Formal acknowledgement of a violation and the expectation that it will not be repeated.
  - H. Mandatory Counseling.
  - I. Reassignment, Suspension, or Removal from University Housing.
  - J. Restitution: Reimbursement to the owner of property up to the replacement value of the property damaged, stolen, removed, or used without authority.
  - K. Other action(s) as the Conduct Officer, Hearing Board, Appeal Panel or Presidential Appeal Panel may reasonably deem appropriate.

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#### SANCTIONS – EMPLOYEE

All of the possible sanctions that the University may impose upon an employee following the results of any University disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, sexual harassment or stalking are:

- A. Oral warning
- B. Written warning
- C. Suspension
- D. Termination
- E. Such other action as the University may reasonably deem appropriate.

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#### OPTIONS REGARDING LAW ENFORCEMENT

An individual who has experienced sexual assault, sexual harassment, domestic violence, dating violence or stalking, or any other conduct which may violate criminal laws, has a right, at his or her own discretion, to:

- notify law enforcement authorities, including on-campus and local police
- be assisted by campus authorities in notifying law enforcement or
- decline to notify law enforcement

University officials may, however, provide law enforcement with details about an incident under some circumstances if a determination has been made that such disclosure is required by law and/or is necessary to secure campus safety. Reporting parties have a right to proceed simultaneously with a criminal investigation and a University internal investigation. If necessary to the criminal investigation, the University may defer its

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investigation for a limited time for fact gathering by law enforcement, and then will promptly resume its investigation.

The University will provide assistance or referrals for a student or employee who wishes to obtain a protection-from-abuse or protection-from-harassment order. If a protection-from abuse or protection-from-harassment order has been issued by a court in a civil or criminal proceeding, a copy of the order should be provided to University police and the Title IX Coordinator or other designated official as soon as possible to enable enforcement by the appropriate authorities.

Except as required by law, the University shall not include personally identifiable information about a complainant in its campus crime statistics or report, its campus crime log, publicly available police report or timely warning notices.

The University shall maintain as confidential any accommodations or protective measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures or to the extent otherwise required by law.

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#### SUPPORT SERVICES AND INTERIM MEASURES

Whether or not an individual who has experienced dating violence, domestic violence, sexual assault, sexual harassment or stalking files a formal complaint, reporting the incident will allow the University to provide all individuals involved with available support and services, both on-campus and off-campus.

The University can also take interim measures to promote the safety and well-being of both the complainant and respondent, including, but not limited to, moving the complainant or respondent to a new living, dining or working situation; issuing a no-contact directive; changing class or work schedules; changing transportation; financial aid accommodations; academic and/or employment accommodations and support such as counseling to both and/or off-campus resources.

The University can assist all individuals involved in obtaining counseling on or off campus and provide information regarding medical care and other resources, such as victim advocacy, legal assistance and visa and immigration assistance. UMaine will provide written notification to students and employees about existing resources, both within the University and the community. The University will provide written notification to complainants and respondents about how to request the above services and accommodations. The University will make such accommodations or provide such protective measures if the reporting party requests them and if they are reasonably available, regardless of whether the reporting party chooses to report the crime to campus police or local law enforcement.

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## STATEMENT OF POLICY INFORMING THE ACCUSER AND ACCUSED OF THE OUTCOME OF A DISCIPLINARY PROCEEDING

Notices in the investigation and decision-making processes for all complaints of sexual assault, sexual harassment, domestic violence, dating violence or stalking made under this policy, to both the reporting party and the responding party shall be simultaneously made in writing and include: (1) the outcome of any institutional disciplinary proceeding that arises from the alleged violation including all sanctions and the rationale for the result and sanctions; (2) the procedure for the respondent and the complainant to appeal the results of the institutional disciplinary proceeding; (3) any change to the results that occurs prior to the time that they become final; and (4) when the results are final. The University shall not require a party to abide by a non-disclosure agreement in writing or otherwise regarding the final results of the institutional disciplinary proceeding.

## STATEMENT OF POLICY ADDRESSING COUNSELORS

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community within the scope of his or her license or certification.

**The University of Maine does not provide confidential pastoral counseling or support at this time.**

## STATEMENT OF POLICY ADDRESSING SEX OFFENDER REGISTRY

### **Adam Walsh Child Protection and Safety Act**

Information regarding registered sex offenders in the State of Maine under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) may be obtained by contacting the State of Maine Sex Offender Registry (<http://sor.informe.org/sor/>).

### **Maine Sex Offender Registry**

In accordance to the Campus Sex Crimes Prevention Act of 2000, the UMaine Police Department provides a link to the Maine Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex

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offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the state at which the person is employed, carries a vocation, or is a student. In Maine, convicted sex offenders must register with the Maine Sex Offender Registry maintained by the Maine Department of Public Safety/Maine State Police. At the UMaine Police Department, information is available about the registered sex offenders in our area. The Maine State Bureau of Identification is the base for the Maine Sex Offender Registry program. Our local law enforcement agencies also provide information regarding registered sex offenders. Please use the links below to view all registered sex offenders in the area of the UMaine Orono:

([www.informe.org/sor/](http://www.informe.org/sor/))

(<https://orono.org/190/Police-Department>)

(<http://www.oldtownpd.org/>)

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## SECTION 6: CRIME STATISTICS

### STATEMENT OF POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The University of Maine Police Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://umaine.edu/police/clery-annual-safety-report/>

### CRIME STATISTICS – UNIVERSITY OF MAINE

The University of Maine is committed to informing the public so that they are safety-conscious. The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, as amended, are for your information. If you have any questions, contact the University of Maine Police Department at 207.581.4053. In compliance with the Clery Act, statistics will be disclosed in four geographic categories, called the Clery geography:

- on campus (all educational buildings, and other property on campus)
- of the crimes on campus, the number of crimes that took place in dormitories or other residential facilities for students on campus
- non-campus (remote facilities and other properties that are student-used, including sororities and fraternities)
- public property within or immediately adjacent to and accessible from the campus Statistics are for the three most recent calendar years for all offenses listed below that occurred on or within the University's Clery geography and that are reported to local police agencies or to a campus security authority.

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### SPECIFIC INFORMATION ABOUT CLASSIFYING CRIME STATISTICS

#### **The Hierarchy Rule**

Under this rule, when more than one Criminal Offense was committed during a single incident only the most serious offense was entered for Clery Act reporting. A single incident means that the offenses were committed at the same time and place.

There are exceptions to using the Hierarchy Rule when counting offenses. They apply to arson, sexual assaults, hate crimes and VAWA offenses. This means that when an incident meets definitions in more than one of these categories, it must be reported in each category.

#### **Unfounded Crimes**

An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime

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report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution and the failure to make an arrest do not “unfound” a crime report.

### **Miscellaneous Information**

Sex offenses are no longer classified as either “forcible” or “nonforcible.” The Clery Act now requires sex offenses to be addressed in four separate categories:

- 1) Rape
- 2) Fondling
- 3) Incest
- 4) Statutory Rape

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### **DEFINITION OF REPORTABLE CRIMES**

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

**Arson** – To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire and incendiary device.

**Aggravated Assault** – The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

**Burglary** – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Criminal Mischief/Vandalism** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over the property.

**Sexual Assault** – Any sexual act directed against another person, forcible and/or against that person’s will; or where the victim is incapable of giving consent.

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

**Robbery** – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

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**Weapon Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Liquor Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug/Narcotic Violations** – The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

**Larceny/Theft Offenses** – The unlawful taking, carrying, leading, or riding away of property from the possession of another person.

**Motor Vehicle Theft** – The theft of a motor vehicle.

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

For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, criminal mischief/vandalism, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias for purposes of reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.

CRIMINAL OFFENSE AND CRIME STATISTICS

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Murder / Non-Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Rape</b>	2020	3	1	0	4/0	2
	2019	7	0	0	7/0	7
	2018	24	0	0	24/0	17
<b>Fondling</b>	2020	3	0	0	3/0	1
	2019	4	3	1	8/0	4
	2018	8	0	0	8/0	7
<b>Incest</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Statutory Rape</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Robbery</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Aggravated Assault</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Burglary</b>	2020	5	0	0	5/0	2
	2019	3	0	0	3/0	2
	2018	2	0	0	2/0	1
<b>Motor Vehicle Theft</b>	2020	0	0	0	0/0	0
	2019	0	0	0	1/0	0
	2018	0	0	0	0/0	0
<b>Liquor Law Arrests</b>	2020	0	0	0	0/0	0
	2019	2	0	0	2/2	1
	2018	2	0	0	2/0	0



Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Drug Law Arrests</b>	2020	0	0	0	0/0	0
	2019	1	0	0	1/0	1
	2018	1	0	0	1/0	1
<b>Weapons Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Arson</b>	2020	0	0	0	0/0	0
	2019	2	0	0	2/0	2
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Domestic Violence</b>	2020	2	0	0	2/0	2
	2019	1	3	0	4/0	1
	2018	0	0	0	0/0	0
<b>Dating Violence</b>	2020	2	0	0	2/0	1
	2019	2	0	0	2/0	2
	2018	3	0	0	3/0	3
<b>Stalking</b>	2020	4	0	0	4/0	2
	2019	4	1	0	5/0	2
	2018	5	0	0	5/0	3

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### HATE CRIME STATISTICS

The University of Maine strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the UMaine community. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires that

the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate/bias crime.

*2018: Zero hate crimes reported*

*2019: Zero hate crimes reported*

*2020: Zero hate crimes reported*

#### LIQUOR, DRUG, AND WEAPONS JUDICIAL REFERRALS STATISTICS

Liquor, Drug, Weapon Judicial Referrals	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2020	322	0	0	322/0	288
	2019	574	5	2	581/0	557
	2018	493	4	0	497/0	474
<b>Drug Law Violations Referred for Disciplinary Action</b>	2020	72	0	0	72/0	51
	2019	234	2	0	236/0	215
	2018	315	1	0	316/0	273
<b>Weapons Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	4	0	0	4/0	4
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

## SECTION 7: ANNUAL FIRE SAFETY REPORT

### INTRODUCTION

The University of Maine publishes this fire safety report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for UMaine, including statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

The Clery Act requires that each campus report on fires at student housing facilities as well as publish a fire safety report which is to be available to the public after October 1 of every year. A copy of the annual report is available upon request. Contact the University of Maine Police Department at (207) 581-4040.

### FIRE SAFETY RULES FOR RESIDENTIAL FACILITIES

#### **Small Appliances Allowed in Residence Halls:**

- Power strips that are 15 amp UL approved surge protectors or 3-pronged extension cords.
- Electronics Permitted: stereo, TV, video game equipment, and computers.
- UL certified fans.
- Up to a 10-gallon fish tank if bringing a fish (this is the only permitted pet).
- Desk lamp (No halogen bulbs).
- Microfridge unit or small refrigerator: only one permitted per room except in DTAV/Patch and Colvin. In Colvin suites, each bedroom may have their own microfridge or small refrigerator. In DTAV/Patch refrigerators are provided, so no additional units are permitted.

#### **Prohibited Items:**

- No lit candles, open flames, or spark-producing devices are permitted, including incense.
- Amplifiers, large speakers, subwoofers, or other large sound systems. Large musical instruments, such as drum kits
- Halogen lamps or octopus lamps
- Neon signs
- Any appliance with an open flame, coil, or hotplate
- Cooking appliances other than microfridge microwaves are not permitted in the residence halls, except in DTAV/Patch (on-campus apartments). This includes, but is not limited to: toasters, toaster ovens, induction cook stoves (Nu Wave), George Forman grills, electric frying pans, rice steamers, grills, camp cook stoves, crockpots, etc.
- Candles, incense, plug-in air fresheners, or perfumed air fresheners. Anything that has any sort of heating element may cause a fire. (Decorative candles are permitted so long as no evidence of burning exists. Any burnt wicks, or the actual burning of candles, will result in a student conduct referral).
- Flammable items—charcoal, lighter fluid, gas, fireworks/fire crackers/sparklers.

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- The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities, and university-owned vehicles.
  - Space heaters and/or air conditioners.
  - Refrigerator units should not be more than 4 cubic feet and must be UL or FM approved, drawing no more than 10 amps and properly grounded.

## REPORTING A FIRE

All fires are to be directly reported to the University of Maine Police Department immediately.

Call 9-1-1 or 207.581.4040.

## ON-CAMPUS STUDENT FIRE SAFETY SYSTEMS

Residential Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placard	Number of Evacuation Drills Each Calendar Year
<b>Androscoggin Hall 13 Androscoggin Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Aroostook Hall 29 Square Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Balentine Hall 13 Balentine Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Cumberland Hall 7 Cumberland Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Colvin Hall 21 Estabrooke Dr</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Doris Twitchell Allen Village 156 Rangeley Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Gannett Hall 12 Hebron Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Hancock Hall 120 Munson Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Hart Hall 6 West Mall Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Kennebec Hall 17 Square Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Knox Hall 120 Long Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Oak Hall 111 Munson Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Oxford Hall 134 Long Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Patch Hall 129 Long Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Penobscot Hall 12 Penobscot Dr</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>Stodder Hall 20 Stodder Dr</b>	Yes	N/A	Yes	Yes	Yes	Yes	1
<b>York Hall 10 Square Rd</b>	Yes	N/A	Yes	Yes	Yes	Yes	1

Residential Facility	Fire Alarm Monitoring Done On-Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placard	Number of Evacuation Drills Each Calendar Year
University Park University Park Rd	Yes	N/A	Yes	Yes	Yes	Yes	1
Estabrooke Hall 15 Estabrooke Rd	Yes	N/A	Yes	Yes	Yes	Yes	1
Alpha Gamma Rho 134 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Beta Theta Pi 130 Munson Rd	Yes	N/A	Yes	Yes	Yes	Yes	1
Chi Omega 81 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Delta Tau Delta 111 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Lambda Chi Alpha 95 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Phi Eta Kappa 107 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Phi Gamma Delta 79 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Phi Kappa Alpha 380 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Phi Kappa Sigma 89 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Sigma Alpha Epsilon 117 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Sigma Phi Epsilon 375 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Tau Kappa Epsilon 370 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1
Theta Chi 371 College Ave	Yes	N/A	Yes	Yes	Yes	Yes	1

## STATEMENT OF POLICY ON FIRE DRILLS

National Fire Protection Association (NFPA) NFPA 101 Life Safety Code 2009 Edition, Evacuation drill requirements.

This Life Safety code (2018 edition) has been adopted by the Maine State Fire Marshal's office.

Life Safety Code 2018 Chapter 29 states:

*29.7.3 29.7.3 Drills in Dormitories. **Drills in Dormitories.** Emergency egress and relocation drills in accordance with Section 4.7 shall be held with sufficient frequency to familiarize occupants with all types of hazards and to establish conduct of the drill as a matter of routine. Drills shall be conducted during peak occupancy periods and shall include suitable procedures to ensure that all persons subject to the drill participate.*

### *4.7\* Fire Drills.*

*4.7.1 Where Required. Emergency egress and relocation drills conforming to the provisions of this Code shall be conducted as specified by the provisions of Chapters 11 through 43, or by appropriate action of the authority having jurisdiction. Drills shall be designed in cooperation with the local authorities.*

*4.7.2\* Drill Frequency. Emergency egress and relocation drills, where required by Chapters 11 through 43 or the authority having jurisdiction, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to ensure that all persons subject to the drill participate.*

## PERMITTED DECORATIONS POLICY

- No more than 20% of any wall or door should be covered with decorations.
- Only decorations that are noncombustible or have a label that states that they are “flameproof,” “flame-resistant,” or “flame-retardant.” Keep the label to document acceptability.
- Electric string lights are acceptable ONLY if they are labeled with Underwriters Laboratory (UL) or Factory Mutual (FM) approval. Tags with this information are required to be on each string of lights. Strings that are frayed or have bare wires, cracked sockets, and loose connections or damaged insulation are not permitted. String lights may not be wrapped around any furniture or other cloth items such as curtains or wall hangings. They may not be attached with nails or staples. In addition, no more than four sets of lights may be strung together in one connection.
- Do not place decorations near electrical equipment or other heat sources. Do not hang any decorations from sprinkler heads.
- Do not route electrical cords across aisles, corridor, or under doors.
- Extension cords must have a 3-prong grounded plug and not be daisy chained.
- Do not obstruct corridors, stairways, exits, or doors from closing.
- Decorations are not to be hung so as to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.

- Only artificial trees/wreaths which are flame retardant are allowed in halls. No other cut greenery is acceptable. For artificial trees/wreaths, documentation should be available to prove their flame resistance.
- Wall tapestries are acceptable in a student room as long as it is no larger than 4 feet x 6 feet, and only one per wall. Tapestries, curtains, etc. are not permitted to be strung across a doorway.
- Absolutely nothing may be attached to ceilings; covering the smoke detectors and/or sprinkler heads.
- No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls.

## EMERGENCY EVACUATION PROCEDURES

Emergency situations on campus will be managed through the use of NIMS/ICS and the activation of the Emergency Operations Center (when scale/complexity of incident require activation). Guidelines for management and response of such incidents is available through the campus Emergency Response Contingency Plan (ERCP). The ERCP is reviewed annually and updated at that time or whenever changes in personnel or emergency planning dictate an update.

Evacuations of campus buildings or the campus as a whole are also addressed in the ERCP. For building specific incident, occupants are directed to follow their site specific Emergency Action Plan (EAP). Building managers are asked to review their EAP annually, make updates as needed and supply a copy of their plan to Safety Management. These plans are exercised through evacuation drill conducted with Safety Management and Orono Fire Department on a scheduled determined by the Authority Having Jurisdiction (AHJ). For a campus wide evacuation the Emergency Operations Team refer to the ERCP Evacuation section for guidance.

A report of an incident to University of Maine Police Department (UMPD) results in the immediate response by one or more UMPD officers. Once the immediate threat confirmed, the emergency alert system will be activated.

The University will use Blackboard Connect 5 as their primary notification system for all emergency situations. This system allows for test, email and phone notifications to be delivered in an efficient and timely manner by previously designated and authorized individuals, primarily through the Public Information Officer position on the Emergency Response Team or through the UMPD Dispatch center. This system is tested through the use of test messages sent at least once a semester. Secondly, the Orono campus maintains a siren system which alerts the campus community that an emergency has been confirmed and that members should seek additional information through their Blackboard Connect notifications.

## PROCEDURE FOR STUDENT HOUSING EVACUATION IN CASE OF FIRE

Fire Alarm and Evacuation Procedures are available to all Residential Students through the Guide to Campus Living and are as follows:

- Anticipate a fire drill at the beginning of each academic year. When ANY fire alarm sounds students should:



- 
- Evacuate the residence hall immediately; close your door when exiting.
  - Re-entry to the hall may NOT occur until Fire Department personnel signal that it is ok to re-enter the building. The ceasing of the alarm alone is not an indication for re-entry; staff will notify residents when the building may be re-entered.
  - If a student is not able to leave a room due to smoke or fire, she/he should call 911 or (207) 581-4040 and give their specific location.
  - Students who need an elevator in order to exit the building should talk with Residence Life staff at the beginning of the year, or as soon as such an accommodation is needed. This includes temporary circumstances such as being on crutches. Staff will assign a stairwell location where the student in need of assistance exiting should wait for rescue staff.

## FIRE SAFETY EDUCATIONAL PROGRAMS

Student Affairs, in conjunction with the Orono Fire Department, provide an annual fire prevention program for students on campus. New students and resident employees are required to attend an orientation session, a portion of which includes fire and general safety.

## FIRE SAFETY REGULATIONS

Fire Safety Regulations are available to all Residential Students through the Guide to Campus Living and are as follows:

- Tampering with or pulling a fire alarm maliciously or falsely is a criminal act. Tampering in any way with fire safety equipment which includes smoke detectors, sprinkler systems, exit lights, and fire extinguishers is a violation of the student code of conduct.
- Students may not cover, remove, or in any way tamper or damage emergency exit signage posted on their door, or anywhere within the residence hall.
- Students responsible for causing false alarms will be referred to the university conduct process.
- Alarms activated by student error such as cooking, do occur, however students can be held responsible for the cost of cleaning or repair beginning at \$100.00. If this is a continuous behavior on the part of an individual student, then the student is billed for restitution beginning at \$100.
- The possession, use, and sale of fireworks is not permitted in any campus living unit, including but not limited to residence halls, residence villages, apartments, suites and offices. The possession, use, and sale of fireworks is also not permitted on campus.

## TRAINING

All employees of The University of Maine are required to participate in Safety Management Safety Training. Employees include: faculty, staff, graduate students, post docs, and student employees (including work-study students, teaching assistants, resident directors, and any other person who receives pay or compensation for work performed). Students and volunteers are provided with safety information as necessary to safely perform assigned tasks.

### **Safety Management training includes:**

- **Basic Safety Training** (all employees, required annually) offered in online classes through UMS Academy
- **Department Annual Safety Training** (all employees, required annually). This training is provided by the area supervisor to all employees, and includes the following minimum requirements:
  - Fire Prevention Plans and Emergency Action Plans;
  - Area-Specific Hazards related to Job Tasks within the Work Area (e.g., noise, machinery, electricity, falls, repetitive motion, lifting, biohazards, asbestos, and lead);
  - Chemical Hazards and Safety Data Sheets; and
  - Use and Limitations of Personal Protective Equipment.
- Safety Management Training is required annually. The policies on fire safety are covered in Basic Safety Training and procedures that students and employees must follow are in the Department Emergency Action Plan which is included in the Department Annual Safety Training (area specific training).
- The fire safety information provided in training is reinforced by evacuation drills where building occupants may practice the skills learned in training.

## STATEMENT OF POLICY REFERENCING FIRE SAFETY LOG

Institutions that maintain on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire. The Institution must make an entry or an addition to an entry to the log within two business days of receipt of the information. The fire log for the most recent 60-day period is open to the public inspection at Public Safety. Any portion of the log older than 60 days is available within two business days of a request for public inspection. The log also includes document plans for future improvements in fire safety, if determined necessary by the Institution.

It shall be policy that UMaine Police maintains a daily fire log that is available for review 24 hours a day at the UMaine Police Department: 81 Rangeley Rd. Orono, ME 04469. The fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

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## HEALTH AND SAFETY ROOM INSPECTION POLICY

- It is the policy of the university that residence hall staff will enter student rooms for routine room inspections at least once a semester.
- Room inspections are intended to identify damage or conditions potentially harmful to the safety of the residence hall and/or the health of its residents.
- Residents will be notified immediately of any violations and asked to correct the violation.
- Room Inspections are also done when halls close for Winter and Spring breaks. These inspections are done to ensure no violations result in damage to a hall during closing
- Entry into a student room may also occur when there is a clear or apparent emergency, such as fire, serious illness or injury, or where danger threatens persons or property.
- Entry into a student room may also occur in the event of an alarm or other continuous sound that is causing a disruption to the community when the residents of the room cannot be located.
- Students are responsible for cleaning their personal space. Excessive messes as determined by staff may be determined to be a health and safety violation. This may include but is not limited to excessive room trash and recyclables, odors that extend into the hallway, restricted pathway to means of room exit, etc.

## FIRE SAFETY IMPROVEMENTS

Various departments on campus including, but not limited to, Residential Life, Safety and Environmental Management, and Facilities Management will continuously evaluate the need for improvements to the fire suppression and/or fire alarm systems in the residence halls throughout the year. If an issue is discovered during the evacuation drills, the issue will be documented and forwarded to the correct department to correct the issue.

## SECTION 8: FIRE SAFETY STATISTICS

Residential Facility	Year	# Of Fires Per Building	Fire Number	Cause	Injuries / Death	Value of Damage
<b>Androscoggin Hall 13 Androscoggin Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	0 / 0	\$0-99
	2018	0	0	N/A	N/A	N/A
<b>Aroostook Hall 29 Square Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Balentine Hall 13 Balentine Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Cumberland Hall 7 Cumberland Rd</b>	2020	1	1	Cooking	N/A	\$0-99
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Colvin Hall 21 Estabrooke Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Doris Twitchell Allen Village 156 Rangeley Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	1	1	Oven/Stove	N/A	\$0-99
	2018	2	2	Oven/Stove	N/A	\$0-99
<b>Gannett Hall 12 Hebron Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Hancock Hall 120 Munson Rd</b>	2020	0	0	N/A	0 / 0	N/A
	2019	1	1	Dryer content fire	N/A	\$1,000/9,999
	2018	1	1	dryer	N/A	\$0-99
<b>Hart Hall 6 West Mall Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Kennebec Hall 17 Square Rd</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A

Residential Facility	Year	# Of Fires Per Building	Fire Number	Cause	Injuries / Death	Value of Damage
Knox Hall 120 Long Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Oak Hall 111 Munson Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Oxford Hall 134 Long Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Patch Hall 129 Long Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Penobscot Hall 2 Penobscot Dr	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Somerset Hall 180 Rangeley Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Stodder Hall 20 Stodder Dr	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
York Hall 10 Square Dr	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
University Park University Park Rd	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Estabrooke Hall 15 Estabrooke Dr	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Brooke Hall Darling Marine Ctr Walpole ME	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A

Residential Facility	Year	# Of Fires Per Building	Fire Number	Cause	Injuries / Death	Value of Damage
Alpha Gamma Rho 134 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Beta Theta Pi 130 Munson Rd	2020	0	0	N/A	N/A	N/A
	2019	1	1	Oven/stove	0	\$0-99
	2018	0	0	N/A	N/A	N/A
Chi Omega 81 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Delta Tau 111 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Lambda Chi Alpha 95 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Phi Eta Kappa 107 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Phi Gamma Delta 79 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Phi Kappa Phi 380 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Phi Kappa Sigma 89 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Sigma Alpha Epsilon 117 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
Sigma Phi Epsilon 375 College Ave	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A

Residential Facility	Year	# Of Fires Per Building	Fire Number	Cause	Injuries / Death	Value of Damage
<b>Tau Kappa Epsilon</b> <b>370 College Ave</b>	2020	0	0	N/A	N/A	N/A
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A
<b>Theta Chi</b> <b>371 College Ave</b>	2020	2	2	Cooking	N/A	\$0-99
	2019	0	0	N/A	N/A	N/A
	2018	0	0	N/A	N/A	N/A

## SECTION 9: OFF-SITE CAMPUS LOCATIONS

### HUTCHINSON CENTER – BELFAST, ME

The University of Maine, Hutchinson Center is located at 80 Belmont Avenue in Belfast, Maine 04915. Established in 2000, the Hutchinson Center is a state-of-the-art University of Maine campus offering undergraduate and graduate degree courses and programs.

**Contact information:** Director Patricia Libby, 207.338.8020 or 800.753.9044.

The UMaine Police Department compiles this report, in cooperation with the Office of the Director of the Hutchinson Center and the Dean of the Division of Lifelong Learning. Information for this report is collected from the UMaine Community Standard, Rights, and Responsibilities Office, the Director of the Hutchinson Center, and the Belfast Police Department. This report is distributed annually by October 1.

- A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

The Office of the Director of the Hutchinson Center is responsible for security. It has an excellent working relationship with the Belfast Police Department. Emergency response is provided by the Belfast Police and Fire Departments, as needed. The Hutchinson Center is a single building. Whenever it is open, there is always a staff member on duty. The center has surveillance video cameras inside and outside the building. Telephones are available in every classroom, in the main office, and by the outside entrance door. Dialing 9-1-1 will contact the Belfast Dispatch Center.

Students and employees should report criminal offenses, for the appropriate law enforcement response, for a timely warning, and for statistical reporting purposes, to the Office of the Director of the center, 207.338.8000.

When a crime is reported to the Office of the Director, it will be referred to the Belfast Police Department. In addition, if the suspect is a student, there may be an inquiry through the Student Conduct Committee of the campus where the student is enrolled. If the suspect is an employee of UMaine, an inquiry may be conducted by the Office of Human Resources and/or other appropriate UMaine officials. It is the policy of the Hutchinson Center to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law, and public and center safety.

Criminal activity reports are made available to those attending the Hutchinson Center from the Office of the Director on a case-by-case basis. Crime statistics are available from the Office of the Director upon request.

- B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

The center is accessible to students and staff during scheduled hours, including evenings, weekends and holidays, as required.

Exterior doors on the center are locked and secured after scheduled hours of operation. A building intrusion alarm system is armed whenever the last staff member leaves and is disarmed by the next entering staff member.

The Office of Director monitors the outside lighting levels on a continuous basis. Whenever a light fails, it is reported to



maintenance for repair the next working day.

C. A statement of current policies concerning campus law enforcement, including:

- the enforcement authority of security personnel, including their working relationship with State and local police agencies, and
- policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

The working relationship between the Hutchinson Center and local and state law enforcement personnel is excellent. This provides the center with quick responses to any request for law enforcement action and criminal investigation.

It is center policy to encourage all victims of crimes to report crimes promptly and accurately to the Office of the Director and to put victims in touch with local law enforcement officials.

D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

There are presently no such programs conducted at the center. Students who are degree candidates at primary campuses, such as UMaine and the University of Maine at Augusta, may take advantage of such programs at those campuses.

E. A description of programs designed to inform students and employees about the prevention of crimes.

There are presently no such programs conducted at the center. Students who are degree candidates at primary campuses, such as UMaine and the University of Maine at Augusta, may take advantage of such programs at those campuses.

F. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

There are no off-campus student organizations recognized by the Hutchinson Center.

G. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1145g of this title.

The University of Maine and the Hutchinson Center view the possession, use and sale of alcohol, and substance abuse as a serious problem. Underage drinking laws are clear and violations of these laws are not tolerated. The possession, use, and sale of illegal drugs are also seen as very serious issues. Violations of state and federal drug laws are not tolerated. In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, the University publishes and distributes annually a booklet that informs all students and employees of UMaine's substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For a copy of the booklet "Information About Alcohol and Drugs, For Students and Employees of the University of Maine System," please contact Student Wellness Resource Center, 235

Memorial Union, Orono; 207.581.1423, or the Office of Human Resources at 207. 581.1581.

- H. Each institution of higher education participating in any program under this subchapter and Part C of subchapter 1 of chapter 34 of title 42 shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and the procedures followed once a sex offense has occurred. The policy described in subparagraph (A) shall address the following areas: Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.

The Hutchinson Center relies on the "primary" campuses, such as UMaine and the University of Maine at Augusta, to provide such programming at their locations in Orono and Augusta. No programs are presently provided at the center.

- I. Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.

Any person found to have committed the offense of rape or sexual assault by the University of Maine Conduct Committee and/or the Maine criminal justice system will be subject to severe disciplinary sanctions to include immediate suspension or dismissal. Sanctions are listed in the University of Maine Annual Fire Safety and Security Report, a part of this document.

- J. Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.

A victim of rape or sexual assault should immediately contact the Office of the Director of the Center and/or the Belfast Police Department. All of these offices will immediately respond to assist the victim in obtaining medical attention, and then investigate the crime or assist in the police investigation. At all times, the victim's rights will be protected and the victim will have input into the course of the investigation. Counseling services will be provided if the victim is receptive to such services. UMaine counselors advise sexual assault victims of their option to report the crime confidentially to the UMaine Police Department.

- K. Victims of sexual assault are made aware of the importance of preserving evidence, which may be necessary to prove sexual assault.

Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The accuser and the accused will have the same rights to have others present at any hearing, including the assistance of an advisor and/or legal counsel. The accuser and the accused will both be informed of the outcome of any such hearings when a charge is a violent act. Such hearings will normally occur on the "primary" campus and not at the center.

- L. Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.

If a rape or sexual assault is reported to any University official, the victim will be informed of their option to notify appropriate law enforcement authorities and will be assisted in doing so if they so request.

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- M. Notification of students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.

Counseling services are provided on the UMaine campus, free of charge, to any UMaine-registered student victim of a rape or sexual assault who desires this service. Other services are available at the location and telephone numbers listed.

St. Joseph's Hospital, Bangor, Maine	262-5000
Rape Response Services, Bangor, Maine	1-800-310-0000
UMaine Office of Equal Opportunity	581-1226
Sexual Assault Crisis and Support Center, Augusta, ME	626-0660
UMaine Community Standards, Rights and Responsibilities Office	581-1406
UMaine Office of Sexual Assault and Violence Prevention	581-1406
UMaine Counseling Center	581-1392
Partners for Peace (Formerly Spruce Run) Bangor, Maine	1-800-863-9909

- N. Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

A victim of rape or sexual assault has the right to request a change in living areas or academic situations. If an immediate threat is felt by a person living in campus housing, he or she will be reassigned a room on a temporary basis until such time the threat is removed or eliminated. Arrangements have been made through Student Auxiliary Services to have immediate access to such a room on the UMaine campus. Academic changes may include distance learning options.

CRIMINAL OFFENSE AND CRIME STATISTICS

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Murder / Non-Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Rape</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Fondling</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Incest</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Statutory Rape</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Robbery</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Aggravated Assault</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Burglary</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Motor Vehicle Theft</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Liquor Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Drug Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Weapons Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Arson</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Domestic Violence</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Dating Violence</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Stalking</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### HATE CRIME STATISTICS

The University of Maine strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the UMaine community. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires

that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate/bias crime.

*2018: Zero hate crimes reported*

*2019: Zero hate crimes reported*

*2020: Zero hate crimes reported*

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#### LIQUOR, DRUG, AND WEAPONS JUDICIAL REFERRALS STATISTICS

Liquor, Drug, Weapon Judicial Referrals	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Weapons Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

## IRA C. DARLING MARINE CENTER – WALPOLE, ME

The Ira C. Darling Marine Center is located at 193 Clarks Cove Road, Walpole Maine. Facilities include modern laboratories, classrooms, conference rooms, a marine library, a flowing seawater laboratory, a dormitory and dining hall, and cottage housing. Several undergraduate and graduate courses are offered at the Darling Center each year, in addition to the Semester-by-the-Sea program. The Director is Dr. Heather Leslie (207.581.3321 or 207.563.3146) and the Safety Officer is Robbie Downs (207.581.3321 or 207.563.3146).

The UMaine Police Department compiles this report in cooperation with the Director of the Darling Center. Information for this report is collected from the UMaine Community Standards, Rights and Responsibilities Office, the Director of the Darling Center, and the Lincoln County Sheriff's Department. This report is distributed annually by October 1.

- A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.

The Office of the Director of the Darling Marine Center is responsible for security. It has an excellent working relationship with the Lincoln County Sheriff's Department, the Maine Marine Patrol, and the Maine State Police. Emergency response is provided by the Lincoln County Sheriff's Department and by the Walpole Fire Department, as needed. Telephones are available in every building at the center, including dormitory rooms. Dialing 9 for an outside line, followed by 9-1-1 will contact the Lincoln County Dispatch Center, which will dispatch police, fire or ambulance.

Students and employees should report criminal offenses for appropriate security and law enforcement response, for a timely warning and for statistical reporting purposes, to the Office of the Director of the Center at 207.563.8299.

When a crime is reported to the Office of the Director, it will be referred to the police. In addition, if the suspect is a student, there may be an inquiry through the Student Conduct Committee of the campus the student is enrolled at. If the suspect is an employee of UMaine, an inquiry may be conducted by the Office of Human Resources and/or other appropriate UMaine officials. It is the policy of the Darling Center to take every report of criminal activity seriously and to take appropriate action, consistent with applicable law, and public and center safety.

Criminal activity reports are made available to those attending the Darling Center from the Office of the Director, on a case-by-case basis. Crime statistics are available from the Office of the Director, upon request.

- B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

The center is accessible to students and staff during scheduled hours, including evenings, weekends and holidays, as required. Individual dormitory rooms are kept locked.

Darling Center maintenance personnel and staff monitor the outside lighting levels on a continuous basis. Whenever a light fails, it is reported to maintenance for repair the next working day.

- C. A statement of current policies concerning campus law enforcement, including:

- the enforcement authority of security personnel, including their working relationship with State and local police agencies; and
- policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.

The working relationship between center staff and local and state law enforcement personnel is excellent. This provides the center with quick responses to any request for law enforcement action and criminal investigation.

It is center policy to encourage all victims of crimes to report crimes promptly and accurately to the Office of the Director where such reports are forwarded to the Lincoln County Sheriff's Department and the State Marine Patrol, as appropriate, and to put victims in touch with these local law enforcement officials.

- D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

The Safety Officer presents safety programs at the center for groups of incoming students, generally once per semester. Included in the safety presentation is the charge to be responsible for the safety and security of themselves and those around them. Students who are degree candidates at primary campuses such as UMaine and UMA may also take advantage of such programs at those campuses.

- E. A description of programs designed to inform students and employees about the prevention of crimes.

There are presently no such programs conducted at the center. Students who are degree candidates at primary campuses, such as UMaine and the University of Maine at Augusta, may take advantage of such programs at those campuses.

- F. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

There are no off-campus student organizations recognized by the Darling Center.

- G. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1145g of this title.

The University of Maine and the Darling Center view the possession, use, and sale of alcohol and substance abuse as a serious problem. Underage drinking laws are clear and violations of these laws are not tolerated. The possession, use, and sale of illegal drugs are also seen as very serious issues. Violations of State and Federal drug laws are not tolerated. In compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act, the University publishes and distributes annually a booklet which informs all students and employees of UMaine's substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. For a copy of the booklet "Information About Alcohol and Drugs, For Students and Employees of the University of Maine System", please contact Student Wellness Resource Center, 235



Memorial Union, Orono; 207.581.1423, or the Office of Human Resources at 207.581.1581.

- H. Each institution of higher education participating in any program under this subchapter and Part C of subchapter 1 of chapter 34 of title 42 shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding such institution's campus sexual assault programs, which shall be aimed at prevention of sex offenses; and the procedures followed once a sex offense has occurred. The policy described in subparagraph (A) shall address the following areas: Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.  
The Darling Center relies on the "primary" campus, UMaine, to provide such programming at their location in Orono. No programs are presently provided at the center.

- I. Possible Sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.  
Any person found to have committed the offense of rape or sexual assault by the University of Maine Conduct Committee and/or the Maine criminal justice system will be subject to severe disciplinary sanctions to include immediate suspension or dismissal.
- J. Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.

A victim of rape or sexual assault should immediately contact the Office of the Director of the Center, the Lincoln County Sheriff's Department or the Maine State Police. All of these offices will immediately respond to assist the victim in obtaining medical attention, and then investigate the crime or assist in the police investigation. At all times, the victim's rights will be protected and the victim will have input into the course of the investigation. Counseling services will be provided if the victim is receptive to such services. UMaine counselors advise sexual assault victims of their option to report the crime confidentially to the UMaine Police Department.

Victims of sexual assault are made aware of the importance of preserving evidence, which may be necessary to prove sexual assault.

- K. Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The accuser and the accused will have the same rights to have others present at any hearing, including the assistance of an advisor and/or legal counsel. The accuser and the accused will both be informed of the outcome of any such hearings when a charge is a violent act. Such hearings will normally occur on the "primary" campus and not at the center.

- L. Informing students of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses.

If a rape or sexual assault is reported to any University official, the victim will be informed of their option to notify appropriate law enforcement authorities and will be assisted in doing so if they so request.

- M. Notification of students of existing counseling, mental health or student services for victims of sexual assault, both on campus and in the community.

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Counseling services are provided on the UMaine campus, free of charge, to any UMaine-registered student victim of a rape or sexual assault who desires this service. Other services are available at the location and telephone numbers listed.

Miles Memorial Hospital, Damariscotta, Maine	563-1234
St. Joseph's Hospital, Bangor, Maine	262-5000
Rape Response Services, Bangor, Maine	1-800-310-0000
UMaine Office of Equal Opportunity	581-1226
Sexual Assault Crisis and Support Center, Augusta, ME	626-0660
UMaine Community Standards, Rights and Responsibilities Office	581-1406
UMaine Office of Sexual Assault and Violence Prevention	581-1406
UMaine Counseling Center	581-1392
Partners for Peace (Formerly Spruce Run) Bangor, Maine	1-800-863-9909

- N. Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

A victim of rape or sexual assault has the right to request a change in living areas or academic situations. If an immediate threat is felt by a person living in campus housing, they will be reassigned a room on a temporary basis until such time the threat is removed or eliminated. Arrangements have been made through Residence Life and/or Auxiliary Services to have immediate access to such a room on the UMaine campus. Academic changes may include distance learning options.

CRIMINAL OFFENSE AND CRIME STATISTICS

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Murder / Non-Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Negligent Manslaughter</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Rape</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Fondling</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Incest</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Statutory Rape</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Robbery</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Aggravated Assault</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Burglary</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Motor Vehicle Theft</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Liquor Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Drug Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Weapons Law Arrests</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Arson</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES

Offense (by Hierarchy)	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Domestic Violence</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Dating Violence</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Stalking</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*

#### HATE CRIME STATISTICS

The University of Maine strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the UMaine community. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires

that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate/bias crime.

*2018: Zero hate crimes reported*

*2019: Zero hate crimes reported*

*2020: Zero hate crimes reported*

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#### LIQUOR, DRUG, AND WEAPONS JUDICIAL REFERRALS STATISTICS

Liquor, Drug, Weapon Judicial Referrals	Year	On Campus *	Non-Campus	Public Property	Total/Unf**	Residential Facilities
<b>Liquor Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Drug Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0
<b>Weapons Law Violations Referred for Disciplinary Action</b>	2020	0	0	0	0/0	0
	2019	0	0	0	0/0	0
	2018	0	0	0	0/0	0

*\*On Campus category includes incidents reported in Residential Facilities category*

*\*\*Unf – Unfounded complaint as determined by a police officer*



THE UNIVERSITY OF MAINE AT  
**MACHIAS**

## Annual Security & Fire Safety Report 2020

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# The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

This report provides information regarding our compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The "Clery Bill" (H.R.3344, S.1925, and S.1930) was introduced in Congress on September 6, 1989, and was signed into law on November 8, 1990 by President George Bush as Title 2 of the "Student Right-To-Know and Campus Security Act." The bill was named for Jeanne Clery who was raped and murdered in her dorm room at Lehigh University in 1986. It took effect September 1, 1991 and the U.S. Department of Education (DOE) was charged with enforcing the law. The law requires all institutions of higher education to release campus crime statistics and security policies to their current and prospective students and employees.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights. Amendments in 1998 added new categories to the crime statistics, an obligation to report statistics for public property in and immediately adjacent to the campus, a geographic breakdown of statistics, and a daily public crime log for schools with a police or security department. The law was also amended to require the DOE to centrally collect the crime statistics and make them publicly available. The 1998 amendments also formally named the law in memory of Jeanne Clery.

On March 7, 2014, President Obama signed a bill that reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE) which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating and domestic violence, and stalking.

The University of Maine at Machias (UMM) Annual Security and Fire Safety Report Statistics must be compiled by the University on certain crimes. This report may also include certain crimes reported to the local law enforcement departments as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (as amended). Notice of availability of this Annual Security and Fire Safety Report (ASR) is made by December 31<sup>st</sup>, 2021 to enrolled students and current employees by electronic mail. Notice is given to prospective students, with the information included with application materials by the AdmissionsOffice. Notice is given to prospective employees, with information included with the applicationmaterial by the Office of Human Resources. The annual report is compiled and



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published electronically by October 1st of each year. This report is compiled by the UMM Director of Student Life. The report is available electronically at [https://machias.edu/compliance/resource\\_category/clery-report/](https://machias.edu/compliance/resource_category/clery-report/)

## CAMPUS CRIME AND SECURITY REPORT

The information provided in this report is part of the University of Maine at Machias' (UMM) commitment to campus safety, crime prevention and awareness. An informed community is a safety conscious community. Therefore, the following statistics are provided to complement UMM's safety awareness and education effort and to comply with and meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report has been prepared by the Director of Student Life with assistance and information provided by the Title IX Officer, Deputy Title IX Officer, UMM's Campus Safety Officer, and local law enforcement agencies.

**Explanation of Crime Statistics:** The charts include offenses that were reported to UMM Campus Safety, UMM officials who have responsibilities for student and campus activities and to local law enforcement agencies. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**Notification to the Campus Community:** By December 31, 2021, a PDF copy of the latest Campus Crime and Safety Report is emailed to the UMM community (faculty, staff, and enrolled students). A link to the report is also found in the Helpful Links section of the footer menu on the UMM website (<https://machias.edu/>). For questions regarding this report or to obtain a paper copy, please visit contact us at (207) 255-1305. This report, including crime statistics, is updated annually.

Please read the information to learn how to prevent and report crime and practice safe behavior. We ask for your assistance in making the UMM community a safe place to learn and live in.

## REPORTING OF CRIMINAL ACTIONS OR EMERGENCIES

The University of Maine at Machias' Student Affairs office and the Head of Campus office are responsible for security, and emergency response at the University. There are two police forces in Machias which may respond to crimes on campus: the Machias Police Department and the Washington County Sheriff's Office. In addition, the Maine State Police may also respond to campus incidents.

**Reporting an On-Campus Emergency or Reporting of Criminal Actions:** To report a crime or an emergency on the University of Maine at Machias campus, call 9-1-1 or the Machias Police Department at (207) 255-8558. On-campus crime reporting can be made to the University of Maine at Machias professional staff member on-call by calling (207) 263-4371.

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Please be prepared to provide your name, location, and a description of the situation as well as any suspects or vehicles involved in the incident. Members of the UMM community should report all crimes on campus in an accurate and prompt manner. If an individual chooses to report crimes to Campus Safety or a UMM employee, they will be strongly encouraged to report the incidents to the Machias Police Department and/or Washington County Sheriff's Office as well.

To report a residential non-emergency incident, please contact a Resident Assistant or the professional on-call (207) 263-4371. The professional on-call is available 24/7. If you wish to remain anonymous in your reporting of a crime or emergency, you can do so by asking to remain anonymous when speaking to a UMM employee. Individuals are strongly encouraged to fill out and submit an incident report, which can be found at: <https://machias.edu/campus-life/campus-life/campus-safety/>. Incident reports may be submitted anonymously.

**Confidential Reporting:** If a reporting party discloses an incident, but wishes to maintain confidentiality or requests that no investigation into an incident be conducted or disciplinary action taken, the incident must still be reported to certain campus administrators such as the Director of Student Life, the Title IX Coordinator or Deputy Title IX Coordinator. The University will weigh the reporting party's request for confidentiality against its obligation to provide a safe, nondiscriminatory environment for all students and employees, including the responding party.

If the University honors the request for confidentiality, reporting parties need to understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, against the responding party may be limited. There are times when the University may not be able to honor a reporting party's request because it would pose a risk to providing a safe, nondiscriminatory environment for all students and employees. If the University determines that it cannot maintain a reporting party's confidentiality, the University will inform the reporting party prior to starting an investigation and, to the extent possible, will share information only with people responsible for handling the University's response.

The University encourages accurate and prompt reporting of all crimes to the University and appropriate law enforcement agencies when the victim of a crime elects to or is unable to make such a report.

## CAMPUS FACILITIES SAFETY & SECURITY

**Maintenance and Security of University Facilities:** The University is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. Exterior lighting is maintained throughout campus by the Facilities Department. Student Affairs and Campus Safety routinely survey existing lights on campus and recommend to the Facilities Department maintenance of existing lights and requests for additional illumination so as to help maintain a safe environment. Members of the campus community are encouraged to report any deficiency, damage and/or power outage to the UMM Facilities Department at (207) 255-1315.

**Access to University Buildings and Building Security:** UMM buildings, excluding our residence halls, are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Buildings are also opened on weekends and holidays on an as-needed basis. Exterior doors of campus buildings are locked after normal business hours and members of the Facilities Department routinely check to ensure doors are secured. Entry after normal hours is available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The Director of Student Life is responsible for approving all student access requests.

**Access to the Residence Halls:** The exterior doors to the residence halls are controlled 24 hours a day with an electronic card access system that allows authorized students to gain access to the residence halls. Visitors to the residence halls gain admittance by calling a resident of the residence hall and being escorted by that student. Entry to student rooms is also controlled by the electronic card system. Students gain access to the residence hall and their room by using their Clipper Card (student ID card). The Office of Student Life maintains the electronic card access system. Be sure to report any issues or problems to Student Life immediately.

## STATEMENT OF POLICY FOR SUBSTANCE ABUSE EDUCATION

UMM views alcohol and substance abuse as serious problems. In compliance with the Drug-Free Workplace Act, the University publishes and distributes annually a booklet that informs all students and employees at UMM of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. The use and sale of illegal substances and underage drinking at UMM are prohibited. The violation of state drinking laws and the use, sale, or possession of illegal drugs is strictly enforced in accordance with federal and state law. For a copy of the booklet, "Information about Alcohol and Drugs for Students and Employees of the University of Maine System," please contact Student Affairs or Human Resources.

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**Statement of Policy for Addressing Alcohol:** State and federal law prohibits the use of alcohol by anyone under the age of 21. In compliance with these laws, UMM does not permit the use of

alcohol by anyone under the age of 21. Students of any age, including those over the age of 21, cannot furnish a place for students under the age of 21 to consume alcohol, nor can they provide alcohol to students under the age of 21. No student may possess or consume alcohol in public areas, including residence hall lounges, stairways and hallways.

If neither occupant of a student room is of legal drinking age, then the use of alcoholic beverages in that room is prohibited.

Students of legal drinking age are not permitted to have a common source of alcohol in the residence halls, including but not limited to: punch bowls, barrels, kegs, kegerators, beer balls, etc.

While empty alcohol containers alone are not a violation of the Student Conduct Code, they may be evidence of consumption in a conduct case.

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#### STATEMENT OF POLICY FOR ADDRESSING CANNABIS:

- Cannabis possession and use, regardless of form, is prohibited in the residence halls and on campus.
- Medical cannabis/marijuana is not an accommodation made on campus. For more information about medical marijuana, please contact Student Accessibility Services at (207) 255-1228.
- Federal law and the Drug Free Schools and Workplace Act make possession and use of cannabis/marijuana on campus illegal, even in states with medical marijuana laws. Thus, the University of Maine System does not permit any use, including medical use of marijuana/cannabis, anywhere on campus. Furthermore, students who are under the influence of medical marijuana/cannabis or in possession of marijuana/cannabis for medical reasons are not exempt from normal conduct and job performance standards.

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#### STATEMENT OF POLICY FOR ADDRESSING OTHER DRUGS:

- Students using a prescription drug may not allow anyone else to use this medication.
- Sharing or selling of prescription drugs is illegal.
- Use or distribution of illegal substances is not permitted, and is a violation of the Student Code of Conduct.
- Use of a legal substance in an inappropriate or harmful manner (example: huffing) is not permitted.
- Drug paraphernalia, including but not limited to: bongs, pipes, water pipes, hookahs, and scales, are not permitted in the residence halls or anywhere on campus. Possession of these types of items is a violation of the Student Code of Conduct.
- The University of Maine at Machias is a tobacco-free campus. Tobacco is prohibited in all its forms on campus. Vaping any substance is not permitted on campus.

## STATEMENT OF POLICY REGARDING FIREARMS AND WEAPONS

Guns and ammunition of all kinds are prohibited on the UMM campus. This includes, but is not limited to: hunting rifles, airsoft guns, paintball guns, pellet guns, BB guns, bows and arrows, handguns, hunting knives, martial arts weapons, and ammunition. To report a violation of this policy please contact the professional staff on-call at (207) 263-4371.

## MISSING STUDENT NOTIFICATION POLICY

If a member of the University of Maine at Machias campus community has reason to believe that a student who resides in on-campus housing is missing notify the professional on-call at (207) 263-4371 immediately.

In addition to registering an emergency contact, students residing on campus have the option to list confidentially, a second individual they wish to be contacted by the Director of Student Life in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential emergency contact can do so by updating their emergency contact information on MaineStreet or contacting the professional on-call. This contact information will not be disclosed to anyone except law enforcement in connection with a missing person's investigation.

After receiving a report of a missing student, the Director of Student Life will work with other offices/departments on campus to determine whether or not a student is missing. Should the University determine that the student is missing and has been missing for more than 24 hours, the Director of Student Life will notify the Machias Police Department and Washington County Sheriff's Office to facilitate the entry of that individual into the National Crime Information Center computer system. The student's emergency contact or the confidential contact will be notified no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not emancipated, the Director of Student Life will notify the student's parent or legal guardian immediately after the University has determined the student has been missing for more than 24 hours and will also make a report to local law enforcement.

Contact Information:

- UMM Professional On-Call (207) 263-4371

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### DEFINITIONS:

**Missing Student:** A student is determined to be missing when the University of Maine at Machias or a law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.

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**On-Campus Housing:** A residence hall for students that is located on UMM's campus. Dorward and Sennett Hall are the residence halls for the University of Maine at Machias.



## LAW ENFORCEMENT AUTHORITY

The University of Maine at Machias Campus Safety Officer has authority to ask persons for identification and to determine whether individuals have lawful business at the University. The University of Maine at Machias Campus Safety Officer has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety does not possess arrest power. All crime victims and witnesses are strongly encouraged to immediately report crime to the Campus Safety Officer, professional on-call, and/or the Machias Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. The professional on-call is able and willing to assist or accompany anyone looking to make a report to local law enforcement. Campus Safety and Student Affairs have a solid working relationship with the Machias Police Department.

## CAMPUS EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The University of Maine at Machias Campus Safety Officer is responsible for safety on campus. Emergency response to campus is provided by fire, police, rescue and other emergency services from the community as well as county and state emergency response.

**Timely Warnings:** In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery), UMM will post timely warnings to notify community members about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing or reducing the risk of future crimes. These warnings are posted if there is a serious crime on campus that constitutes an ongoing and/or continuing threat to the community. Timely warnings are not issued for crimes where the suspect(s) has been apprehended. The decision to issue a timely warning is decided on a case by case basis in compliance with the Clery Act and is made in collaboration between the Head of Campus and the Director of Student Life or designee. A timely warning will take into account available facts, whether the crime is considered serious, a continuing threat to the community, and/or the possible risk of compromising law enforcement's efforts. A timely warning will not include identifiable information of a victim.

UMM considers issuing a timely warning for the following incidents: criminal homicide, sex offenses, aggravated assault, robbery, burglary, motor vehicle theft, major incidents of arson, and other crimes as determined necessary by the Head of Campus and Director of Student Life or designee.

**Timely Warnings and Updates Distribution:** Procedures and mechanisms to notify the campus community are in place and include one or more of the following depending on the specific situation:

- 
- **Subscriber based text message notification**  
Sign up for Blackboard Connect to receive text notifications by logging into the UMM Portal and then clicking on the Manage Emergency Notifications icon (red triangle with black exclamation point in the center)

- Email notification to all UMM campus community members
  - UMM website - [www.machias.edu](http://www.machias.edu)
  - UMM Storm Line (207) 255-1395
  - Local television, radio and/or electronic media
- Printed and posted notifications - posted on exterior doors to buildings on campus. For more information on emergency response/planning, please visit: <https://machias.edu/campus-life/campus-life/campus-safety/>

A copy of timely warning notifications will be electronically filed in the corresponding case file. In addition to timely warnings, UMM may issue safety alerts to the community, which include tips and recommendations for UMM community members to follow.

The members of the Emergency Response Team are responsible for determining how to handle an emergency or other dangerous situations on campus including appropriate notification to the UMM Community. Information regarding campus health and safety can be found at: <https://machias.edu/campus-life/campus-life/campus-safety/>

**Emergency Notifications:** Unlike Timely Warnings, Emergency Notifications are used when there is an emergency that does not fall within a Clery crime category - for instances such as gas leaks, weather emergencies, etc. Procedures and mechanisms to notify the campus community are in place and include one or more of the following depending on the specific emergency situation:

- Subscriber based text message notification  
Sign up for Blackboard Connect to receive text notifications by logging into the UMM Portal and then clicking on the Manage Emergency Notifications icon (red triangle with black exclamation point in the center)
- Email notification to all UMM campus community members
- UMM website - [www.machias.edu](http://www.machias.edu)
- UMM Storm Line (207) 255-1395
- Local television, radio and/or electronic media
- Printed and posted notifications - posted on exterior doors to buildings on campus

## REPORTING LAWS AND POLICIES

State laws require that UMM officials must report certain crimes including child and elder abuse, among others. In addition, there is a legal duty on the part of the employees at UMM (who are not exempt due to State Law, for example mental health counselors or a family nurse practitioner) to report disclosures of sexual harassment, sexual assault, stalking, and domestic violence that occurred on campus property and/or involved a UMM community member to the Title IX Coordinator. Student incidents should be reported to the Deputy Title IX Coordinator.

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UMM officials will help individuals complete a report and encourage them to report incidents to the Machias Police Department.

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The University of Maine at Machias does not tolerate sexual assault, misconduct, domestic violence, and stalking in any form. University policy prohibits any unlawful sexual act and/or forced sexual contact. Violators of this policy may be subject to criminal prosecution and disciplinary measure up to and including dismissal. The complete policy and procedures are maintained by the University of Maine System Human Resources Office and can be found at <http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/>, or you may call the Student Affairs Office at (207) 255-1305 to request a hard copy.

The Student Affairs staff provides information sessions on the subject of sexual assault and safety. Resident Assistants also undergo training sessions on sexual assault during their annual trainings.

In the event of sexual assault or rape, domestic violence, dating violence, or stalking, students should seek the support and assistance of another person immediately. The University provides a number of resource people including the Mental Health Counselor, Professional on-call, Family Nurse Practitioner, and Deputy Title IX Coordinator all of whom are aware of the need for sensitivity and confidentiality. AMHC Sexual Assault Services is a community resource that can be reached at 1-800-871-7741.

Medical treatment can be accessed at Downeast Community Hospital emergency room. Such treatment does not initiate legal action; however, it is important to preserve the evidence in case the individual opts to report the crime.

**Official Reporting:** All University of Maine at Machias students and non-confidential employees need to make an official report of any incident of sexual assault, sexual misconduct, dating violence, domestic violence and stalking to the Student Affairs Office (207) 255-1305, professional on-call (207) 263-4371 or Machias Police Department (207) 255-8558 whether the incident occurred on or off campus. Official reporting may initiate a course of action.

Complaints against University faculty or staff will be handled by the Equal Opportunity Officer who can be reached by calling 207-581-1226.

**Investigation and Resolution of Student Crimes on Campus:** The University of Maine System Student Conduct Code provides information regarding the process for adjudicating crimes on campus. Please visit: [www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/](http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section501/).

The Violence Against Women Act (VAWA) defines each domestic violence, dating violence, and stalking.

**Domestic Violence:** Domestic violence means a felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner of the victim
- Person with whom the victim shares a child in common
- Person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- Person similarly situated to a spouse of the victim under the domestic or family violence laws of Maine, or 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 Maine

**Dating Violence:** 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; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship;
- Type of relationship; and
- Frequency of interaction between the persons involved in the relationship

**Stalking:** Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

#### ALCOHOL AND SUBSTANCE ABUSE POLICIES

The University of Maine at Machias views alcohol and substance abuse as serious problems. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University of Maine System distributes annually a booklet which informs all students and employees of the substance abuse policy, sanctions for violation of the policy, and state and federal alcohol and drug laws, offenses and sanctions. A copy can be found at: <https://www.maine.edu/board-of-trustees/policy-manual/section-412/> or you may call the Human Resources Office at (207) 581-1581 to request a hard copy.

UMM's Mental Health Counselor can provide tips and education to students on ways to reduce alcohol and other drug use.

## SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Security awareness and crime prevention programs are part of UMM's effort to provide a safe environment for students and employees. The University's crime prevention efforts are based upon the concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime awareness and prevention programs offered by the University of Maine at Machias:

- Electronic Material: Information is provided electronically to all students, faculty, and staff along with the Clery Reporting information.
- Residence Hall Safety: A variety of programs are offered for students living in the residence halls covering topics on safety awareness, sexual assault and date rape prevention, dating violence, stalking, domestic violence, fire safety, and drug and alcohol awareness programs. Prevention is stressed but response to these concerns is also an important consideration.
- Orientation: Sessions at new student orientations address the University of Maine System, UMM, and sexual misconduct policies.
- Sexual assault, dating violence, domestic violence, and stalking educational campaigns are held throughout the year.

## LOCATION OF SEX OFFENDERS REGISTRY

In accordance with the Violent Crime Control and Law Enforcement Act of 1994, information concerning registered sex offenders may be obtained at:

- Maine State Police, Bureau of Sex Offender Registry <http://sor.informe.org/sor/>
- Machias Police Department - Outer Broadway Street, Machias, ME: (207) 255-8558
- Washington County Sheriff's Department – Court Street, Machias, ME: 1-800-432-7303

## ANNUAL SAFETY AND SECURITY REPORT DEFINITIONS

The Annual Safety and Security Report is compiled and published annually by the Director of Student Life. Information and statistics for the report are compiled with the help of written reporting mechanisms from campus departments and personnel.

The following are definitions for each category for Clery reporting. (*Crime Definitions from the Uniform Crime Reporting Handbook and Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.*)

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## PRIMARY CRIMES:

### 1. MURDER AND NON NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

### 2. NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

### 3. AGGRAVATED ASSAULT

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

### 4. ARSON

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

### 5. BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

### 6. ROBBERY

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

### 7. MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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## SEX OFFENSES:

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

### 8. RAPE

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral



penetration by a sex organ of another person, without the consent of the victim.

#### 9. FONDLING

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

#### 10. INCEST

Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### 11. Statutory Rape

Non forcible sexual intercourse with a person who is under the statutory age of consent.

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### ALCOHOL, DRUG AND WEAPON VIOLATIONS:

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

#### 12. LIQUOR LAW VIOLATIONS

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

#### 13. WEAPONS POSSESSION

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

#### 14. DRUG ABUSE VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

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### HATE CRIMES:

The Clery Act requires institutions collect crime statistics for hate crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

## 15. HATE CRIMES

A Hate Crime is A CRIMINAL OFFENSE THAT MANIFESTS EVIDENCE THAT THE VICTIM WAS INTENTIONALLY SELECTED BECAUSE OF THE PERPETRATOR'S BIAS AGAINST THE VICTIM.

Under the CLERY ACT, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your CLERY ACT statistics only if they are Hate Crimes.

### *LARCENY-THEFT*

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

### *SIMPLE ASSAULT*

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

### *INTIMIDATION*

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

### *DESTRUCTION, DAMAGE OR VANDALISM OF PROPERTY*

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

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## VIOLENCE AGAINST WOMEN ACT (2013) CRIMES:

### 16. Domestic Violence

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

### 17. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### 18. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.



# ANNUAL SAFETY AND SECURITY REPORT STATISTICS

Crime or Offense	On Campus		Residence Halls			Public Property Adjacent to campus			
Reporting Years	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/non-neg. Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Rape			0			0			0
Fondling			0			0			0
Incest			0			0			0
Statutory Rape			0			0			0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession Disciplinary Referrals	0	0	0	0	0	0	0	0	0
Drug Law Disciplinary Referrals	7	1	5	7	1	3	0	0	0
Liquor Law Disciplinary Referrals	8	3	0	8	3	0	0	0	0
Hate Crimes (By category of protected class)	0	2	0	0	2	0	0	0	0

\* The University of Maine at Machias made a good faith effort to obtain statistics from the Machias Police Department, but the Department did not respond to our request.

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The Annual Safety and Security reports are located at  
[https://machias.edu/compliance/resource\\_category/clery-report/](https://machias.edu/compliance/resource_category/clery-report/)

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QUESTIONS REGARDING THE ANNUAL REPORT SHOULD BE DIRECTED  
TO:THE DIRECTOR OF STUDENT LIFE (207) 255-1305

### WHO TO CONTACT:

- Emergencies: 911
- Confidential reporting:
  - Mental Health Counselor, at 207-255-1343 or [stacey.cherry@maine.edu](mailto:stacey.cherry@maine.edu)
  - Family Nurse Practitioner, at 207-255-4567
  - Maine Coalition Against Sexual Assault (MeCASA) at 1-800-871-7741.

### I. STATEMENT OF PURPOSE

The University of Maine at Machias (UMM) is a learning environment. UMM will not tolerate sexual misconduct (rape, sexual assault, sexual harassment, dating violence, and stalking). These acts are against Maine State Law and threaten our community. Sexual misconduct violations, as listed above, also violate the University's policies. If there is reason to believe that the University of Maine at Machias campus regulations prohibiting sexual misconduct of any kind have been violated, on or off-campus, UMM will pursue disciplinary action through the appropriate University procedures. **The University of Maine at Machias strongly encourages individuals who experience sexual misconduct to report it.**

Sexual misconduct occurs with disturbing frequency among college aged men and women and between people of the same sex, but is very often unreported. In order to provide support for individuals reporting incidents of sexual misconduct and to enforce the behavioral standards critical to the University's mission, students are encouraged to report all violations of this policy to appropriate University personnel. Sexual misconduct is a criminal offense, and a violation of the University of Maine System Student Conduct Code. It is essential that incidents of sexual misconduct be reported to a University official and that all reports of sexual misconduct be treated seriously, consistent with University policies and procedures while respecting the rights of Reporting Parties and Responding Parties. This guide is designed to assist faculty and staff in providing the best possible support to Reporting Party and Responding Party. Please, note that throughout this document a Reporting Party may refer to a student, faculty or staff member filing allegations of sexual assault or harassment by a student.

The University of Maine at Machias will protect the confidentiality of the person being violated. To the fullest extent possible, the University will protect the privacy of the individuals who report sexual misconduct (Reporting Party). That said, under federal law, campus officials (with the exception of those listed under Confidential Resources in Section V below), who receive a report of sexual misconduct, whether from the student involved or a third party, must share that information with the appropriate university authorities for investigation and follow-up. (See Section IV on Reporting below for more information). ***All employees (faculty, staff, and student employees) are mandatory reporters.*** The University is obligated to investigate the complaint and work to eliminate sexual misconduct, prevent its recurrence, and address its effects on the individuals involved and the UMM community.

The University acknowledges that sexual misconduct, especially sexual assault perpetrated by someone unknown (often referred to as "stranger rape") does occur. However, the most prevalent

form of sexual assault on a college campus is between two people who know each other (often referred to as “acquaintance rape”). The acquaintance may be a date, partner, or someone known casually from a residence hall, class, club, or through mutual friends. Regardless of the relationship, the same institutional response and penalties apply. To clearly illustrate the seriousness of these offenses, this policy does not differentiate the types of offenses based on the relationship between the individuals. This policy is intended to provide more detailed information about how the University of Maine at Machias handles sexual assault matters and is not intended to replace the UMS Student Code of Conduct, the UMS Sexual Harassment Policy, or the UMS Equal Opportunity Complaint Procedure.

## II. DEFINITION OF TERMS

The University of Maine System sets the standard for the sexual misconduct section of the student code of conduct (<https://www.maine.edu/board-of-trustees/policy-manual/section-501/>) defines the following items:

**Sexual Assault:** *Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape, as follows:*

- *Rape is the penetration, no matter how slight, of the vagina or anus with any bodypart or object, or oral penetration by a sex organ of another person, without the Consent of the victim.*
- *Fondling is 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 his/her age or because of his/her temporary or permanent mental incapacity.*
- *Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- *Statutory rape is sexual intercourse with a person who is under the statutory age of Consent under applicable law.*

*All forms of sexual assault and sexual contact prohibited by Maine law are also included (for example, gross sexual assault, unlawful sexual contact, incest sexual abuse of minors).*

**Sexual Harassment:** *Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault and sexual violence. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex, or any sex.*

These behaviors are also included in the University of Maine System Sexual



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HarassmentPolicy, which may be found at: <https://www.maine.edu/board-of-trustees/policy-manual/section-402/>

**Dating Violence:** *Violence committed against a person by an individual who is or has been in a social relationship of a romantic or intimate nature with that person. Whether a dating relationship exists is determined based on the Reporting Party's statement and with consideration of the length of the relationship, the type of relationship, and the*

*frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. All forms of dating violence prohibited by Maine law are also included (for example, Assault).*

**Sexual Misconduct:** *Includes, but is not limited to, prostituting another person, watching or taking pictures videos or audio recordings of another person in a state of undress without their Consent or of another person engaging in a sexual act without the Consent of all parties, disseminating, streaming, or posting images, pictures or video of another in a state of undress or of a sexual nature without the person's Consent; letting others watch you have sex without the knowledge and Consent of your sexual partner, possession of child pornography voyeurism, and knowingly transmitting an STD or HIV to another person; and any sexual act prohibited by applicable law. Sexual Misconduct may constitute Sexual Harassment. All forms of sexual misconduct prohibited by applicable law are also included. For example, Violation of Privacy, Possession of Sexually Explicit Material, Image-Based Sexual Abuse and Sex Trafficking.*

**Consent:** *An individual's voluntary agreement to engage in specific sexual acts with another person.*

- **Consent must be:**
  - *Informed, freely, and actively given, and consist of a mutually agreeable and understandable exchange of words or actions; and*
  - *Clear, knowing and voluntary; and*
  - *Active, not passive.*
  - *Consent may be withdrawn at any time and when outwardly communicated that Consent is withdrawn, sexual activity must cease.*
  - *Silence, passivity, or absence of resistance, in and of itself, cannot be interpreted as Consent.*
  - *Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity.*
  - *Past consent does not imply future consent. Even in the contact of an ongoing relationship, Consent must be sought and freely given for each sexual act.*
  - *Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity.*
  - *Consent to engage in sexual activity with one person does not imply Consent to engage in sexual activity with any other person.*
  - *There is no consent when the exchange involves unwanted physical*

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*force, coercion, intimidation and/or threats.*

- *If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature, or extent of the sexual situation, and the Incapacitation or impairment is known or should be known to a Reasonable Person, there is no Consent. This includes conditions resulting from alcohol or drug consumption, being asleep, or unconscious when the Responding Party takes advantage of the other party's Incapacitation. The assessment is based on objectively and reasonable apparent indications of Incapacitation when viewed from the perspective of a Reasonable Person, as defined in the UMS Student Conduct Code.*
- *Consent is not valid if the person is too young to consent to sexual activity under applicable law, even if the minor wanted to engage in the activity.*
- *In evaluating whether Consent was given, consideration will be given to the totality of the facts and circumstances, including but not limited to:*
  - *The extent to which a Reporting Party affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion;*
  - *Whether a Reasonable Person in the Responding Party's position would have understood such person's words and acts as an expression of Consent; and*
  - *Whether there are any circumstances, known or reasonably apparent to the Responding Party, demonstrating Incapacitation or lack of Consent.*

**III. Reporting Procedures:** All students, faculty, and staff, as well as members of the public participating in University activities have the right to an environment free from sexual misconduct and/or physical intimidation that would prevent a reasonable person from attaining educational goals or living and working in a safe environment.

**A. REPORTING ALLEGATIONS OF SEXUAL ASSAULT**

The University needs members of its community to report alleged sexual misconduct that occurs both on and off campus so that the University may respond appropriately and effectively. **All University employees have a mandated duty to forward information about allegations of sexual misconduct to appropriate campus officials.** When allegations like these arise, the University requires all its employees and volunteers to report what they have witnessed or heard to designated university officials.

The reporting party may be feeling a profound sense of helplessness. It is important for those assisting the reporting party to begin helping her/him/them to reclaim their own strength and self-confidence. For this reason, it is critical to empower a sexual assault or harassment reporting party to make her/his/their own decisions and choices following an alleged incident as much as possible. The understandable urge to try to make decisions for the reporting party can do more harm than good. Making decisions for the reporting party would continue to disempower them, thus robbing them further of their self-confidence and dignity.

If a crime is in progress or the situation presents an ongoing danger to the University community or persons involved in the situation, immediately dial 911. Otherwise:

- Students, faculty and staff may file a complaint of sexual assault through CampusSafety, the Director of Student Life, or Deputy Title IX Coordinator and/or through other faculty or staff with assistance from these campus representatives. Report information about alleged sexual misconduct by students to the Director of Student Life, Deputy Title IX Coordinator at (207) 581-1406 or <https://machias.edu/campus-life/campus-life/campus-safety/>. You can contact the professional on-call at (207) 263-4371.
- Employees may contact Human Resources at (207) 581-1581.
- After reporting an incident, an established response protocol will be followed.

Information provided to the Deputy and Title IX Coordinator is not protected by confidentiality. Every attempt will be made to keep information confidential between the person responding to the incident, the person reporting the incident, and those involved in the incident.

**B. REPORTING TIMEFRAME**

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Any individual may file a complaint of sexual assault at any time. Early reporting is encouraged to preserve evidence and provide the person filing the complaint with information regarding rights, options, and resources available to them by this policy and federal or state laws.

#### IV. CAMPUS BASED RESOURCES

The following University departments may be of assistance to individuals reporting sexual assault or sexual harassment.

**UMM Counseling Center** – 2<sup>nd</sup> floor Torrey Hall, (207) 255-1343: The Mental Health Counselor may provide immediate crisis support following the incident, and on-going counseling for students to address the emotional trauma and recovery process. Services may also include referrals to community services for assistance with legal and medical issues, and assistance advocating with faculty and staff for any necessary accommodations relating to one's response to the trauma of sexual assault. UMM's Mental Health Counselor is a confidential resource.

**Student Affairs** – Dorward Hall, (207) 255-1439: The Director of Student Life can assist in making accommodations to students' academic schedule or housing arrangements whenever reasonably available if they are requested following a report of a sexual misconduct. They are also available for the support of students or to provide a referral to support services on campus or in the community.

**Deputy Title IX Coordinator** – University of Maine Dean Suite, (207) 581-1406: When a student identifies the Responding Party of a sexual misconduct as another student, complaints should be filed with the Deputy Title IX Coordinator. Filing a complaint will initiate an investigation which may result in action on the part of administration to activate a corrective or disciplinary action up to and including termination of employment. This professional can also assist in referring students to other support services if needed.

#### V. CONFIDENTIAL RESOURCES

If a student wishes the details of an incident to be kept strictly confidential, they can speak with UMM's Mental Health Counselor at (207) 255-1343 and or the Family Nurse Practitioner at (207) 255-4567. Individuals in these offices will honor confidentiality unless there is an imminent danger to the student or to others. The Mental Health Counselor is not a mandated reporter. The UMM Health Center must report the number of incidents reported to them; they do not report any identifiable information.

Employees who wish to remain confidential may contact Human Resources at (207) 581-1581 or [hr-um@maine.edu](mailto:hr-um@maine.edu).

Confidential resources are also available off campus from health care providers and counselors as well as specialized agencies such as AMHC Sexual Assault Services at 1-800-871-7741.

## **VI. STATEMENT AND INTENT OF POLICY**

The University of Maine at Machias, as a standard for the Student Code of Conduct, determines the following to be its intentions for this policy:

### **A. MAINE STATE LAW**

In publishing this policy the University is not intending to substitute or supersede related civil and/or criminal law. It is the policy of the University of Maine at Machias to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and avail themselves of all the services and rights to which they are entitled.

It should be clearly understood that there is a fundamental difference between the nature and purpose of student discipline and criminal law. Maine State Law considers gross sexual assault and unlawful sexual contact to be serious crimes that are punishable by imprisonment in jail and/or probation. It also involves creation of a criminal record and may include a monetary fine.

### **B. MULTIPLE ADJUDICATION**

A student charged with sexual misconduct may be prosecuted under the Maine Criminal Justice System and disciplined through the University of Maine at Machias student discipline process. Even if the criminal justice authorities choose not to prosecute, the accused may be subject to University disciplinary action. University disciplinary procedures should be considered distinct and independent of any and all criminal procedures. Discipline procedures may precede, occur simultaneously, or follow court action. In the event that University disciplinary procedures follow court action, the court proceedings and/or verdict may be considered in the disciplinary proceeding. When necessary, temporary action may be taken by the University in the form of summarily suspending or summarily restricting the accused, or officially requesting no contact between the Reporting Party and the Responding Party. Relocation or removal from the residence halls may also occur. Any of these measures may result in the accused student's restricted access to the University and/or participation in University events, such as attendance at classes and residing on campus.

### **C. DISCIPLINARY ACTION**

Any student found by the University of Maine at Machias to have committed sexual harassment, including sexual assault may be subject to severe disciplinary sanctions, including suspension or dismissal from the University. For information about sanctions, individuals should refer to The University of Maine System Student Conduct Code, Section IV Sanctions.

The University recognizes that violations of sexual harassment, including sexual assault are not the fault of the individual filing the complaint. The University intends to encourage the report of sexual assaults and therefore the University generally does not intend to hold Reporting Parties accountable for conduct code violations that may have occurred along with violations of sexual assault. The University administration will use discretion to ensure the rights of the Reporting Party are preserved.

#### D. RIGHTS OF THE REPORTING PARTY

Individuals who report their experience of sexual misconduct to University officials may be assured that:

All sexual misconduct cases will be treated seriously.

- The reporting individual will be treated with dignity and respect.
- University personnel will encourage individuals to report the sexual misconduct to the Machias Police Department and/or Washington County Sheriff's Department.
- University personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
- University personnel will inform students of their option to notify appropriate law enforcement authorities, including local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- When an incident of sexual misconduct is reported, the incident will be investigated and adjudicated by appropriate criminal and/or University authorities.
- A person may invite an advisor to accompany her/him throughout the process.
- If requested an advisor can be provided.
- University personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary in legal proceedings.
- Individuals will be notified of available on- and off-campus counseling, mental health, and psychological services, or other student services for those reporting sex offenses.
- Individuals will be afforded the opportunity to request immediate on-campus housing relocation, transfer of classes, or other steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.

#### E. CAMPUS DISCIPLINARY PROCEEDINGS:

In order to conduct a fair, orderly hearing, the Reporting Party may request reasonable accommodations be made in hearing procedures, such as special seating arrangements in the hearing room.

- The Reporting Party may invite an advisor of choice to accompany him/her/them through University disciplinary proceedings.
- They have the right to remain present during the entire Student Conduct Code Committee hearing except during committee deliberations.
- They have the right not to have his or her sexual history discussed during the hearing.



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They have a right to make an “impact statement”.

- They have a right to testify without facing the accused.
- They have the right to be informed concurrent with notice to the accused (Responding Party) of the decision of the appropriate conduct officer and the Student Conduct Code Committee regarding the alleged sexual assault violation and any sanction(s) imposed. The Reporting Party and the Responding Party must respect the privacy of all involved.

## F. RIGHTS OF THE PERSON ACCUSED OF SEXUAL ASSAULT

The student accused of sexual assault (the Responding Party) may be assured that:

- All sexual assault cases will be treated seriously and equally.
- The Responding Party will be treated with dignity, respect, and in a non-judgmental manner.
- The Responding Party will be advised of on- and off-campus organizations and services that may be of assistance.
- University personnel will cooperate in investigating the case for conduct proceedings.
- The Responding Party will be informed of available counseling and psychological services.
- The Responding Party may invite an advisor of choice to accompany him/her/them through University disciplinary proceedings.
- The Responding Party has the right to remain present during the entire Student Conduct Hearing Board except during committee deliberations.
- In order to conduct a fair, orderly hearing, reasonable accommodations may be made in hearing procedures, such as special seating arrangements in the hearing room.
- Campus disciplinary proceedings
- They will be informed of the decision of the conduct officer and/or the Student Conduct Code Hearing Board regarding the alleged sexual assault violation and any sanction(s) imposed. The Responding Party and the Reporting Party must respect the privacy of all involved.
- Individuals should refer to the University of Maine System Student Conduct Code. Attention should be given to Section V. Procedures and Section IV., Sanctions, in particular. Any questions regarding the Student Conduct Code should be directed to the Student Affairs Office.

## G. GROUP INFRACTIONS

Every organization has the duty to take all reasonable steps to prevent any infraction of University rules and state laws growing out of or related to the activities of the organization. This duty is applicable not only to members of the organization who are engaging in the activity, but also to every member, including those not engaging in the activity.

When students violate policy, they should be aware that in addition to being adjudicated as individual offenses, there may also be sanctioning of the entire organization. In determining whether a group may be held collectively responsible for the individual actions of its members, all the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grew out of, or were in any way related to group life.

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#### **H. USE OF ALCOHOL AND DRUGS**

The use of alcohol and other drugs by the accused in conjunction with an incident of sexual misconduct does not mitigate accountability for the commission of sexual

misconduct or diminish the seriousness of the incident. The Responding Party's intentional use of a substance to affect an individual in order to facilitate a sexual misconduct will be considered when determining responsibility and, if found responsible, appropriate sanctions.

#### **I. POLICY DISSEMINATION**

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Violence Against Women Act (VAWA), and the dear colleague letters of the Department of Education. The University provides to each of its students, faculty, and staff, the following:

- The University of Maine at Machias Sexual Assault Policy;
- Data on the prevalence of these crimes and their frequency on college and university campuses;
- Information about the circumstances in which campus sexual misconduct commonly occur;
- The range of administrative, civil, and criminal penalties that may be invoked against perpetrators; and
- Educational programs during orientation and the academic year.

Notice of availability of this information is made by October 1st of each year by email to enrolled students, faculty & staff. Notice to prospective students is included under Helpful Links on the footer of the UMM website.

#### **J. EDUCATION AND PREVENTION**

An important part of the University's prevention strategy is education. The University of Maine at Machias' Director of Student Life, Deputy and Title IX Coordinator, and Mental/Physical Health professionals in collaboration with community organizations sponsor sexual misconduct awareness education and prevention presentations each year to members of the campus community. First year students, Greek Life members, students involved in organizations and student government receive sexual misconduct training.

#### **K. SAFETY AND SECURITY INFORMATION REPORT (THE CLERY ACT)**

Under the Clery Act, an institution must report certain crimes to the campus community in a timely manner that will aid in the prevention of similar crimes that represent a threat to students and employees. To that end, a community alert will be issued whenever appropriate. Additionally, campus offices/departments will comply with all mandatory reporting requirements.

NOTHING IN THIS POLICY SHOULD BE INTERPRETED AS PRECLUDING ENFORCEMENT OF THE LAWS AND REGULATIONS OF THE UNITED STATES OF AMERICA, THE STATE OF MAINE, ANY LOCALITY IN THE STATE OF MAINE, OR THE UNIVERSITY'S STUDENT CONDUCT CODE.

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# **Annual Fire Safety Report 2020**

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## PROCEDURES FOR FIRE EMERGENCIES

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### INTRODUCTION

Higher Education institutions that have residence halls are required by the Higher Education Opportunity Act of 2008 to publish an annual fire safety report specific to the residence halls along with statistics about fires that have occurred in the residence halls. To comply with the HEOA, UMM offers the following important information on fire safety and statistics for the residence halls.

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### EMERGENCY PROCEDURE FOR FIRE OR EXPLOSION

- Remain calm.
- If a fire or an explosion occurs, EVACUATE IMMEDIATELY! If the alarm is not going off, pull the fire alarm station on your way out of the building and call 911 and then call the professional on-call at 207-263-4371.
- Please provide assistance to others if you can do so safely on your way out.
- Evacuate the building using your primary exit route. The primary route is located on the back of your residence hall door.
- Use only the stairs. Do not use the elevator.
- If possible, close doors and windows behind you.
- If smoke is an issue, crawl on the floor and remain low to escape the smoke. If you are not able to exit your room, seal your door and room. Call for help via phone and notify 911 with your location and room number. Follow the directions provided by the 911 operator.
- Meet at the designated location.
- Provide information to emergency personnel.
- Do NOT re-enter the building until cleared by the emergency personnel.

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### PERSONS WITH DISABILITIES

- If you are unable to evacuate, remain calm. Inform 911 of the nature of your disability, any special needs that you have and where you will wait for help. These are the areas that will be searched first by personnel responding to the emergency. Note: a list of disabled individuals living in University residence halls will be maintained by the Student Life Office and by Campus Safety.

## Building Address & Assembly Points

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### DORWARD HALL (RESIDENCE HALL)

117 Downeast Drive

Grassy area between Dorward & Kilburn Commons | Inclement Weather: Sennett Hall

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### FLAHERTY CENTER

125 University Drive

Back corner of preschool playground | Inclement Weather: Lower gym in the Reynolds Center

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### KILBURN COMMONS

96 Downeast Drive

Grassy area between Dorward & Kilburn Commons | Inclement Weather: Sennett Hall

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### MERRILL LIBRARY

40 University Drive

On the Mall | Inclement Weather: Reynolds Center

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### O'BRIEN HOUSE

23 Downeast Drive

On the Mall | Inclement Weather: Performing Arts Center (PAC)

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### POWERS HALL

116 O'Brien Avenue

On the Mall | Inclement Weather: O'Brien House

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### REYNOLDS CENTER

112 University Drive

Dirt parking lot of CLL | Inclement Weather: 1st floor Torrey Hall

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### SCIENCE BUILDING

31 University Drive

On the Mall | Inclement Weather: PAC

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### SENNETT HALL

34 Downeast Drive

Grassy area between Dorward & Sennett | Inclement Weather: Dorward Hall

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### SUPPORT BUILDING

54 O'Brien Avenue

Grassy area of College Hill | Inclement Weather: Powers Hall

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### TORREY HALL

40 University Drive

On the Mall | Inclement Weather: Reynolds Center

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#### FIRE SAFETY EQUIPMENT

The Dorward Resident Hall has fire rated doors, an audible and visual alarm system, are fully sprinkled, have emergency lighting located in the hallways and have exit signs throughout the buildings. The fire alarm monitoring for these buildings are done off-site by Seacoast Security. The fire alarm system is tested annually. In addition to the fire safety systems, there are fire extinguishers on every floor, which members of the Facilities staff check on a monthly basis.

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#### EVACUATION PROCEDURES

The evacuation procedures for each of the residence halls are posted on the back of the main door to every student room or suite. Students must report any missing evacuation procedures signs to the Director of Student Life.



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## POLICIES RELATED TO FIRE SAFETY

For the benefit of the University community, particularly residential students, and the fire safety policies of Student Life are printed below. The information is located in the [Guide to Campus Life](#).

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## FIRE SAFETY

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### CANDLE, CANDLE-MAKING PRODUCTS, INCENSE, AND OPEN FLAMES:

The use of incense, candles and candle making items, and/or items with open flames is strictly prohibited. Examples include: oil lamps, blow torches, fireworks, barbeque grills, etc. Candles may not be burned during power outages. Students should bring a flashlight with extra batteries.

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### CEILING AND LIGHT FIXTURES:

Hanging holiday lights, sheets, flags, paper, decorations and other such materials from the ceiling and light fixtures is considered a fire hazard and is strictly prohibited. Ceilings must be free from flammable material. Tapestries of size greater than 4'x6' are prohibited.

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### ELECTRICAL APPLIANCES:

Cooking is not allowed in individual rooms. All cooking must be done in the kitchens, and all safety regulations must be followed in the process. There is a kitchen located in Dorward Hall located on the 2<sup>nd</sup> floor. The primary purpose of the kitchens is for students living in the residence hall to have space to prepare food. The following appliances are the only appliances allowed in the rooms:

- One electric coffee maker with an automatic shut off or one small water heater forming coffee or tea with an automatic shut off;
- One popcorn maker (not a hot plate);
- One small fridge less than 4.2 cubic feet and energy star rated.

All appliances must carry a UL listing. Portable electric heaters are not allowed.

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#### DECORATING AND USING YOUR ROOM

Your residence hall room will be your home for over nine months and you should feel as comfortable as possible. Residents are encouraged to decorate their rooms within the guidelines below.

- Burnable materials—cloth, paper, tissue, and etcetera—must be clear of potential sources of ignition (e.g., hair dryers, high intensity lamps, heater, bare light bulbs, etc.).
- Posters and wall hangings add an individual touch to the room, but the more there are the greater the potential for fire to spread around the walls, if one gets started. Wall coverings such as posters or tapestries can only take up no more than 50% of a wall. All decorations must lay flat against the wall. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures. Residents are encouraged to use 3M-like hooks or tabs.
- No objects can be hung from the ceiling, from smoke detectors or from sprinkler heads.
- No poster or other student work should be left in the hallways. Nothing may be hung from the hallway ceilings.
- Nothing may be stored in the hallways, stairwells, or entrances to buildings. These items would obstruct passages in the case of an emergency. Examples include: bicycles, snow equipment, furniture, musical instruments, skis, boxes, motorcycles, wheelchairs, etc. Any items found will be confiscated and may be claimed by the owner through the Student Life Office.
- Residents cannot hang banners or signs on the exterior buildings. Product advertisement posted in residence hall windows must face inward. Painting rooms is not allowed. Fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall (e.g. gasoline, oil, turpentine).

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**FIRE ALARMS: ALL ALARMS SHOULD BE TREATED AS AN EMERGENCY.**

Students are required to read and understand all fire evacuation procedures located on the back of their residence hall room door. In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. You **MUST** remain outside the building and away from entrance eaves until the re-entry signal is given by Residential Education, Campus Safety or the Machias Fire Department. In all cases, the Machias Fire Department will be summoned to campus to inspect the residence hall. They will be assisted by the Student Life staff. Please note, residents are not allowed to return to the building once they have exited.

If you believe a resident is trapped in the building, please provide their name and location immediately to 911 or the professional staff member. **DO NOT RE-ENTER THE BUILDING!** The fire equipment provided in the residence halls (alarms, smoke and heat detectors, and extinguishers) are provided for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a local fire department official when in the building is subject to legal action. In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These items cannot be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

**Automatic sanctions for students found in violation of tampering with fire safety equipment** (smoke detectors, fire extinguishers, pull stations, etc.)

1st Offense	2nd Offense	3rd Offense
\$100 fine and placed on disciplinary probation	\$250 fine, removal from the residence halls	Disciplinary suspension from UMM

Tampering with fire safety equipment can cause harm to others, please consider the lives of others when making your decision.

#### FIRE ALARM DRILLS

For your safety and protection, fire alarm drills in the residence hall will be conducted once per semester. The purpose of fire alarm drills is to ensure the operation of the fire safety system and to practice evacuation procedures.

#### RESIDENCE HALL FIRE STATISTICS

The University takes all evidence of fires and burn marks very seriously. Each and every time a fire or burn markings are reported to UMM Facilities an investigation is done. For purposes of compliance with the Higher Education Opportunity Act of 2008, the University is instructed to report every incident which meets the following definition of a fire.

**For the purpose of fire safety reporting a fire is “any instance of open flame or other burnings in a place not intended to contain the burning or in an uncontrolled manner.”**

The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that require treatment at a medical facility, and value of property damage related to the Fire.

#### STATEMENT OF POLICY REFERENCING FIRE SAFETY LOG

Institutions which maintain on-campus student housing (residence halls), must maintain a written, easily to understand fire log that records, by date a fire was reported, any fire that occurred in a residence hall. This log must include the nature, date, time and general location of each fire. The institution must make an entry or an addition to an entry to the log within two business days of receipt of the information. The Fire Safety Log for the most recent 60-day period is available for public inspection, free of charge, to access this information please call (207) 255-1439.

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**ANNUAL FIRE SAFETY STATISTICS**

	2018			2019			2020		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Dorward Hall	0	0	0	0	0	0	0	0	0
Sennett Hall	0	0	0	0	0	0	0	0	0

**Cause of the fire(s):** N/A for 2020

**Number of deaths related to the fire(s):** N/A for 2020

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NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY: N/A FOR 2020

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VALUE OF PROPERTY DAMAGE RELATED TO THE FIRE(S): N/A FOR 2020

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Maine's Land Grant and Sea Grant University  
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