UNIVERSITY OF MAINE at FORT KENT
Campus Safety & Security Report
and Fire Safety Report for 2018
October 1, 2019

Introduction
The University of Maine at Fort Kent would like to welcome you to campus. This report is intended to provide you with essential information regarding the University’s security-related programs, services, policies, and statistics about the occurrence of crime 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. Every contact that is made with the community is an opportunity to educate on the responsibilities of being a productive member of the educational community.

The University is committed in its efforts to ensure that the campus remains safe and secure. To do so requires the cooperation and understanding of everyone at the University. We ask that everyone do their part to help protect yourself and others. Please carefully review this report and take notice of all the services available to you. Then make informed decisions in regards to your personal safety while here at the University of Maine at Fort Kent.

Questions concerning this document can be referred to Matt Morrin, Dean of Students, (207) 834-7562. To obtain a paper copy of this report contact Student Affairs at 23 University Drive, Fort Kent, ME 04743 or call (207) 834-7587. You can download a pdf of the report here: https://www.umfk.edu/student-affairs/affairs/security/

About this Report
Statistics must be compiled by the University on certain crimes when reported by a person to Student Affairs or a campus official with significant responsibility for student and campus activities. This report may also include certain crimes reported to the Fort Kent Police department(s) 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 report is made by October 1st of each year to enrolled students and current employees by electronic mail. The report is available at https://www.umfk.edu/student-affairs/affairs/security/. Notice to prospective students is made with the information included with application materials by the Admissions Office. Notice to prospective employees is made with information included with the application material by the Office of Human Resources.

Reporting of Criminal Actions or Emergencies
To report a crime or emergency on the University of Maine at Fort Kent campus you may call the City of Fort Kent Police Department by dialing 9-9-1-1 for emergencies from campus telephones. For non-emergencies, call (207) 834-6550. Crimes can also be reported in person to Student Affairs in Cyr Hall or by calling (207) 834-7587.

If you wish to have a crime included in the annual disclosure of crime statistics and want to remain confidential, you may report any crime to be included in this report anonymously via the UMFK Incident Reporting Form at https://cm.maxient.com/reportingform.php?UnivofMaineSystem&layout_id=14&promptforauth=true.

The University works collaboratively with the Fort Kent Police Department as the primary responder to campus emergencies, crime reporting, and educational opportunities for the campus. The University encourages accurate and prompt reporting of all crimes to Student Affairs, the City of Fort Kent Police Department and/or other appropriate law enforcement agencies, when the victim of a crime elects to, or is unable to, make such a report. The Fort Kent Fire & Rescue Department (FKFD) responds to any fire alarms, reported fires, and provides ambulance service to the campus.
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 with a key to the residents. 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. In addition, all residence hall exterior doors are monitored by video surveillance cameras, with all activity at these doors recorded and stored for a limited time.

The University is committed to maintaining a safe level of exterior lighting. Facilities Management routinely surveys existing lights, ensures the maintenance of the existing lights, and makes suggestions for additional illumination. Members of the campus community are encouraged to report any exterior lighting deficiencies to the University’s Facilities Management Department at any time by calling (207) 834-7670. Exteriors doors on campus buildings are locked and secured each evening.

Notification about Reported Crimes on Campus
In an effort to provide timely notice to the University community, and in the event of a serious incident which may pose an on-going threat to community members, a Crime Alert is sent to all students and employees on campus. Crime alerts and updates to the University community about any particular case may be distributed via blast email and/or text message, and posted on the main page of the UMFK. Crime Alert posters may be posted by the University in campus buildings when deemed necessary. When Crime Alert notices are posted in campus buildings, they are printed and posted in the lobby/entrance area and bulletin boards.

Crime Reporting
Considerable effort is made to advise members of the University community of campus crime and crime-related problems. These efforts include the following:
1. Anonymous Reporting,
2. Special Alerts and Timely Emergency Notifications: If we have criminal or hazardous activity that requires timely notice in order that our community be well informed of dangerous or potentially dangerous situations, the University officials and others have developed a comprehensive, multi-layered communication system for use in the event of a campus emergency.
3. World Wide Web page: www.umfk.edu

Emergency Response
When a significant emergency or dangerous situation involving an immediate threat to the University community is confirmed, the University will activate the appropriate elements of its emergency communications protocol. The University is committed to immediate notification of emergency situations, with decision-making rooted in the primary consideration of the community’s safety.

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

The Emergency Management Team encourages faculty, staff and students to become familiar with the training resources available on the following webpage: https://mycampus.maine.edu/group/umfk/be-prepared-get-trained.

Evacuation Procedures
Be Prepared:
By the exit door of campus rooms or offices there should be evacuation maps and instructions. (If not, call facilities at x7670). Become familiar with the posting and follow the instructions. Locate and become familiar with the nearest fire alarm pull station.

In the event of an evacuation order, a member of the emergency management team or an evacuation assistant will direct you to a designated Emergency Assembly Area (EAA). All building occupants including both commuter and
residential students should report to the EAA until cleared to leave campus, return to residence halls or return to the evacuated building. In all cases, fire/emergency access lanes into and out of campus and individual buildings MUST remain free of traffic or congestion.

Alert Others:
If you are the person that detects the emergency you should verbally warn others in the area, go to the nearest pull station, pull the lever, leave the building and call 911 from a safe place. (9, 911 from a campus phone.)

Use of Emergency Equipment:
Do not use any fire extinguisher and do not re-enter the building until the Fire or Police department or an emergency management team member has indicated it is safe to return. Only individuals who are specifically trained should use emergency equipment.

For Further Information:
Contact your supervisor or call Facilities Management at 834-7670.

Emergency Notification and Response Procedures
UMFK students, faculty and staff should make sure their MaineStreet information is current, and kept up to date. E2Campus, a web-based messaging service that provides timely and accurate information will be used in the event of a campus-wide emergency. The system allows for phone and email message delivery to home, office or cell phones; and to personal or office email accounts. To update your contact information please go to the E2Campus portal. Phone and email messages will be delivered through the E2Campus system to your home, office or cell phones; and to your personal or your business email accounts.

The University of Maine at Fort Kent utilizes an emergency siren system to alert the campus and the nearby community of emergencies and threats to life and safety. If the campus Emergency Warning System siren sounds, please remain calm and listen for the message that follows for further information on how to proceed. The siren is sounded only during major emergencies. When a UMFK community member hears the siren (3 blasts), he/she should listen to the message and follow instructions, seek information from a variety of sources, and wait for an “all clear” (1 blast) siren or message. The siren system serves the purpose of notifying the UMFK community instantly if a major emergency is occurring on campus.

When the siren sounds (3 blasts), university officials post information about the emergency as soon as possible. This information is posted via email, text messages and the main page of the UMFK website (www.UMFK.edu). These messages are broadcasted using Blackboard Connect.

The siren is activated by a member of the campus emergency management team. The siren is only activated in major emergencies affecting the campus that require UMFK community members to take some form of action for their safety. Example incidents in which the siren could be activated include (but are not limited to) bomb threat, shooter on campus, extreme weather, and chemical spills.

In order to maintain the siren and ensure it is in working order, it must be tested on a regular basis. The UMFK siren system is fully tested annually on a pre-announced date. These tests are publicized in advance to both the UMFK community and to surrounding neighbors.

Additionally, the siren undergoes a monthly "growl test". During a "growl test," the siren is sounded at a very low volume to ensure it is in working order.

Security Awareness and Crime Prevention Programs
Security awareness and crime prevention programs are a critical part of UMFK's effort to provide a safe campus 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 Fort Kent:

1. Printed Materials: Sexual assault and sexual harassment brochures are available to all students, faculty, and staff. Throughout the year, this type of awareness information is available in the Student Affairs and
Human Resources Offices and at advertised distribution sites. In addition, safety and awareness tips are included in the student handbook. This information is also available on the UMFK website.

2. Educational Programs: A variety of programs are offered for both commuters and students living in the residence halls. Throughout the year the University offers a variety of programs, including safety awareness meetings, sexual assault and date rape prevention, fire and chemical safety presentations, and alcohol and drug awareness programs. Prevention is stressed but response to these concerns is also an important consideration.

**Alcohol and Substance Abuse Policies**
The University of Maine at Fort Kent views alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes a booklet annually 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. This publication is available at this link: [http://staticweb.maine.edu/wp-content/uploads/2017/08/AlcoholDrugs_WEB-2017.pdf?0fa197](http://staticweb.maine.edu/wp-content/uploads/2017/08/AlcoholDrugs_WEB-2017.pdf?0fa197)

**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 Police Department or at the State of Maine Sex Offender Registry at [http://sor.informe.org/sor/](http://sor.informe.org/sor/).

**Missing Student Notification**
If a student has been missing for 24 hours, please contact Student Affairs at (207) 834-7487.

Any missing student report shall be referred immediately to Student Affairs who will work with the local law enforcement agency that has jurisdiction in the area. If a student residing in the residence halls goes missing, the person(s) noticing that absence may report that concern to a Resident Assistant or the Director of Residence Life & Leadership, who will in turn, contact the Dean of Students.

Each student may identify a contact person or persons whom the University shall notify within 24 hours of the determination that the student is missing, if the student has been determined missing by UMFK or the local law enforcement agency. Your contact information will be registered confidentially and will be accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If a student is under 18 years of age and not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The University will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

**Dating Violence, Domestic Violence, Sexual Assault and Stalking**
The University is committed to providing a safe environment which promotes the dignity and worth of each member of the community. For this reason, the University will not tolerate dating violence, domestic violence, sexual assault or stalking in any form.

The University will conduct educational programs to promote awareness of dating violence, domestic violence, sexual assault and stalking. This will include primary prevention and awareness programs for incoming 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.
The University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined by federal Clery regulations as follows:

**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—
(A) By a current or former spouse or intimate partner of the victim;
(B) By a person with whom the victim shares a child in common;
(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
(D) 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
(E) 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—
(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

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" means 2 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**

1. A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:
   A. The other person submits as a result of compulsion.
   B. The other person, not the actor's spouse, has not in fact attained the age of 14 years.
   C. The other person, not the actor's spouse, has not in fact attained 12 years of age.

2. A person is guilty of gross sexual assault if that person engages in a sexual act with another person and:
   A. 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.
   B. The actor compels or induces the other person to engage in the sexual act by any threat.
   C. The other person suffers from 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.
   D. The other person is unconscious or otherwise physically incapable of resisting and has not consented to
      the sexual act.
   E. 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.
   F. 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.
   G. 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.
   H. The other person has not in fact attained the age of 18 years and the actor is a parent, stepparent, foster
      parent, guardian or other similar person responsible for the long-term care and welfare of that other person.
   I. 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.
   J. 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.
   K. 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.
   L. 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 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:

A. The other person has not expressly or impliedly acquiesced in the sexual touching.
B. The other person is unconscious or otherwise physically incapable of resisting and has not consented to the sexual touching.
C. 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.
D. 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.
E. 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.
F. 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.
G. The other person is in fact less than 18 years of age and the actor is a parent, stepparent, foster parent, guardian or other similar person responsible for the long-term general care and welfare of that other person.
H. The other person submits as a result of compulsion.
I. 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.
J. 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 other official in the school district, school union, educational unit, school, facility or institution in which the student is enrolled.
K. 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.
L. 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.
M. 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 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.

A person is guilty of sexual abuse of a minor if:
A. 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.
A-1. The person violates paragraph A and the actor knows that the other person is related to the actor within the 2nd degree of consanguinity.
A-2. The person violates paragraph A and the actor is at least 10 years older than the other person.
C. 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 other official in the school district, school union, educational unit, school, facility or institution in which the student is enrolled.
D. The person violates paragraph C and the actor knows that the student is related to the actor within the 2nd degree of consanguinity.
E. The person violates paragraph C and the actor is at least 10 years older than the student.
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:

   A. The actor intentionally or knowingly engages in a course of conduct directed at or concerning a specific person that would cause a reasonable person:
      (1) To suffer serious inconvenience or emotional distress;
      (2) To fear bodily injury or to fear bodily injury to a close relation;
      (3) To fear death or to fear the death of a close relation;
      (4) To fear damage or destruction to or tampering with property; or
      (5) To fear injury to or the death of an animal owned by or in the possession and control of that specific person.

**Consent**
It is not consent to sexual activity if:

   A. The injury inflicted or the injury threatened was such as to endanger life or to cause serious bodily injury;
   B. The conduct and the injury are not reasonably foreseeable hazards of joint participation in a lawful athletic contest or competitive sport; or
   C. The conduct and the injury are reasonably not foreseeable hazards of an occupation or profession or of medical or scientific experimentation conducted by recognized methods, and the persons subjected to such conduct or injury have not been made aware of the risks involved prior to giving consent.
   D. It is given by a person who is declared by a statute or by a judicial decision to be legally incompetent to authorize the conduct charged to constitute the crime, and such incompetence is manifest or known to the actor;
   E. It is given by a person who, by reason of intoxication, physical illness, mental illness or mental defect, including, but not limited to, dementia and other cognitive impairments, or youth, is manifestly unable, or known by the defendant to be unable, to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the crime; or
   F. It is induced by force, duress or deception or undue influence.

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

**Information on Risk Reduction**
*Risk reduction* means options designed to decrease perpetration and bystander inaction, and 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 consider calling Student Affairs at (207) 834-7587 and/or local law enforcement at 911 or 9-911 from an on-campus phone. The Deputy Title IX Coordinator, Vicki Daigle, Residence Life staff, and Student Affairs can help with housing arrangements.
- 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 your campus Health 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.
- 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 even 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;
- 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. University counseling services have employees who are specially trained
  to assist students with recovery and healing. CIGNA EAP services are available for employees at (877) 622-4327
- 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 the
University. A report can be made under this 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. Reporting the incident, however, 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 this 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 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 Senior Human Resources Partner & Title IX Coordinator is the person on your campus, or in the System Office,
responsible for the University’s overall compliance and response to incidents of sexual assault, sexual harassment
and sex discrimination in general.

How and Where to File a Complaint
1. 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 Senior Human Resources Partner & Title IX Coordinator at
   (207)581-5857.

   Upon receiving a complaint or report of dating violence, domestic violence, sexual assault and stalking by a
   University employee, Senior Human Resources Partner & Title IX Coordinator will assess the complaint or
   report and will follow the procedures described in the University of Maine System Equal Opportunity
   Complaint Procedure. The Senior Human Resources Partner & Title IX Coordinator will provide the
   complainant with information about options for informally resolving a complaint and formal investigation
   of a complaint. Mediation is never appropriate in sexual assault cases. The Title IX Coordinator 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.

2. Complaints or Reports of Students’ Conduct
   All complaints or reports relating to dating violence, domestic violence, sexual assault and stalking by a University student should be made to Student Affairs who will notify the Title IX Coordinator of the complaint or report.

   Upon receiving a complaint or report of dating violence, domestic violence, sexual assault and stalking by a University student, Student Affairs will assess the complaint or report and follow the procedures described in the University of Maine System Student Conduct Code. Student Affairs will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. Mediation is never appropriate in sexual assault cases. Student Affairs 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 Student Conduct Code, the Student Conduct Officer may initiate and supervise investigations of dating violence, domestic violence, sexual 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 Respondent and the Complainant in writing of the Officer’s decision on whether charges will be filed. The Officer shall conduct a hearing or may forward the matter to a Student Conduct Committee for a hearing. The Student Conduct process normally will be concluded within sixty (60) days of receiving the 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.

3. Complaints or Reports of Third Parties’ Conduct (Campus Guests, Vendors, Contractors, etc.)
   All concerns regarding dating violence, domestic violence, sexual assault and stalking by third parties such as vendors, contractors and campus guests should be made to Senior Human Resources Partner & Title IX Coordinator at (207) 581-5857. 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 never appropriate in sexual assault 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 process is completely independent of any criminal or civil investigation and adjudication regarding the same incident.

   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, and stalking, and how to conduct an investigation and hearing process that protects the safety of all individuals and promotes accountability.

   The complainant and the respondent 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.
In the investigation and decision-making processes for all complaints of sexual assault, domestic violence, dating violence or stalking made under this policy, both the complainant and the respondent 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 non-disclosure agreement in writing or otherwise regarding the final results of the institutional disciplinary proceeding.

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

A. **Assigned Educational Projects:** This may include research projects, reflective essays, counseling assessments, sanction seminars or other related assignments intended to promote learning.

B. **Community Service:** The type of service may be related to the nature of the violation.

C. **Deferred Sanction:** A specific period of time during which a Respondent’s continued enrollment or housing contract at the University is clearly in jeopardy. Any further violation of the Code during that time will minimally result in the imposition of the deferred sanction and any additional sanctions deemed necessary.

D. **Disciplinary Dismissal:** Permanent separation (subject to the right of review after five years) from the University.

E. **Disciplinary Probation:** A period of time when a Respondent is under closer scrutiny of the University. It may include the loss of one or more privileges.

F. **Disciplinary Suspension:** Separation from the University for a stated period of time and/or until a stated condition(s) is met.

G. **Fine:** Payment of money. Respondents who are unable to pay may discuss alternate payment arrangements.

H. **Loss of Contact with a Specific Person(s):** With this sanction, the person may not initiate direct or indirect contact with a specified person(s).

I. **Loss of Visitation Privileges:** This loss of visitation may be to any designated area(s) of campus.

J. **Official Warning:** Official acknowledgment of a violation and the expectation that it will not be repeated.

K. **Removal from University Housing:** Removal from a particular hall or all housing.

L. **Restitution:** Restitution, up to the replacement value of the items damaged, stolen, removed or used without authority and damages incurred.

M. **Such other action as the Committee or Officer may reasonably deem appropriate (e.g., suspension of an organization’s official campus recognition or suspension of a student from an extracurricular activity).**

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 or stalking are:

A. Oral Warning

B. Written Warning

C. Suspension

D. Termination

E. Such other action as the University may reasonably deem appropriate.

**Options Regarding Law Enforcement**

An individual who has experienced sexual assault, 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:

1. Notify law enforcement authorities, including on-campus and local police;
2. Be assisted by campus authorities in notifying law enforcement; or
3. 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. Complainants 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 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 Student Affairs and the Senior Human Resources Partner & Title IX Coordinator 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 reports or timely warning notices.

The University shall maintain as confidential any accommodations or protective measures provided to the complainant or another party, 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.

**Support Services and Interim Measures**

Whether or not an individual who has experienced dating violence, domestic violence, sexual assault 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 order; changing class or work schedules; changing transportation; financial aid accommodations; and other academic and/or employment accommodations and support. 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. The University 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 must make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement.

**Crime Statistics**

The University 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 Student Affairs at (207) 834-7587.

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<thead>
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<th>Crime Or Offense</th>
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<th>Residence Halls</th>
<th>Public Property</th>
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(September 30, 2019)

**Fire Safety Report**