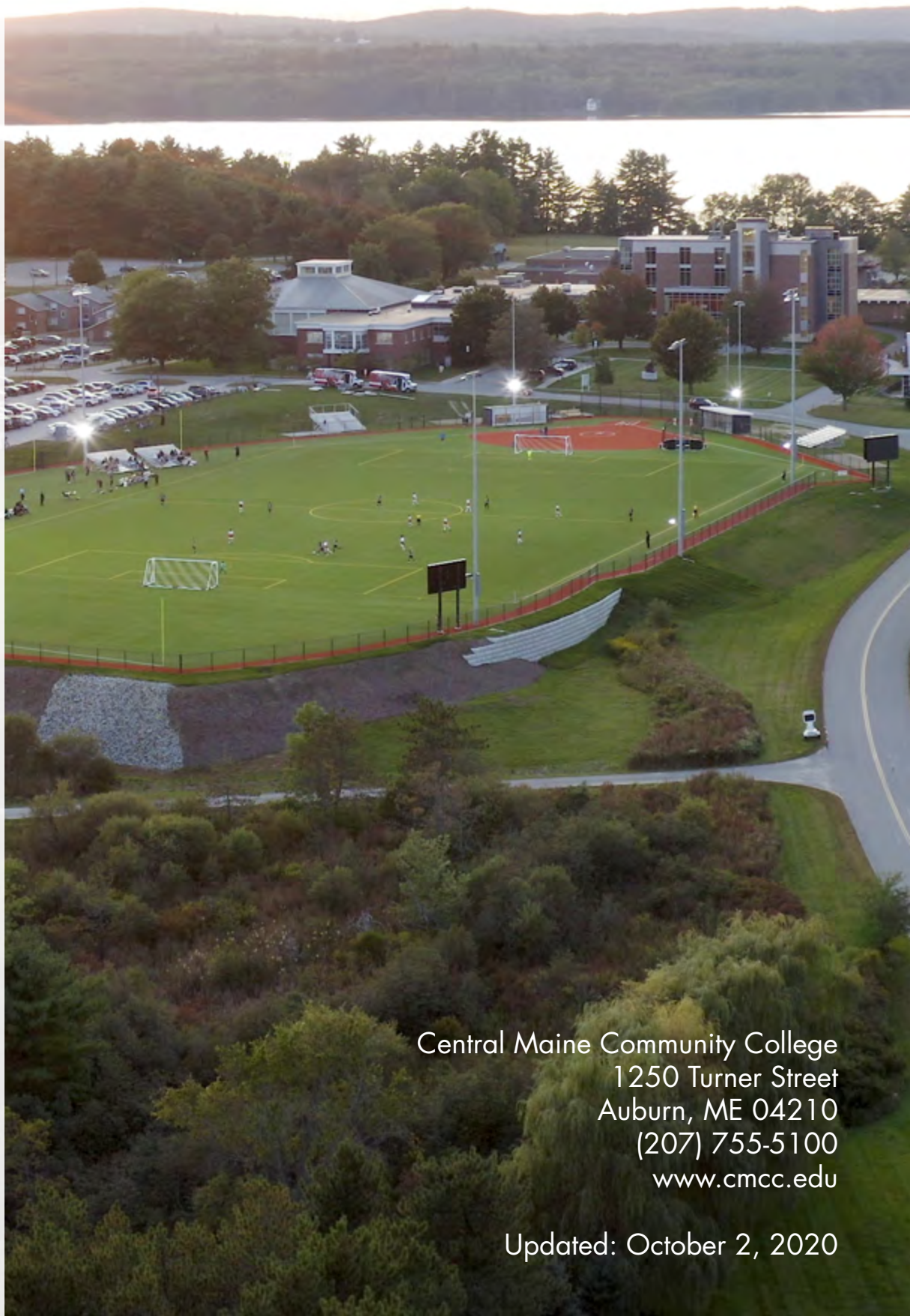


ANNUAL SAFETY AND SECURITY REPORT

Information for the 2020—2021 Academic Year



Central Maine Community College
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Auburn, ME 04210
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Updated: October 2, 2020



ONLINE ACCESS

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of this report online
at:**

cmcc.edu/clery

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CLERY ACT

Annual Safety and Security Report

The Central Maine Community College (CMCC) Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), the Higher Education Opportunity Act of 2008, and the Violence Against Women Act (VAWA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. The statistics include crimes reported directly to local law enforcement agencies and to "campus security authorities." Campus security authorities are defined by the Clery Act as college officials who have "significant responsibility for student and campus activities, including, but not limited to, student services, residence life, and the campus safety and security team. The report also includes institutional procedures concerning campus safety and security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. These processes are reviewed annually to assess their effectiveness and compliance with applicable statutes.

The full text of this report is available online at [**www.cmcc.edu/clery**](http://www.cmcc.edu/clery).

OVERVIEW

The following policies and procedures are provided as part of CMCC's commitment to safety and security on campus and are in compliance with the Clery Act of 1998. CMCC is a public college located in Auburn, Maine, and is one of seven campuses that comprise the Maine Community College System (MCCS). There are approximately 3100 students currently enrolled at the College, which employs approximately 150 faculty and staff members. Recent steps taken to improve security on the campus include enhanced lighting in the parking areas, room identification in all windows, increased presence of safety and security officers, and active shooter training. The College now has an official "Emergency Response Team" comprised of key campus administrators and a notification system that includes 911-to-text software that alerts all members of the team whenever a 911 call is made from the campus.

Perhaps the most significant step the College has taken occurred in 2018 with having a sworn officer from the Auburn Police Department (APD) on campus on those days when classes are in session. Also adding significantly to the campus' overall sense of security are the College's own uniformed safety and security team, comprised of students in a Criminal Justice program. This team is trained and supervised by a law enforcement professional who works with both the APD and CMCC. The campus security team work closely and cooperatively with the APD and the Auburn Fire Department (AFD). The safety and security officers do not carry weapons and cannot make arrests but will contact the APD if such action is required.





CLERY ACT REPORTING

Publication of this annual report is mandated by federal law. The annual crime statistics were compiled by the campus security supervisor, the director of housing, athletics, and security and the dean of Student Services. Information was provided by the APD and the AFD, from Student Services, Human Resources Office, and relevant local and state police agencies. The College's yearly crime statistics are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the Federal Bureau of Investigation (FBI) for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to local law enforcement agencies and to "campus security authorities" or designated campus officials. Additionally, these statistics include people referred for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including liquor and drug law violations and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by the College, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported.

The crime statistics tables are reflective of the requirements mandated by federal law for compiling this report. The annual crime statistics compiled in this report originate with the data kept by CMCC Safety and Security Office, Student Services, Title IX Office, and Human Resources Office. A crime log is available for public review by contacting Scott Watkins at swatkins@cmcc.edu.

REPORTING OF AN EMERGENCY OR A CRIME

Victims or witnesses of a crime should contact the appropriate CMCC staff members or the APD as soon as they are aware that a crime has been or is being committed on or near campus. At the student’s request, officers or administrators will assist in this notification.

Crime and emergencies can be reported by contacting any of the following authorities, 24 hours a day.	
Dial 911	Report emergencies or non-emergency criminal violations from a public, university building or residence hall phone or cell phone.
Campus Security Team	(207) 212-8566 - Report emergency or non-emergency or request for Campus Security
Off-Campus Police Departments	Auburn Police Department Non-Emergency (207) 784-7331
	State Police – (800) 442-6305
In Person Reports	Auburn Police Department Non-Emergency (207) 784-7331
Poison Control Center	(207) 871-4720
Ambulance Services	(800) 482-0730
You may be asked to complete an Incident Report Form which can also be used to report an accident or injury.	



CMCC CAMPUS RESOURCES

CMCC Campus Resources	
Counseling Services	To schedule an appointment with a counselor, contact Student Services at (207) 755-5290 or email studentservices@cmcc.edu .
Title IX Coordinator	Dean of Student Services Nicholas Hamel (207) 755-5284
Student Code of Conduct	Associate Dean of Student Services Grimes Williams (207) 755-5290
Disability Coordinator	Jennifer Lyons (207) 755-5277 disabilityservices@cmcc.edu
Financial Aid	(207) 755-5328 finaid@cmcc.edu
Mental Health Crisis Hotline	24/7 Crisis Services (888) 568-1112
Equal Opportunity Officer	Mary LaFontaine (207) 755-5396

CMCC Off Campus Resources	
St. Mary's Regional Medical Center 93 Campus Ave Lewiston, ME 04240	(207) 795-2200
Central Maine Medical Center 300 Main St Lewiston, ME 04240	(207) 777-6000
Mental Health Counseling Community Clinical Services 100 Campus Ave Lewiston, ME 04240	(207) 777-8899
Legal Assistance Pine Tree Legal Services 95 Park Street, 3rd Floor Lewiston, ME 04243	(207) 784-1558
Victim Advocacy Sexual Assault Prevention & Response Services Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison	(800) 871-7741
Visa and Immigration Assistance	(703) 603-3400 sevp@ice.dhs.gov

CAMPUS CRIME ALERTS

CMCC is committed to promoting a safe and secure environment for all members of the college community. In compliance with the Clery Act, the College will provide a timely warning (Campus Crime Alert) to the college community of any criminal activity that represents a continuing threat to that community.

The need for Campus Crime Alerts to the campus community are determined by an analysis of the nature of the crime, the continuing danger to the campus community and any possible risk of compromise to ongoing law enforcement efforts.

Campus Crime Alerts will be promptly and properly disseminated to the college community and other entities deemed relevant, through the College's RAVE emergency notification system, college website, electronic mail, student mobile app, posters and flyers, and/or any other means that are available and appropriate.





SAFETY PROGRAMS AND PROMOTING CRIME PREVENTION

Crime prevention at CMCC is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. The College conducts crime prevention programs beginning at New Student Orientation and upon request to educate the CMCC community on measures the community can take to reduce the chances of becoming a victim of crime.

Crime prevention programs for resident students are provided at the beginning of each semester and then arranged on an as-needed basis by residence staff. In addition, a campus safety tips brochure is provided during residence hall orientation and consists of crime prevention and personal safety tips. The resident directors of each hall are responsible

for student safety programming, safety related room inspections, and trains staff on proper emergency procedures.

The campus safety and security officers provide escort services upon request to all students and employees. Students can access the red emergency phones located throughout the campus.

The residential life staff is given security training during the week prior to school opening and is given refresher training during weekly staff meetings. Security is always a topic of concern among the staff because of the remoteness of the campus and the general complacency that can occur when serious incidences do not often happen. All members of the residence life staff are certified in first aid and CPR.

OFF CAMPUS CRIME

The Auburn Police Department has primary jurisdiction for law enforcement services to college provided off-campus residences. Off-campus student violations of the law or the Student Code of Conduct are addressed by the Student Code of Conduct policy. The campus Safety and Security team works collaboratively with the APD and frequently exchange information when appropriate.

REPORTING SUSPICIOUS ACTIVITY

Students and employees are urged to contact CMCC personnel and/or the APD if they notice unusual, suspicious or criminal activity. Suspicious individuals should be reported to Safety and Security, especially if they are seen:

- Attempting to enter a residence hall or a student's room
- Entering an office or lab without apparent purpose
- Loitering in a parking lot, near residence halls or offices, or in possession of two bicycles or bicycle parts
- Trying to forcibly enter a car, window or door
- Attempting to solicit funds
- Acting in a loud, disruptive or threatening manner

VOLUNTARY AND CONFIDENTIAL CRIME REPORTING

If any CMCC student or employee is a victim of a crime and does not want to pursue action through the criminal justice system, they may still make a confidential report. Any staff member in Student Services, Housing and Residence Life (including resident directors or resident assistants), or campus safety and security officers can file a report on the details of the incident without revealing the student or employees' identity or the identity of others. In addition, the professional counselors on campus may inform students they are counseling that confidential crime reporting is available. Please contact Student Services at (207) 755-5293 for more information or to schedule an appointment.

The purpose of a confidential report is to allow the College to take steps to ensure the future safety of our students. With this information, the College can keep accurate records of the number of crimes involving students on campus, determine if there is a pattern of crime, and alert the campus community of potential danger. Reports of crimes filed in this manner are counted and disclosed with the College's annual crime statistics report.

FIREARMS

In accordance with the policy of the **Maine Community College System**, no person (except law enforcement acting in their official capacity) may possess a firearm on the CMCC campus. This prohibition includes residence halls and motor vehicles parked on college property.

BUILDING MAINTENANCE, SECURITY, AND ACCESS

Most campus buildings and facilities are accessible to the campus community, guests, and visitors during normal business hours. Most exterior doors on campus buildings are locked and secured after normal operating hours. Buildings are also open on weekends and holidays on an as-needed basis.

Residence halls require a CMCC identification card or assigned key at all times for entrance. Only CMCC residential students and signed in visitors may gain access beyond the interior checkpoint into the living area. Visitors to the residence halls must be escorted by their resident host at all times, including while in the resident's room. Visitors are considered overnight guests if they are in the residence hall between 11:00 pm and 8:00 am.

Residents must sign in overnight guests at either Fortin Hall or Rancourt Hall front desk prior to 11:00 pm on the night they are staying. In addition to being signed in and personally escorted by a resident, visitors and overnight guests must present a valid form of identification and sign the guest log at the either Fortin Hall or Rancourt Hall front desk. Residents are responsible for the behavior of their visitors and overnight guests while they are on campus and can be held responsible for any violations committed by them of the Student Code of Conduct (found in the Student Handbook) or Residence Hall Agreement. Any problems with the residence hall access control system should be reported to the respective resident assistant/resident director.

CMCC is committed to maintaining a safe environment for students, faculty, and staff that extends to maintenance issues such as campus landscaping, lighting, and door locks. Key staff members, facilities maintenance staff, and our evening security officer routinely check the campus for maintenance, safety, and security issues. All members of the campus community are encouraged to report any issues such as exterior lighting deficiencies to Student Services located in Jalbert Hall or by calling the director of athletics, housing, and security at (207) 755-5251.





CAMPUS SAFETY AND SECURITY AUTHORITY

College officials have the authority to ask persons for identification and to determine whether individuals have lawful business at CMCC. (Campus safety and security officers have the authority to issue parking tickets which are billed to the financial accounts of students.) No CMCC personnel are authorized to arrest. Criminal incidents are referred to the APD who have jurisdiction at CMCC, and to the dean of student services for possible disciplinary action. In addition to the regular presence of an APD officer on campus, CMCC has a memorandum of understanding (MOU) with the APD and maintains a highly professional working relationship between the campus security team and the police department. All crime victims and witnesses are strongly encouraged to immediately report any crime to student services and/or the APD. Prompt reporting will ensure communication of Campus Crime Alerts to the campus community and the accurate disclosure of Clery Act crime statistics.

When a CMCC student is involved in an off-campus offense, campus officials may assist with the investigation in cooperation with the local police department. The APD routinely works and communicates with the CMCC Safety and Security team and Student Services on incidents occurring on-campus, in the immediate neighborhood and business areas surrounding our campus.

EMERGENCY RESPONSE PLANNING

Emergency situations on the CMCC campus are responded to by the Auburn Police Department and/or the Auburn Fire Department.

Depending upon the situation, other emergency services may be provided by the community in which the campus is located as well as county, state, and federal emergency response services. Emergency procedures and notification methods are reviewed and tested annually.

Questions pertaining to emergency procedures should be referred to the director of athletics, housing and security at (207) 755-5251. Specific questions about disabilities should be referred to the disabilities coordinator at (207) 755-5277.



EVACUATION PROCEDURES

The decision to immediately evacuate buildings or the entire campus will be made by the president (or her designee) in coordination with the college leadership team. However, in the case of a fire, building evacuation will begin immediately upon sounding of the alarm without waiting for the order from campus staff. CMCC has various systems in place for communicating information quickly that may include audible and visual alarms in each building, telephones, email, the CMCC website, and/or verbal directives that will be used for notification to evacuate.

Evacuation of the College will generally fall into two categories:

- Limited evacuation of a building or designated area
- General evacuation of the entire campus

In general, you should know evacuation routes from your office or classrooms throughout the campus.

Buildings

- If the fire alarm is activated, leave the building immediately; do not assume it is a false alarm
- Assist people with disabilities and special needs in exiting the building
- Do not return for personal items, except for identification if safe to do so
- Do not go into the restrooms
- Do not use the elevators
- Direct visitors or anyone needing assistance to stairwells and exits
- When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for
- If faculty, assure that all students in

attendance in class that day have evacuated

- If a department head, make sure that all staff present that day are accounted for and visiting students have been evacuated

Campus Evacuation

If the campus is evacuated:

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

Evacuation of Persons with Special Needs

All persons at CMCC, including those with special needs, must prepare for emergencies ahead of time. CMCC recommends that all persons with disabilities or other special needs ask a co-worker, friend or fellow student to provide assistance if an emergency develops. This “evacuation assistant” should be informed about what disabilities you have and how he or she can best help you.

If you are unable to leave the building due to a physical disability:

- Go to the nearest area where there are no hazards
- Contact campus staff for assistance by telephone ((207) 755-5251 or (207) 212-8566) or use other means to advise them of the situation
- Be sure to give them the building and room number so they can send help to you
- If possible, signal out the window to on-site emergency responders
- Try to establish a “buddy” system to have someone ready to assist you

To assist visually impaired persons:

- Announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert people with hearing limitations:

- Turn lights on/off to gain the person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions
- To evacuate people using crutches, canes, or walkers:
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move the person, or
- Help carry the individual

To evacuate people using wheelchairs:

- Non-ambulatory persons' needs and preferences vary. Individuals at ground floor locations may exit without help
- Others have minimal ability to move—lifting may be dangerous
- Some may have respiratory complications. Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- If needed, contact the director of housing, security, and athletics at (207) 755-5251, (207) 212-8566, or dial 911. Give building and room number.
- Consult with the person to determine best carry options only as a last resort, otherwise wheelchair users should shelter in place and await professional assistance
- Reunite the person with the chair as soon as it is safe to do so





DRUGS AND ALCOHOL

The use, possession, sale or distribution of alcoholic beverages or illegal drugs is prohibited on college property or at college related events, as is being under the influence or knowingly in the presence of drugs or alcohol while on college property or at college-related events under the Student Code of Conduct. Individuals who violate this policy and/or federal or state law, including laws and policies pertaining to underage drinking, risk institutional sanctions, including dismissal from the College and/or legal action.

CMCC prohibits the possession or use of illegal drugs or alcohol on the campus, property owned or controlled by CMCC, or as part of any activity of CMCC. Legal possession or consumption of alcohol on campus may be granted by obtaining the prior written approval from the college president. Students, staff, faculty, or visitors are prohibited from attending their work and/or learning environments under the influence of alcohol or illegal drugs. Doing so would not only negatively affect the individual's learning, performance, and safety, but also that of the people around them and the college community as a whole. Individuals who violate this policy and/or federal or state law risk institutional sanctions, including dismissal from the College and/or legal action. For more information about drug and alcohol policies on campus, please consult the Maine Community College System Alcohol & Drugs Policy (804).

Alcohol and substance abuse negatively impairs health and life quality. Local, state, and federal laws prohibit the underage, unlawful possession, use, sale or distribution of alcohol and drugs. In support of all local, state, and federal laws, CMCC's Student Code of Conduct and employment policies enforce alcohol and drug laws

While CMCC does not offer substance/alcohol abuse programs, professional and confidential counseling is available to students on campus through an agreement with St. Mary's Health Services of Lewiston. Please contact Student Services at (207) 755-5293 for more information or to schedule an appointment.

Students (who have alcohol or other substance abuse issues) are also strongly encouraged to contact their medical provider or, if in crisis, the Maine Statewide Crisis Hotline at (888) 568-1112. Students may also request that Student Services staff make this contact for them.

Clery Act Crime Statistics

Student housing numbers are also included in the on-campus category

Criminal Offenses	2017					2018					2019				
	On-Campus		Public Property	Non-Campus	Total	On-Campus		Public Property	Non-Campus	Total	On-Campus		Public Property	Non-Campus	Total
	On-Campus	Student Housing				On-Campus	Student Housing				On-Campus	Student Housing			
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	1	0	0	1	0	0	0	0	0	1	1	0	0	1
Fondling	0	0	0	0	0	3	2	0	0	3	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	1	1	0	0	0	1	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
ARRESTS															
Weapons; Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS															
Weapons; Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	1	1	0	0	1	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	1	1	0	0	1	1	1	0	0	1

Unfounded Clery Act Crimes

2019: No unfounded crimes.

2018: No unfounded crimes.

2017: No unfounded crimes.

Hate Crime Reporting

2019: 2 hate crimes reported.*

2018: No hate crimes reported.

2017: No hate crimes reported.

**Two on-campus characterized by gender identity bias.*



VIOLENCE AGAINST WOMEN ACT (VAWA) RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

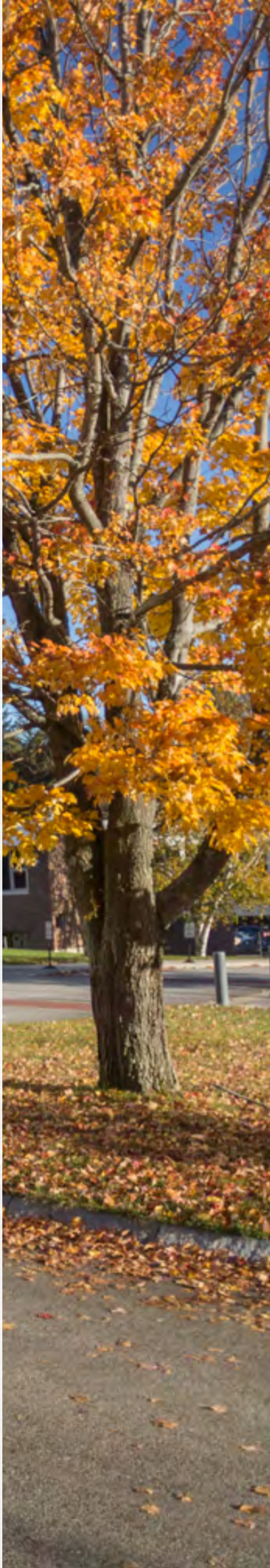
Sex discrimination and sexual misconduct in the form of hostile work environment, sexual harassment, domestic violence, dating violence, stalking, sexual violence (rape, sexual assault, and sexual abuse), and gender/sex-based harassment or discrimination, represent conduct that is prohibited by CMCC/MCCS policy as those terms are defined for purpose of the Clery Act and in accordance with Title IX.

This section of the report informs the campus community of CMCC programs designed to address domestic violence, dating violence, sexual assault and stalking. This section also includes the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, when it is reported to a university official.

CMCC provides intentional programs and campaigns intended to prevent or end dating violence, domestic violence, sexual assault and stalking. Training programs for all new students consist of prevention engagement during New Student Orientation and includes definitions of terms, prevention strategies, and victim resources both on and off campus. New employees are required to complete online training on sexual assault, domestic violence, dating violence and stalking.

Risk reduction training consists of self-examination of healthy choices and dangers in contextual situations where domestic violence, dating violence, sexual assault and stalking occur. This training includes risk assessment and awareness. Further support resources are provided for students in both on-campus and off-campus context.

Active bystander training is addressed in New Student Orientation and training campaigns throughout the year. Residential students receive active bystander training throughout the year with active bystander messages posted around campus to maintain awareness of the training and role of active bystanders in keeping the CMCC community safe.



PROCEDURE ON SEXUAL ASSAULT

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the APD, the director of athletics, housing, and security, or the dean of student services. Reports made to the director of housing, athletics, and security are shared with the dean of student services for disciplinary review or action.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the Sexual Assault Crisis Center by calling (800) 871-7741.

CMCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct and are prompt, fair, and impartial. The College's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings. For further information about the disciplinary system, contact the Dean of Student Services at (207) 755-5284.

PROTECTION ORDERS

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

COLLEGE PROCEDURES FOR INVESTIGATING AND RESOLVING A TITLE IX COMPLAINT

Below is a summary of the process for allegations that meet the Title IX definition of sexual harassment. Allegations that meet Title IX definition must contain:

- Alleged conduct that constitutes sexual harassment if proved;
- Alleged conduct was against a person in the United States;
- Alleged conduct was against a person participating, or attempting to participate, in a CMCC educational program or activity; or
- Alleged conduct was at a CMCC location, during a CMCC activity or program, or when CMCC had substantial control over both the respondent and the context.

Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person. Reports should be made to the Title IX coordinator, Nicholas Hamel at nhamel@cmcc.edu or (207) 755-5284.

If allegations meet that Title IX definition, then the ensuing investigation and resolution of a Title IX complaint will include the following elements:

- Supportive measures offered to a person at the time of a report
- Notice of formal complaint to the complainant and the respondent
- Emergency removal of respondent (if necessary)
- Informal resolution (only if both parties agree)
- Investigation: The investigation has 60 days from the filing of formal complaint to a draft report. Final report due to all parties 10 days before a live hearing.
- Live hearing
- Findings: Both parties shall be notified simultaneously in writing and provided with the written findings.
- Appeals: The president or designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

Decision Maker, in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings and shall use the preponderance of the evidence standard.

REGISTERED SEX OFFENDERS

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the CMCC community may contact the Maine Sex Offender Registry at their website <http://sor.informe.org/sor/> for information concerning registered sex offenders.

View the complete procedure of investigating and resolving a Title IX complaint.

COLLEGE PROCEDURES FOR INVESTIGATING AND RESOLVING SEXUAL HARASSMENT COMPLAINT NOT MEETING TITLE IX DEFINITIONS

Below is a summary of the process for allegations that do not meet the Title IX definition of sexual harassment. Individuals who believe that they are victims of sexual harassment must contact the Title IX Coordinator or the EO Officer. The Title IX Coordinator will determine the applicable procedure after review of the allegations.

The investigation and resolution will have the following elements:

- Informal procedure (only if both parties agree)
- Within ten working days of receiving the complaint
 - Meet with complainant to discuss the complaint
 - Provide notice to the respondent. Formal Procedure will be completed in 60 calendar days from receipt of a complaint within the first 10 working days of receiving a complaint.
 - Begin formal investigation
 - Interview the respondent
 - Appeals of College Response to Complaint - Appeals request can be made of the College President or MCCS Director of Human Resources
- An investigation is complete when the pertinent supervisor, EO Officer, or student code of conduct officer determine that no additional fact finding is required
- Action upon findings from the investigation

SUPPORTIVE MEASURES OFFERED AT THE TIME OF SEXUAL ASSAULT REPORT AND FORMAL COMPLAINT

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

CMCC shall maintain confidentiality for any student receiving supportive measures that they receive, to the extent possible. the Title IX Coordinator will implement and monitor the supportive measures.

View the complete procedure of investigating and resolving sexual harassment complaints.

CONFIDENTIALITY STATEMENT

The College uses best efforts to protect the confidentiality of the identity and allegations involved in a report, including keeping all records confidential to the extent permissible by law. Information regarding sexual misconduct or assault reports, and any investigation or review of those reports, including sanctioning determinations, will be shared among College officials with a legitimate educational interest or with external individuals or entities only on a need-to-know basis and only as permitted by College policy and applicable law. The College will be required to disclose the Complainant's name, statements and allegations to the Respondent. The College may choose to comment publicly, in writing or otherwise, to the extent permitted by law, regarding the decision reached if, in the judgment of the College, the best interests of the community would be served by such a disclosure. If possible and appropriate, the anonymity of the student(s) involved will be protected.

The College strongly recommends that victims of sexual assault:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection
- Report such acts to the director of housing, athletics, and security, resident directors or resident assistants (for resident students), and/or the APD. Filing a report with the police provides the opportunity for collection of evidence helpful in prosecution that cannot be obtained later
- Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel
- At the victim's request, security officers or college administrators will assist in the notification of local law enforcement. The College's disciplinary system may proceed against any alleged violator of CMCC policy, whether or not state or federal criminal proceedings exist or are pending
- Seek counseling and/or emotional assistance and support. The Student Services office can assist with this. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma

The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution. The College will consider requests for changes in on-campus living accommodations on a space available basis. Further training and engagement is provided to residential students during the first week of the fall and spring semesters.

Important Phone Numbers for Victims of Sexual Assault

Sexual Assault Crises Center	(800) 871-7741
Auburn Police Department	Emergency – dial 911 Non-emergency – (207) 784-7331
CMCC Director of Athletics, Housing and Security	(207) 755-5251
Office of Housing and Residence Life	(207) 755-5251 (to reach the RA and/or the RD on call)
Campus Safety and Security Officers	(207) 212-8566

MISSING PERSON PROCEDURE

The purpose of this procedure is to establish protocols for CMCC's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This procedure applies to students who reside in CMCC campus residence halls.

For purposes of this procedure, a student may be considered a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

See the next page for the following:

- Procedures for designation of emergency contact information
- Official notification procedures for missing person
- Campus communications about missing students



MISSING PERSON PROCEDURE (CONTINUED)

Procedures for designation of emergency contact information

1. Students age 18 and above and emancipated minors will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
2. In the event a student under the age of 18 who is not emancipated is determined to be missing pursuant to the procedures set forth below, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

1. Any individual on campus who has information that a residential student may be a missing person must notify the director of housing, athletics, and security, (207) 755-5251, as soon as possible.
2. The director of housing, athletics, and security will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the College will contact the APD to

report the student as a missing person and APD will take charge of the investigation.

No later than 24 hours after determining that a residential student is missing, the dean of student services will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Campus communications about missing students

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the dean of student services. All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the dean of student services, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the CMCC community with any information about a missing student, the dean of student services shall consult with the APD to ensure that communications do not hinder the investigation.



ANNUAL FIRE SAFETY REPORT FOR RESIDENCE HALLS

In the Event of a Fire

1. Sound the alarm from the nearest fire alarm box, remove yourself to safety
2. Immediately call 911 (9-911 from Auburn campus phones) give your name, the location of the fire by building name, number, and address or the nearest building if not a structure fire, and the nature of the fire. Do not hang up unless instructed to do so!

All members of the CMCC community are encouraged to report any known residence hall fire incidents to the director of housing, athletics, and security, (207) 755-5251, any resident director or resident assistant, the dean of student services, or the AFD.

Supervised Fire Drills

Supervised unannounced fire drills are conducted for each residence hall in the fall and spring semesters in cooperation with the AFD. Additionally, each time new residents occupy a building during the summer, the CMCC staff person coordinating the group's stay ensures that the temporary residents are familiar with evacuation routes and procedures.

Fire Safety Education

All resident directors (RDs) and resident assistants (RAs) receive fire safety and emergency action plan training and are responsible for covering these policies and procedures with residents during the opening community meetings. In August, all residence hall rooms are equipped with evacuation maps posted on the back of the door which indicate the safest and most direct exit routes from the room in the case of an emergency; these are updated annually.

Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)

The Student Code of Conduct prohibits "creation of a fire hazard or other dangerous condition" and forbids "unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air." The fire code prohibits certain activities and devices from residence halls. For community safety, residents are expected to comply with the following:

- Unless specifically authorized, no cooking of any kind is permitted in the residence hall rooms. Toasters, toaster ovens, mini grills, rice cookers, electric skillets and hot pots are not allowed. There are no publicly available kitchen facilities in either residence hall
- No appliances other than those specified in the appliances section of the Residence Life Guide are permitted in the residence hall rooms
- No candles or incense are allowed
- No microwave ovens, other than those provided by the College
- Gasoline and flammables like paint thinner or stripper may not be stored in the residence halls
- Light fixtures may not be tampered with, especially using items that may serve as electrical conductors. No lights of any kind on strings/cords are allowed.
- Multiple plug outlets are not allowed unless they contain a surge protector. Surge protectors usually contain lights and an on/off switch. They should be stored flat on the floor and should not be daisy-chained (one surge protector cannot be plugged into another surge protector)
- No excessive use of paper on doors and walls is permitted
- No posters, articles of clothing or other items should be taped or hanging near the door of your room where they might obstruct your route of egress from the room

ANNUAL FIRE SAFETY REPORT FOR RESIDENCE HALLS (CONTINUED)

- No tape of any kind should be placed on electric cords and electric cords should not run under carpeting
- No extension cords are allowed. (Surge protectors can be used with cords up to 12 feet).
- Appliances such as irons or curlers should be turned off and unplugged when not in use
- No items should be touching, hung from or stored within 18 inches of any sprinkler head. No items should be hung from pipes
- All residents are given a copy of the Residence Life Guide at move-in that includes rules related to permitted small appliances and fire safety in general.



Contact the Facilities Department at maintenance@cmcc.edu for the CMCC fire log.

Fire Safety Systems at Auburn Campus

<i>Student Housing Facility</i>	<i>Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguishers</i>	<i>Emergency Evacuation Plans</i>	<i># of Fire Drills per Calendar Year</i>
Fortin Hall	√	√	√	√	3
Rancourt Hall	√	√	√	√	3
The Apartments	√	√	√	√	3

Clery Act Fire Safety Statistics

<i>Student Housing Facility</i>	2017			2018			2019		
	<i>Fires</i>	<i>Injuries</i>	<i>Death</i>	<i>Fires</i>	<i>Injuries</i>	<i>Death</i>	<i>Fires</i>	<i>Injuries</i>	<i>Death</i>
Fortin Hall	0	0	0	0	0	0	0	0	0
Rancourt Hall	0	0	0	0	0	0	0	0	0
The Apartments	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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NON-DISCRIMINATION STATEMENT

Central Maine Community College (CMCC) does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, gender identity, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the college's compliance with, and policies that prohibit discrimination, including admission and hiring, on these bases may be directed to: Mary LaFontaine, Affirmative Action Officer, Jalbert Hall, CMCC, 1250 Turner Street, Auburn, ME 04210. Telephone: 207-755-5100 or (800) 891-2002. Maine Relay Service: 800-457-1220. Fax: 207-755-5491. Email: mlafontaine@cmcc.edu. Internet: www.cmcc.edu. United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110. Telephone: 617-289-0111. TTY/TDD: 617-289-0063. Fax: 617-289-0150. Email: OCR.Boston@ed.gov. Internet: <http://www.ed.gov/about/offices/list/ocr/index.html?src=oc>. Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051. Telephone: 207-624-6050. TTY/TDD: 207-624-6064. Fax: 207-624-6063. Internet: <http://www.state.me.us/mhrc/index.shtml>; and/or Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203. Telephone: 617-565-3200 or 1-800-669-4000. TTY: 617-565-3204 or 1-800-669-6820. Fax: 617-565-3196. Internet: <http://www.eeoc.gov/>.



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