

Safety and Security Information

Northern Maine Community College Annual Security Report 2023

The following policies and procedures are provided as part of Northern Maine Community College's commitment to safety and security on campus and are in compliance with the Clery Act of 1998. Northern Maine Community College is a public college located in the city of Presque Isle, Maine. NMCC is one of seven campuses that comprise the Maine Community College System. There are approximately 800 students currently enrolled at the college and the campus employs approximately 100 faculty and staff. The college has been firmly committed to honest and timely reporting of all crime statistics and remains so under the Jeanne Clery Act of 1998.

Overview

Northern Maine Community College strives to provide a safe and secure environment for its students and employees. Numerous programs occur throughout the year which help attendees become more aware of crime and more importantly, how to help prevent it.

Annually, programs such as: Acquaintance/Date Rape, Operating Under the Influence (OUI) and Alcohol & Drug Education Programs occur on campus. Also, programs regarding self-defense, women's issues, harassment, preventing theft in campus housing and others occur on campus. All members of the campus community are encouraged to attend; look for notices in college email, the "Announcements" and "Activities Calendar" sections of the student portal, and on campus bulletin boards.

Adding significantly to the campus' overall sense of security are the college's own security officers, available to students 24 hours a day, seven days a week. Security personnel work closely and cooperatively with the Presque Isle Police and Fire Departments. The campus security staff also maintains radio contact with the local and State Police.

Even though NMCC strives to maintain a safe and secure environment, students and employees must know how to act and who to call in an emergency situation. Students in campus residences are instructed to contact the Presque Isle Police Department or any residential life employee who will, in turn, notify the appropriate emergency officials in accordance with campus and department policy. The Residential Life Office is located on the first floor of Andrews Hall; the telephone number is (207) 768-2797. All other emergencies and reports of crime are to be made directly to the Presque Isle Police Department who will, in turn, notify the appropriate College official. **Remember – any emergency situation should be reported directly to the Presque Isle Police Department** who will in turn, contact NMCC personnel.

Emergency telephone numbers include:

- **Presque Isle Police Department: 911 or (207) 764-4476**
- **Presque Isle Fire Department/Ambulance Service: 911 or (207) 768-7411**

Anyone with questions regarding campus security and the crime awareness report are urged to contact the Dean of Students Office. Specific campus policies regarding conduct are found in NMCC's student handbook, catalog, Faculty & Staff Handbook, housing contract, MCCS Policy and Procedure Manual, alcohol and drug flyer, sexual harassment brochure, college website, and the student portal.

Clery Act- Annual Safety and Security Report

The Northern Maine Community College 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"). 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 others. These processes are reviewed annually to assess their effectiveness and compliance with applicable statutes.

Preparation for the annual Safety and Security Report is performed through a collaboration between the Dean of Students, Director of Residential Life, and the NMCC Security Supervisor. Crime statistics are compiled in accordance with the definitions of crimes provided by the Federal Bureau of Investigations (FBI) for use in the Uniform Crime Reporting System (UCR).

Reporting of Criminal Actions or Emergencies

The Presque Isle Police Department, in association with the Maine State Police, is responsible for law enforcement and emergency police response at Northern Maine Community College. NMCC security personnel act in a supportive role to these two lead agencies. All emergencies or occurring criminal actions should be reported directly to the Presque Isle Police Department by dialing 911 or (207) 764-4476. The Presque Isle Police Department is located at 43 North Street, Presque Isle and is staffed 24 hours a day, 7 days a week.

The campus Security Office is located in the Akeley Student Center. Campus security can be reached at any time by dialing (207) 551-5765 (cellular). Campus security responds to all reports of criminal action or emergencies and initiates whatever action is necessary to resolve emergencies 24 hours a day, 7 days a week.

Crimes, not of an emergency nature, may be reported to several campus offices which will, in turn, assist the individual filing the report. The Dean of Students Office (207) 768-2792, the Dean of Physical Plant and Technology (207) 768-2706, the Director of Residential Life (207) 768-2795 and the campus Security Office (207) 760-1108 are all equipped to assist those reporting non-emergency crimes on campus.

Timely Warnings/Campus Crime Alerts

Timely warning are a vital aspect of keeping a community safe during a safety concern or criminal threat. The College provides such warnings and alerts. The need for Campus Crime Alerts are determined by an analysis of the nature of the crime, continuing danger to the campus community, and any possible risk that may compromise ongoing law enforcement efforts. 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, the Alertus notification system, college website (www.nmcc.edu), the NMCC portal, electronic mail, posters and flyers, and/or any other means that are available and appropriate.

Crime Prevention and Safety Programs

New Student Orientation and General Awareness Training

New resident students are given awareness training during fall orientation and throughout the fall semester on crime prevention and reporting, and rape and assault awareness. The college's crime prevention efforts are based on the dual concepts of eliminating or minimizing criminal opportunities whenever and wherever possible, and encouraging students to be responsible for their own security and the security of others. The residential life staff is given security training during the week prior to school opening and is given refresher training during monthly 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 incidents do not often happen. All members of the residence life staff are certified in first aid and CPR. Residential life also maintains an emergency telephone on-call system and can provide immediate backup for any emergency call to outside emergency response authorities. The college is committed to maintaining a safe and secure campus environment so that education and personal development can continue to be our students' primary concern. Nevertheless, freedom from worry never means freedom from responsibility and awareness of the potential for crime.

Alcohol Awareness Program

Northern Maine Community College along with the other colleges of the Maine Community College System view alcohol and substance abuse as a serious problem. In compliance with the Drug Free Schools and Communities and the Drug Free Work Place Act, the college publishes and distributes annually a booklet which informs all students and employees of NMCC's substance abuse policy, sanctions for violation of the policy, and State and Federal alcohol and drug laws, offenses and sanctions. The booklet, 'Alcohol and Drugs, What every student and employee of the Maine Community College System should know about the use of alcohol and illegal drugs,' is available [online](#) or by contacting the office of the Dean of Students, (207) 768-2792 or the office of residential life, (207) 768-2795.

Behavior Intervention Team (BIT)

The BIT is composed of administrators, counselling staff, housing staff, and campus security personnel who collaborate to assess and plan interventions (when needed) for students of concern. The BIT uses NABITA (National Association for Behavioral Intervention and Threat Assessment) assessment and intervention tools to perform this function.

Law Enforcement Authority and Interagency Relationships

Campus Security and the Director of Residential Life maintain working relationships with the Presque Isle Police Department, the Aroostook County Sheriff's Department and the Maine State Police. College security personnel patrol the campus on foot and in a vehicle during day and evening hours. Their patrol routes are varied, and the hours are random. They are in regular communication with each other and with appropriate authorities when needed. They are authorized to stop any individual on campus to determine whether they can be of service to the person. They also operate as backup to the residential life staff.

Access to Campus Facilities

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

NMCC 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 officers 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 security

Access to Campus Residence Halls

Exterior residence hall doors are locked at all times. Only students who live in residence halls have keycard access to them. Students must use an Access ID Card for access. Students are forbidden to remove exterior screens from their windows. First floor students are cautioned to keep their windows locked at all times.

Visitors to the residence halls must be escorted by their resident host at all times, including while in the resident's room. Residents are responsible for the behavior of their visitors while they are on campus and can be held responsible for any violations committed by them of the Student Code of Conduct (Student Handbook). Any problems with the residence hall access control system should be reported to the respective resident assistant/resident director.

Maintenance and Security of Campus Facilities

NMCC maintains a strong commitment to maintaining a safe level of exterior lighting. Campus security officers routinely survey existing lights and recommend maintenance of existing light and additional illumination as required. Members of the campus community are encouraged to report any exterior lighting deficiencies to the campus Maintenance Department (207-768-2702) or if in the campus residence areas to the Director of Residential Life (207-768-2795). Exterior doors on campus buildings are locked and secured each evening and security personnel check all buildings, including residence halls, throughout the night. The on-duty security officer will also survey and report any possible security problems with doors. This is given a high priority, and if the problem represents hazard a maintenance person will be called in immediately to make the necessary repairs or adjustments.

Student Responsibility/Reporting Suspicious Activity

Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, resident hall room doors should be locked at all times, especially when the room is unoccupied. Valuable items such as stereos, cameras, computers, laptops, gaming systems and televisions should be labeled with student names. Bicycles should be registered with the local police and should be secured with a sturdy lock. Students with cars must have a valid NMCC Parking Permit displayed in their front windows, park them in their assigned area and are encouraged to keep their vehicles locked at all times. Valuables should be locked in the trunk.

Students and employees are encouraged to report suspicious activity/behavior to security staff, a student ambassadors (Residential Assistant), Housing staff, or the Dean of Students. Examples include:

- Attempting to enter a residence hall or a student's room
- Entering an office or lab without apparent purpose
- Loitering in a parking lot, or near residence halls or offices; 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

Off Campus Crime

The Presque Isle Police Department has primary jurisdiction for law enforcement services at off-campus locations. Off Campus Student violation of the law or the Student Code of Conduct may be addressed by the Student Code of Conduct. Campus Safety works collaboratively with local law enforcement and frequently exchanges information when appropriate.

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 NMCC campus. This includes residence halls, and motor vehicles parked on college property.

Voluntary and Confidential Crime Reporting

If any NMCC 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 counselor on campus may inform students they are counseling that confidential crime reporting is available. The purpose of a confidential report is to allow the College to take steps to ensure the future safety of our students. However, the College may not be able to fully investigate or resolve a confidential report. Reports of crimes filed in this manner are counted and disclosed with the College's annual crime statistics report if their accuracy can be confirmed.

Campus Safety and Security Authority

College officials have the authority to ask persons for identification and to determine whether individuals have lawful business at NMCC. Campus safety and security officers also have the authority to enforce college parking regulations and issue parking tickets which are billed to the financial accounts of students. No NMCC personnel are authorized to arrest individuals. Criminal incidents are referred to the Presque Isle Police Department which has jurisdiction at NMCC, and to the Dean of Students for possible disciplinary action. NMCC 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 the PIPD. Prompt reporting will allow for Campus Crime Alerts for the campus community and the accurate disclosure of Clery Act crime statistics. When an NMCC student is involved in an off-campus offense, campus officials may assist with the investigation in cooperation with the local police department. The PIPD routinely works and communicates with the NMCC Security Supervisor on incidents occurring on-campus, in the immediate neighborhood and business areas surrounding our campus.

Emergency Preparedness and Response Planning

Emergency situations on the NMCC campus are responded to by the Presque Isle Police Department and/or the Presque Isle Fire Department. Depending upon the situation, other emergency services may be provided such as county, state, and federal emergency response services. Emergency procedures and notification methods are reviewed frequently. Questions pertaining to emergency procedures or disabilities should be referred to the Dean of Students.

Emergency Response Team

NMCC's Emergency Response Team is comprised of key campus administrators. Team members train annually using tabletop exercises. When an emergency on campus takes place, members of the Emergency Response Team are notified either by text message or direct communication by faculty or staff and arrive on the scene of an emergency to ensure appropriate support is provided and appropriate emergency personnel are en route.

Emergency Alert System

In case of an emergency that requires quick communication to the entire College community, NMCC uses the RAVE Alert and Alertus notification systems. This software allows NMCC to communicate via phone call, text message, and email to the entire College community in minutes to inform of a campus emergency.

Surveillance Cameras

Campus surveillance is a top priority for the NMCC Security and Information Technology (IT) Departments. In recent years NMCC has increased indoor digital video cameras to an already extensive network of video cameras deployed at the College.

Evacuation Procedure

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 and following the Emergency Action Plan. 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. NMCC has various systems in place for communicating information quickly that may include audible and visual alarms in each building, the RAVE Alert System, telephones, e-mail, the NMCC 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, all community members should plan ahead for possible evacuations and know evacuation routes from your office or classroom and 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

- 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 the Emergency Notification System, email, campus administrator, security staff, or other forms of communication as described in the college Emergency Action Plan.

Evacuation of Persons with Special Needs

All persons at NMCC, including those with special needs, must prepare for emergencies ahead of time. NMCC recommends that all persons with disabilities or other special needs notify residence hall and campus safety staff of any concerns regarding emergencies and evacuation prior to any emergency. This should include what steps can be taken to assist the individual in an evacuation.

If you are unable to evacuate due to a disability:

- Go to the nearest area where there are no hazards
- Contact campus staff for assistance by telephone 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 a window to on-site emergency responders.

Community Members may wish to assist others during an emergency by utilizing the following tips:

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 non-ambulatory persons 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 security office 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

Shelter-in-Place Procedure

In certain emergency situations such as weather emergencies or campus lock-downs, community members may be instructed to shelter-in-place indoors to await further instructions. If the building where you are located is damaged or the scene of an emergency situation, you may be instructed to

move quickly to another campus building to shelter-in-place until you are informed that the threat has been resolved. If police or fire department personnel are on the scene, please follow their instructions.

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.

NMCC 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 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, NMCC's Student Code of Conduct and employment policies enforce alcohol and drug laws. Please contact Student Services for support in finding local and State substance/alcohol abuse programs and counselling. 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.

Substance Abuse Policy

MCCS policy recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and treatment. Accordingly, each campus and the System Office have designated an individual to assist employees and students who seek referral for a substance abuse problem. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. However, employees and students availing themselves of these services will not be granted special privileges and exemptions from standard personnel practices applicable to job performance requirements and from standard academic and student conduct requirements. The MCCS will not excuse acts of misconduct committed by employees and students whose judgment is impaired due to substance abuse.

Violence Against Women Act (VAWA) Response to Domestic Violence, Dating, Violence, Sexual Assault and Stalking

Sex discrimination and sexual misconduct in the form of sexual harassment, domestic violence, dating violence, stalking, sexual violence (rape, sexual assault, and sexual abuse), and gender/sex-based harassment or discrimination, are not allowed on our campus and are prohibited by EMCC/ MCCS policy as those terms are defined for purpose of the Clery Act and in accordance with Title IX of the Higher Education Reauthorization Act and the Violence Against Women Act (VAWA). This section of the report is a summary of campus programs designed to prevent and remedy incidents of domestic violence, dating violence, sexual assault and stalking. This section also includes a summary of procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, when it is reported to a college official. The complete policy and procedures can be found within Policy 202 and 202.2 of the Maine Community College System.

NMCC provides educational programs and campaigns intended to prevent or end dating violence, domestic violence, sexual assault and stalking. Training for all new students consist of prevention engagement during New Student Orientation and a follow-up training course during the first semester and includes definitions of terms, prevention strategies, and victim resources both on and off campus. Active bystander training is addressed in training campaigns throughout the year.

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. 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 medical and counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be considered throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Presque Isle Police Department and the College Title IX Coordinator. If a complaint is filed with the College, the College will follow the procedures described in Policy 202 and 202.2 to investigate and resolve the complaint. The College is also responsible for providing trained advisors for complainants (alleged victims) and respondents (alleged perpetrators) in Title IX cases. If the offense does not meet the federal definition of a Title IX violation, the college will follow procedures for investigating and resolving complaints which violate college and MCCS policies. NMCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct. The college's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992 and the Violence Against Women Act of 1994 and Maine State Law LD1727. In those cases, required by the HEA and VAWA, the accuser and the accused are entitled to the same opportunities throughout the investigative and disciplinary process, including 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 NMCC Dean of Students.

Procedures Victims Should Follow Should an Offense Occur

Any victim of rape or sexual assault should immediately seek medical assistance. Any victim of rape or sexual assault should contact either NMCC campus Security, the Dean of students/Title IX Coordinator (nmgrillo@nmcc.edu or 207-768-8154), or the Presque Isle Police Department, which will immediately respond to assist the victim in getting medical attention, then investigate the crime. At all times, the victim's rights will be protected, and the victim will have input into the course of investigation. Counseling services will be provided if the victim is receptive to such services. Services that will be offered include referral to a Confidential Resource Advisor (CRA).

Counseling services are provided on the NMCC campus, free of charge, to any NMCC-registered student who is a victim of a rape or sexual assault and desires this service. The Counseling Office is located in Suite 104 of the A.K. Christie Building on campus and can be reached at (207) 768-2839. Other services are available at the location and telephone numbers listed.

Aroostook Mental Health Center Helpline	1-888-568-1112
Battered Women's Project	1-800-439-2323 or 769-8251
Sexual Assault Helpline	(207) 762-4851

If allegations meet the Title IX or Maine law definitions, then the ensuing investigation and resolution of a 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.
- The Decision Maker, in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings shall use the preponderance of the evidence standard.

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 Security Office, Dean of Students/Title IX Coordinator, Director of Residential Life or Resident Assistants (for resident students) 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, college administrators will assist in the notification of local law enforcement. The College's disciplinary system may proceed against any alleged violator of NMCC 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, including referral to the CRA. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma

Notification of Options for Changing Living Areas or Academic Situations

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 are provided to residential students during the first week of the fall and spring semesters.

Possible Disciplinary Sanctions for Rape and Sexual Assault

Any person found to have committed the offense of rape or sexual assault by the Northern Maine Community College Disciplinary Committee and/or the Maine Criminal Justice System will be subject to severe disciplinary sanctions which may include immediate suspension or dismissal.

Information Concerning Registered Sex Offenders Under Section 14071 (j) of Title 42

The Presque Isle Police Department maintains a list of registered sex offenders in the Presque Isle community. Anyone desiring information on a specific known sex offender may receive that information by contacting the Presque Isle Police Department at (207) 764-4476. A date of birth of the sex offender will be needed.

The State of Maine maintains a list of registered sex offenders. The list is readily available on-line at the [Maine Sex Registry \(http://sor.informe.org/sor/\)](http://sor.informe.org/sor/).

Anyone without internet access who desires a complete list of the State's registered sex offenders may do so by submitting, in writing, a request to:

State Bureau of Identification
Attn: SOR
36 Hospital Street
Augusta, ME 04333

Anyone desiring information on a specific known sex offender may receive that information by contacting the State Bureau of Identification at (207) 624-7100. A date of birth of the sex offender will be needed.

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Missing Person Procedure

The purpose of this procedure is to establish protocols for NMCC'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 EMCC campus residence halls. For purposes of this procedure, a student may be considered to be a "missing person" if the person's absence is contrary to their 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.

Procedures for designation of emergency contact information

1. Adult Students (18+) and emancipated minors

Students are given the opportunity during their housing 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. Minor Students (under 18 years old and adults with legal guardians).

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, 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. During their housing registration process, parents or legal guardians may also identify individuals the school should contact (significant others, family in the area, etc.).

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 Student Engagement and Residential Life as soon as possible.

2. The Director of Residential Life, or their designee, 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.

3. 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 Presque Isle Police Department to report the student as a missing person and PIPD will take charge of the investigation.

No later than 24 hours after determining that a residential student is missing, the Director of Residential Life 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 Students. 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 Dean of Students and/or their designee, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the NMCC community with any information about a missing student, the Dean of Students and/or their designee shall consult with the PIPD to ensure that communications do not hinder the investigation.

Fire Safety Report

In the Event of a Fire

1. Sound the alarm from the nearest fire alarm box, remove yourself to safety
2. Immediately call 911 (8-911 from Bangor 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.

All members of the NMCC community are to report any known residence hall fire incidents to the Director of Residential Life or a resident assistant, or the Presque Isle Fire Department.

Supervised Fire Drills

At move-in, residents are informed of points of egress and evacuation staging areas. Supervised unannounced fire drills are conducted for each residence hall in the fall and spring semesters in cooperation with the Presque Isle Fire Department. Additionally, each time new residents occupy a building during the summer, the NMCC 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. All residence hall rooms are equipped with evacuation maps which indicate the safest and most direct exit routes from the room in case of an emergency.

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 all item restrictions found in the NMCC Student Handbook and Housing Agreement.

Fire Safety Systems					
Housing Facility	Sprinkler System	Smoke Detection	Fire Extinguishers	Emergency Evacuation Plans	# of Fire Drills Per Calendar Year
Andrews Hall	Yes	Yes	Yes	Yes	3
Snow Hall	Yes	Yes	Yes	Yes	3
Washington Hall	Yes	Yes	Yes	Yes	3
Penobscot Hall	Yes	Yes	Yes	Yes	3

Fire Safety Statistics									
Housing Facility	2020			2021			2022		
	Fires	injuries	Death	Fire	Injuries	Death	Fire	Injuries	Death
Andrews Hall	0	0	0	0	0	0	0	0	0
Snow Hall	0	0	0	0	0	0	0	0	0
Washington Hall	0	0	0	0	0	0	0	0	0
Penobscot Hall	0	0	0	0	0	0	0	0	0

Classifying Crime Statistics: Crime Definitions from the Uniform Crime Reporting Handbook

Reportable Crimes

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

Negligent Manslaughter: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

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

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. That injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The FBI's Uniformed Crime Report Handbook defines Burglary as – Breaking and Entering as the “unlawful entry of a structure to commit a felony or theft. “Each room is considered a “structure.”

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding.)

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

VAWA Offenses

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies; 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 violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement 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.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

Arrests & Disciplinary Actions

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

Drug Abuse Violations: Violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substance includes: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. This includes the crimes listed above, plus larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The law requires that the statistics be reported only if they are a hate crime for these additional categories even though there is no requirement to report the crime classification in any other area of the report.

- Larceny-Theft (when motivated by bias): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- Simple Assault (when motivated by bias): Unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation (when motivated by bias): Unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.
- Destruction/Damage/Vandalism of Property (when motivated by bias): Willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Crime Locations

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in manner related to, the institution's educational purposes, including residence halls.

Any building or property that is within or reasonably contiguous to the area identified in paragraph 1 of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor)s.

Student Housing: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, within the campus or immediately adjacent to and accessible from the campus.

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by a student, and is not within the same reasonably contiguous geographic area of the institution.

Clery reportable offense crime definitions are taken from the Handbook for Campus Safety and Security Reporting 2016 Edition.

NMCC Crime Statistics

Criminal Offenses – On campus

Crime	<i>Total occurrences On campus</i>		
	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft <i>(Does not include theft from a motor vehicle)</i>	0	0	0
k. Arson	0	0	0

VAWA Offenses – On Campus

Crime	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests – On Campus

Crime	2020	2021	2022
a. Weapons; carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions – On Campus

Crime	2020	2021	2022
a. Weapons; carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	2	0	0

Unfounded Clery Act Crimes

2022: No unfounded crimes.
2021: No unfounded crimes.
2020: No unfounded crimes.

Hate Crimes Reporting

2022: No hate crimes reported.
2021: No hate crimes reported.
2020: No hate crimes reported.

** Student Code of Conduct offenses referred to and adjudicated by campus disciplinary officers.

The US Department of Education – Office of Postsecondary Education maintains a website with information regarding crimes committed on over 6000 colleges throughout the United States. (<http://ope.ed.gov/security/>)

Title IX/EEO

Northern Maine Community College does not discriminate as proscribed by federal and/or state law on the basis of actual or perceived race, color, religion, ancestry or national origin, sex, sexual orientation, including gender identity or expression, age, familial status, genetic information, disability, or Vietnam era veteran status in specified programs and activities. Inquiries about the College's policies that prohibit discrimination on these bases may be directed to the Title IX Coordinator or MHRC identified above.

Title IX Coordinator

Matthew Grillo

33 Edgemont Drive

Presque Isle, ME 04769

Telephone (207) 768-8154

Fax (207) 760-1106

e-mail – nmgrillo@nmcc.edu

Internet - www.nmcc.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

e-mail - 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 04333-0015

Telephone (207) 624-6050

TTY/TDD (207) 624-6064

Fax (207) 624-6063

Internet – <http://www.state.me.us/mhrc/index.shtml>

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/>