

MAINE COMMUNITY COLLEGE SYSTEM

GENERAL ADMINISTRATION Section 202.2

SUBJECT: DISCRIMINATION ON THE BASIS OF SEX, SEXUAL HARASSMENT, SEXUAL ASSAULT AND OTHER SEX-BASED CONDUCT, RELATIONSHIP VIOLENCE, AND STALKING PROCEDURE

PURPOSE: To define and provide a procedure for addressing allegations of discrimination on the basis of sex; sexual harassment; sexual assault and sexual violence; dating, domestic and intimate partner violence; and stalking.

A. Introduction

The purpose of this Procedure is to define and to describe the reporting, investigation and adjudication procedures that govern MCCS' handling of allegations of discrimination on the basis of sex and sexual harassment as defined by Title IX of the Education Amendments of 1972, and allegations of sexual violence, intimate partner violence and stalking as defined by state law, and to provide guidance on the application of those procedures. This Procedure applies uniformly to conduct constituting discrimination on the basis of sex, sexual harassment, including sexual assault, dating violence, domestic violence and stalking as defined by Title IX, and sexual violence, intimate partner violence and stalking as defined by Maine law. These categories of conduct are collectively referred to herein as "prohibited conduct."

As set forth in MCCS Policy [202](#), under Title IX, discrimination on the basis of sex is conduct that effectively denies a person equal access to an MCCS educational program or activity. Sexual harassment is conduct, on the basis of sex, that might be: (a) quid pro quo; (b) unwelcome conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive as to create a hostile environment or (c) sexual assault, dating violence, domestic violence, or stalking. Under applicable Maine law, acts of dating and domestic violence are collectively defined as "intimate partner violence," and sexual offenses, including sexual harassment, are collectively defined as "sexual violence." Stalking also has differing definitions under Title IX and state law.

This Procedure governs all conduct within its scope and its contents are mandated by federal and state laws. It is not a substitution for the criminal justice process.

B. Roles and Responsibilities of the Title IX Coordinator and Confidential Resource Advisor

Each college and the MCCS System Office have a designated Title IX Coordinator, an employee with primary responsibility for overseeing the application of this Procedure. Each college and the System Office also provide the services of a Confidential Resource Advisor (CRA) to act as an

advocate for students and employees who have experienced an alleged incident of prohibited conduct. The roles and responsibilities of the Title IX Coordinator and CRA are as follows.

1. **Title IX Coordinator**

The Title IX Coordinator is a trained, full time, on-campus employee with primary responsibility for overseeing the application of this Procedure, providing a broad range of information and emergency and ongoing services to students and employees who allege having experienced prohibited conduct. The Title IX Coordinator's services are available to individuals who desire to make a Complaint of prohibited conduct as well as to those who may not yet be ready or do not want to make a Complaint, or who seek only information, emergency assistance, and supportive measures. A Disclosure/Report to the Title IX Coordinator, which can be oral or in writing, is adequate to initiate receipt of information and services.

The Title IX Coordinator is not an advocate for either party and serves in a neutral role to ensure that all parties are treated fairly and that the provisions of this Procedure are uniformly applied. The Title IX Coordinator's services are equally available to individuals accused of engaging in conduct governed by this Procedure.

The Title IX Coordinator is the sole person with authority to initiate the college's investigative and disciplinary process for alleged acts of conduct governed by this Procedure. A Complaint of prohibited conduct to the Title IX Coordinator triggers the college's responsibility to investigate and adjudicate the Complaint and to ensure that neither the Complainant nor any other student or employee are subjected to further harm.

The Title IX Coordinator is bound by the confidentiality provisions of federal and state laws that prohibit the disclosure of information provided to the Title IX Coordinator regarding an incident of prohibited conduct, including the identities of the parties, except as necessary to administer the disciplinary process or as otherwise permitted under the law.

The Title IX Coordinator is responsible for providing the following information and services to students and employees who have experienced conduct prohibited by this Procedure:

- a. An explanation of the confidentiality of Disclosures/Reports or Complaints of prohibited conduct, including that the identity of a Complainant and Respondent and all information relating to the incident of prohibited conduct are confidential and may not be disclosed to the college except as necessary to administer the disciplinary process or as otherwise permitted by state or federal law.
- b. An explanation of the differences between a Disclosure/Report and a Complaint and the options to making a Disclosure/Report or a Complaint.
- c. An explanation of the description of the college's procedure for handling Complaints governed by this Procedure, including the steps involved in the college's investigative, disciplinary and non-disciplinary processes and resolution options for Complaints.

- d. An explanation of the option to make a Complaint to a law enforcement agency, the availability of assistance from the college in filing the Complaint with the appropriate agency; and information explaining the process for local, state or federal law enforcement, depending upon the nature of the conduct at issue.
- e. An explanation that Complaints can be made to either or both the college and law enforcement and that neither process is a substitute for the other.
- f. An explanation of the student or employee's options to seek a protection order from a court and/or a mutual no-contact order from the college, and the college's differing responsibilities regarding a court-issued protection order and college issued no-contact order.
- g. The availability of counseling services on-campus or otherwise through the college.
- h. The availability of counseling and other support services available from a local sexual assault support center or domestic violence resource center, and contact information for the support centers.
- i. Information on medical and mental health services available on- and off-campus.
- j. The availability of on-campus supportive measures, including campus escort services; mutual restrictions on contact between parties; changes in class schedule, academic status, dining, housing, transportation or campus employment; academic course work adjustments; excused absences; academic counseling; and tutoring.
- k. An explanation of the Title IX Coordinator's role in working with relevant college personnel to obtain and implement available on-campus supportive measures.
- l. The availability of off-campus supportive measures available through any memoranda of understanding with sexual assault support centers and domestic violence resource centers.
- m. Implementation, monitoring and review of desired, available supportive measures, including coordinating with relevant college personnel to secure the measures. To the extent possible, the Title IX Coordinator will maintain confidentiality for the complaint and the respondent of any supportive measures received and not disclose the underlying reason for the measures.
- n. For students considering temporary or permanent withdrawal or reduced enrollment, information on the impact of withdrawal or reduced enrollment on student loans, including but not limited to information regarding loan deferment, forbearance or other applicable student loan programs.
- o. The availability of financial resources and/or relief under the control of the college, including tuition credit, opportunities to withdraw or reenroll in a course

without academic or financial penalty and continued eligibility for scholarships and honors for a student who withdraws from a class or the college.

- p. The availability of legal assistance in the community.
- q. The availability of visa and immigration assistance in the community.
- r. The role of the Title IX Coordinator during the investigative and disciplinary process, including that the Title IX Coordinator cannot act as an advisor, support person or counselor for any party to a complaint of prohibited conduct.
- s. Any limits on the ability of the Title IX Coordinator to keep private or confidential the information provided by students and employees.

Contact information for MCCS Title IX Coordinators is available in the Appendix to this Procedure.

2. Confidential Resource Advisor

A Confidential Resource Advisor (“CRA”) is another source of information and emergency and ongoing support services available to students and employees who have experienced an incident of sexual violence, intimate partner violence or stalking, as defined in this Procedure. A CRA is specially trained to advocate on behalf of victims of sexual assault or domestic violence and to provide victim support services. The services of a CRA are not available to those accused of engaging in prohibited conduct.

A CRA is also trained to provide the same services and information available from the Title IX Coordinator described in Section B.1.a-q, herein. In addition, the CRA may act during an administrative adjudication or the college’s disciplinary process as a support person or advisor of choice, and, if licensed, may act as a counselor or therapist to students and employees who qualify for CRA services. A CRA may also obtain confidential criminal record information from law enforcement regarding an alleged perpetrator of sexual violence, intimate partner violence and stalking, for the sole purpose of planning for the safety of the party.

The CRA is subject to the same state and federal confidentiality laws as the Title IX Coordinator and Maine law provides additional confidentiality privileges to a CRA and a person who receives CRA services. Under Maine law, the CRA is not permitted to disclose to the college, law enforcement, a court, or any other entity any information provided by the person utilizing its services, unless disclosure is required by law or permitted in writing by the person. A person who receives CRA services may refuse to disclose, and may refuse to permit a CRA to disclose, confidential written or oral communications between the person and the CRA, as well as any written records, memoranda or reports concerning the person.

Seeking services from a CRA does not constitute a Disclosure/Report, or Complaint to the college of the alleged misconduct and does not initiate any action by the college. Further, the CRA is prohibited from reporting the incident to the college or law enforcement, unless required to do so by law or requested by the person seeking services.

CRA's may not act for or on behalf of the college. A CRA has no authority to take steps to address the offending conduct or initiate the college's investigative or disciplinary process. Because the College may have no information about the alleged misconduct, the college may be unable to take action to ensure that the offending conduct stops, that no further harm comes to the individual seeking CRA services and that no other students or employees are harmed.

Contact information for confidential resource advisors is available in the Appendix to this Procedure.

C. Definitions

1. Title IX Definitions of Sexual Assault, Domestic Violence, Dating Violence and Stalking

a. **“Sexual assault,”** as defined in 20 U.S.C. 1092(f)(6)(A)(v), means an offense that meets the following definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting System:

- 1) **“Rape”** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- 2) **“Fondling”** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age and/or because of their temporary or permanent mental incapacity.
- 3) **“Incest”** means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 4) **“Statutory Rape”** means sexual intercourse with a person who is under the statutory age of consent. In Maine, the age of consent is 16.

b. **“Domestic Violence,”** as defined in 34 U.S.C. 12291(a)(12), means felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, as well as the use or attempted use of physical or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic or technological abuse that may or may not constitute criminal behavior, by a person who:

- 1) Is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
- 2) Is cohabitating, or has cohabitated with the victim as a spouse or intimate partner;

- 3) Shares a child in common with the victim; or
 - 4) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- c. **“Dating Violence,”** as defined in 34 U.S.C. 12291(a)(11), means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:
- 1) The length of the relationship;
 - 2) The type of relationship; and,
 - 3) The frequency of interaction between the persons involved in the relationship.
- d. **“Stalking,”** as defined in 34 U.S.C. 12991(a)(36), means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- 1) Fear for his or her safety or the safety of others; or
 - 2) Suffer substantial emotional distress.

2. **State Definitions of Sexual Violence, Intimate Partner Violence, and Stalking**

- a. **“Sexual Violence,”** as defined in 20-A MRS §12981(8), encompasses a range of crimes under the umbrella of sexual assault, unauthorized dissemination of private images, sex trafficking or aggravated sex trafficking, as well as sexual harassment, as defined herein.
- 1) **“Sexual Assault”** means any crime under 17-A MRS Chapter 11, and broadly includes a range of unlawful sexual conduct, including **gross sexual assault** (commonly referred to as “rape,”), **unlawful sexual contact** or **unlawful sexual touching**. For purposes of defining sexual assault, the following state law definitions of “sexual act” “sexual contact” and “sexual touching” apply:
 - (a) **“Sexual Act”** means:
 - (1) Any act between 2 persons involving direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other;

- (2) Any act between a person and an animal being used by another person which act involves direct physical contact between the genitals of one and the mouth or anus of the other, or direct physical contact between the genitals of one and the genitals of the other; or
- (3) Any act involving direct physical contact between the genitals or anus of one and an instrument or device manipulated by another person when that act is done for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact.

Conduct constituting a sexual act does not require but may include penetration. The crime of gross sexual assault requires a sexual act.

- (b) **“Sexual Contact”** means any touching of the genitals or anus, directly or through clothing, other than as would constitute a sexual act, for the purpose of arousing or gratifying sexual desire or for the purpose of causing bodily injury or offensive physical contact.
- (c) **“Sexual Touching”** means any touching of the breasts, buttocks, groin or inner thigh, directly or through clothing, for the purpose of arousing or gratifying sexual desire.

Under Maine law, sexual contact and sexual touching are unlawful. A sexual act constitutes gross sexual assault when, at the time of the conduct, an additional element is present, including when the person:

- i.** Has not expressly or impliedly acquiesced to the sexual activity and the other person was **criminally negligent** with regard to whether the complainant acquiesced;
- ii.** Is unconscious or physically incapable of resisting and has not consented to the sexual conduct;
- iii.** Has a mental disability that is reasonably apparent or known to the other person that renders the person substantially incapable of appraising the nature of the contact involved or of understanding the right to deny or withdraw consent;
- iv.** Is under the statutory age of consent for the nature of the sexual conduct and was not the actor’s spouse;
- v.** Submitted as result of **compulsion** (gross sexual assault only);

vi. Was compelled or induced to engage in the sexual act by any threat by the other person (gross sexual assault only); or

vii. Has been furnished with drugs or alcohol by the other person which resulted in substantial impairment of the person's power to appraise or control their sexual acts (gross sexual assault only).

Sexual assault for purposes of this definition also includes sexual crimes against minors, including crimes of [visual sexual aggression against a child](#), [sexual abuse of a minor](#), [sexual misconduct with a child under 14 years of age](#), [solicitation of a child to engage in a prohibited act](#), and [solicitation of a child to engage in prostitution](#).

- 2) **“Unauthorized Dissemination of Certain Private Images”** means to intentionally harass, torment or threaten the depicted person or another person, knowingly disseminates, displays or publishes a photograph, videotape, film or digital recording of another person in a state of nudity or engaged in a sexual act or engaged in sexual contact in a manner in which there is no public or newsworthy purpose when the person knows or should have known that the depicted person is: (i) identifiable from the image itself or information displayed in connection with the image; and (ii) has not consented to the dissemination, display or publication of the private image.
 - 3) **“Sex Trafficking or Aggravated Sex Trafficking”** means to knowingly: (i) promote prostitution by compelling a person to enter into, engage in or remain in prostitution; (ii) promote prostitution of a person 15, 16 or 17 years of age; or (iii) promote prostitution of a person who suffers from a mental disability that is reasonably apparent or known to the actor and that in fact renders the other person substantially incapable of appraising the nature of the conduct involved.
 - 4) **“Sexual Harassment”** means any unwelcome verbal or physical conduct of a sexual nature directed at a specific person, as well as retaliation for communicating about or filing a complaint of sexual harassment.
- b. **“Intimate Partner Violence”** means any act that constitutes abuse under [19-A MRS §4002\(1\)\(A-H\)](#) committed between individuals who are or have been in a social relationship of an intimate nature, regardless of whether the individuals were or are sexual partners. Conduct within the definition of intimate partner violence includes the following:
- 1) Sexual Assault as defined in Section C. 2.a.1 herein.
 - 2) Attempting to cause or causing bodily injury or offensive physical contact;

- 3) Attempting to place or placing another in fear of bodily injury through any course of conduct, including, but not limited to, threatening, harassing or tormenting behavior.
 - 4) Compelling a person by force, threat of force or intimidation to engage in conduct from which the person has a right or privilege to abstain or to abstain from conduct in which the person has a right to engage.
 - 5) Knowingly restricting substantially the movements of another person without that person's consent or other lawful authority: (i) removing that person from that person's residence, place of business or school; (ii) moving that person a substantial distance from the vicinity where that person was found; or (iii) confining that person for a substantial period either in the place where the restriction commences or in a place to which that person has been moved.
 - 6) Communicating to a person a threat to commit, or to cause to be committed, a crime of violence dangerous to human life against the person to whom the communication is made or another, and the natural and probable consequence of the threat, whether or not that consequence in fact occurs, is to place the person to whom the threat is communicated, or the person against whom the threat is made, in reasonable fear that the crime will be committed;
 - 7) Repeatedly and without reasonable cause following a person or being at or in the vicinity of the person's home, school, business or place of employment.
- c. **"Stalking,"** means intentionally, knowingly, or recklessly engaging in a course of conduct directed at or concerning a specific person that would cause a reasonable person to; i) suffer serious inconvenience or emotional distress, ii) fear bodily injury or fear bodily injury to a close relation; iii) fear death or fear the death of a close relation, iv) fear damage or destruction to or tampering with property, or v) fear injury to or the death of an animal owned by or in the possession and control of that specific person.

3. **Other Applicable Definitions**

- a. **"Consent"** means a knowing, voluntary, and mutual agreement among all participants to engage in sexual activity. Consent can be given by words and/or actions, as long as those words and/or actions create clear permission regarding willingness to engage in the sexual activity at the time of the activity. Mere submission to engaging in a sexual activity without communicating an affirmative agreement to participate does not constitute consent. Consent can be withdrawn at any time and, if so withdrawn, the sexual activity shall stop.

Consent has been obtained when a reasonable person in the Respondent's position would understand through words and/or actions that the person has voluntarily agreed to the sexual activity, at the time of the activity. Agreement to engage in one sexual activity (such as a Touching) is not agreement to engage in a different sexual activity (such as an Act). Agreement from a person: i) who is unconscious; ii) whose ability to understand the nature of the conduct or control their sexual acts is substantially impaired by drugs, alcohol or other incapacitation, iii) subjected to threats of or use of physical harm or otherwise placed in fear of physical harm; iv) who withdrew consent or otherwise clearly communicated an objection to the activity; or v) under the statutory age of consent for the nature of the activity shall not be regarded as consent.

- b. **“Complaint”** means an oral or written request to the institution that objectively can be understood as a request for the institution to investigate and make a determination about alleged sex discrimination.
- c. **“Complainant”** for an allegation of sex-based harassment means:
 - 1) a student (an individual who has gained admission) or employee who is alleged to have been subjected to conduct that would constitute sex discrimination or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination; or
 - 2) a legally authorized representative with the legal right to act on behalf of a complainant.

For instances of allegations of sex-based discrimination, “Complainant” includes the above definitions as well as:

- 1) Any student or employee; or
 - 2) Any person other than a student or employee who was participating or attempting to participate in the institution's education program or activity at the time of the alleged discrimination.
- d. **“Confidential Employee”** means:
 - 1) an employee whose communications are privileged or confidential under Federal or state law;
 - 2) an employee who has been designated as confidential for the purposes of providing services to complainants; or
 - 3) an employee who is conducting IRB-approved human subject research designed to gather information about sex discrimination.
 - e. **“Criminal negligence”** means:
 - 1) When a person fails to be aware of a risk that their conduct will cause a particular result.

- 2) When a person with respect to attendant circumstances fails to be aware of the risk that such circumstances exist.
- 3) The failure to be aware of the risk, when viewed in the light of the nature and purpose of the person's conduct and the circumstances known to the person, must involve a gross deviation from the standard of conduct that a reasonable and prudent person would observe in the same situation.

For example, as applied to sexual activity, the conduct may constitute sexual assault if a person knew or should have known that the other person's ability to appraise or control their sexual activity is substantially impaired by drugs or alcohol, and the person nonetheless engaged in a sexual act, sexual contact or sexual touching with the other person.

- f. **“Disclosure/Report”** means an informal, potentially anonymous, allegation of prohibited conduct.
- g. **“Hostile Environment Harassment”** means unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the institution's education program or activity.
- h. **“Quid Pro Quo Harassment”** means an employee, agent, or other person authorized by the institution to provide an aid, benefit, or service under the institution's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
- i. **“Respondent”** means an individual who is alleged to have violated the recipient's prohibition on sex discrimination.
- j. **“Retaliation”** means intimidation, threats, coercion, or discrimination against any person by the institution or any employee or other individual authorized by the institution to provide aid, benefit, or services, or by a student, for the purposes of interfering with any right or privilege secured by Title IX, or because an individual has made a Disclosure/Report or Complaint, testified, assisted, participated or refused to participate in any aspect of this discrimination procedure.

D. **Discrimination Based on Pregnancy or Related Conditions**

MCCS does not discriminate based on pregnancy or related conditions, including childbirth, termination of pregnancy, and recovery. This also includes lactation, and pregnancy-related medical conditions. Pregnancy or related conditions are treated in the same manner and under the same policies as any other temporary medical condition.

The institution must provide reasonable modifications for students, reasonable break time for employees for lactation, and a clean, private lactation space for both students and employees.

If an employee learns from a student that they are pregnant, the employee must provide the students with the Title IX Coordinator's contact information and let them know that the Coordinator can coordinate actions to prevent discrimination and ensure equal access. This includes the option of individualized, reasonable modifications as needed to prevent discrimination and ensure equal access. It may include a voluntary leave of absence for, at minimum, the medically necessary time period, and reinstatement upon return.

The institution cannot require supporting documentation from a student unless doing so is necessary and reasonable.

E. Disclosures/Reports and Complaints

A Disclosure/Report alleging an incident of prohibited conduct can be made informally, anonymously, orally or in writing. Supportive measures are available for students and employees who make a Disclosure/Report. Informal Resolution Facilitation is also available to individuals making Disclosure/Report. A person making a Disclosure/Report is not required to file a Complaint.

Only a Complaint initiates the investigative and adjudication process set forth in this Procedure. A Complaint must be objectively understood as a request for the institution to investigate and resolve the allegation. Supportive measures are available for the Complainant and Respondents named in the Complaint.

1. Disclosures/Reports

- a. Students and employees are advised to Disclose/Report allegations of prohibited conduct immediately, or as soon as possible after the incident of prohibited conduct. Disclosures/Reports can be made via mail, email, phone, web form, or in person.
- b. Disclosure/Reports should be made to the Title IX Coordinator.
 - 1) Any non-confidential employee who has the authority to take corrective action on behalf of the institution or who has responsibility for administrative leadership, teaching, or advising is obligated to notify the Title IX Coordinator.
 - 2) All other non-confidential employees are obligated to either notify the Title IX coordinator or provide the contact information of the Title IX Coordinator and information on how to make a Complaint to any individual who Discloses/Reports to the employee conduct that reasonably may constitute sex discrimination.
 - 3) An individual Disclosing/Reporting a pregnancy to an employee must be provided with the Title IX Coordinator's contact information and informed that the Coordinator can coordinate specific actions to prevent discrimination and ensure equal access.

- c. Reports should include enough information to enable the Title IX Coordinator to follow up with the person alleged to have experienced the prohibited conduct.
- d. The Title IX Coordinator must reach out to, and meet with, the person alleged to have experienced the prohibited conduct, if known, or to the Disclosing/Reporting party if not known, and provide:
 - 1) The option for supportive measures and that Informal Resolution facilitation, as detailed in Section G.3, is available to them;
 - 2) Information required by federal and state laws on available resources; and
 - 3) Information on the Complaint and the Grievance Procedure, including that the person is not required to make a Complaint.
- e. The Title IX Coordinator must document that this information was provided.
- f. If the person does not wish to make a Complaint, the Title IX Coordinator may make a Complaint based on the allegation, and would be the signatory, but not a party to the complaint. This discretion is permitted only after consideration of:
 - 1) The Complainant's request not to proceed with initiating a Complaint;
 - 2) The Complainant's reasonable safety concerns regarding initiation of a Complaint;
 - 3) The risk that additional acts of sex discrimination would occur if a Complaint is not initiated;
 - 4) The severity of the alleged sex discrimination, including whether the conduct, if proven, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
 - 5) The age and relationship of the parties, including whether the Respondent is an employee;
 - 6) The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
 - 7) The availability of evidence to assist a Decision Maker in determining whether sex discrimination occurred; and
 - 8) Whether the institution could end the alleged sex discrimination and prevent its recurrence without the Title IX Coordinator signing the Complaint.
- g. If the Title IX Coordinator determines there is an imminent and serious threat to the health or safety to an individual or that the alleged conduct prevents

ensuring equal access, they may sign the Complaint, but must notify the Complainant that they are doing so, and address safety concerns.

2. Complaints

- a. Students and employees are to make a Complaint with allegations of prohibited conduct immediately, or as soon as possible. Complaints may be made during or after the complainant's participation or attempted participation in an MCCS education program or activity.
- b. Complaints shall be made to or forwarded to the Title IX Coordinator.
 - 1) Any non-confidential employee who has the authority to take corrective action on behalf of the institution or who has responsibility for administrative leadership, teaching, or advising is obligated to notify the Title IX Coordinator.
 - 2) All other non-confidential employees are obligated to either notify the Title IX coordinator or provide the contact information of the Title IX Coordinator and information on how to make a Complaint to any individual who Discloses/Reports to the employee conduct that reasonably may constitute sex discrimination.
 - 3) An individual Disclosing/Reporting a pregnancy to an employee must be provided with the Title IX Coordinator's contact information and informed that the Coordinator can coordinate specific actions to prevent discrimination and ensure equal access.
- c. Complaints should contain as much detail as possible, including the identity of the person(s) alleged to have engaged in the prohibited conduct, and the location(s), date(s) and description of the alleged conduct.
- d. Upon receipt of a Complaint, the college has sixty business days to conclude any Informal Resolution or conduct the Investigation and issue the draft report. Extensions shall be made only for good cause.
- e. It is a violation of MCCS Policy 202 for any person to intentionally file a Disclosure/Report or Complaint of prohibited conduct with an MCCS official when the person knows that such report, by fabrication or material embellishment, is false.

3. Discretionary Dismissal of a Complaint

MCCS has the discretion to dismiss a Complaint if after seeking clarification from the Complainant:

- a. The institution is unable to identify the Respondent after taking reasonable steps to do so;
- b. The Respondent is not participating in the institution's education program or activity and is not employed by the institution;

- c. The Complainant voluntarily withdraws any or all of the allegations of the complaint, the Title IX Coordinator did not sign the complaint and the institution determines the conduct would not constitute sex discrimination even if proven; or
- d. The institution determines the conduct would not constitute sex discrimination even if proven.

4. Appeal of Dismissal of Complaint

A written notice shall be provided to the Complainant, or both parties if the Respondent has already been placed on notice, if the Complaint is dismissed from this Procedure, including in those situations when the Complaint is dismissed from Title IX jurisdiction, but continues to proceed under state criteria, or vice versa. The notice shall include the right to appeal the decision in writing to the president within two business days of receipt. The request to appeal the decision shall include the grounds for appeal;

- a. Procedural irregularity that would change the outcome;
- b. New evident that would change the outcome and that was not reasonably available when the dismissal was made; or
- c. The Title IX Coordinator, Investigator, or Decision Maker had a conflict of interest or bias for or against the Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

F. Supportive Measures Offered to a Person at the Time of a Disclosure/Report; Supportive Measures Provide Offered to Complainant and Respondent at the Time of a 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, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

MCCS shall maintain confidentiality for the complainant and respondent of any supportive measures that they receive, to the extent possible. The Title IX Coordinator shall implement and monitor the supportive measures. Supportive measures may be reviewed at any time upon request to the Title IX Coordinator.

Parties receiving notices of a supportive measure may appeal a supportive measure by filing with the Title IX Coordinator within two business days of receipt. The request to appeal the decision shall include the grounds for appeal. The Title IX Coordinator will ask an impartial employee to review the appeal and determine whether to modify or reverse the Title IX Coordinator’s decision to provide, deny, modify, or terminate a supportive measure applicable to the appealing party.

G. Grievance Procedures

1. Notice of Complaint

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

- a. Details of the allegation (parties, conduct, date, location);
- b. The grievance resolution Procedure, including that the process shall be equitable, prompt, and impartial;
- c. A statement that retaliation is prohibited;
- d. Both parties may receive supportive measures, and the Title IX Coordinator will work with each party to implement individualized measures;
- e. Both parties may have an advisor, who can be an attorney, of their choice;
- f. Both parties may inspect and review relevant and not otherwise impermissible evidence;
- g. The Respondent is presumed not responsible and a determination regarding responsibility, using the preponderance of evidence standard, shall be made at the conclusion of the grievance process;
- h. The MCCS bears the burden of proof;
- i. An Informal Resolution process may be available if it is appropriate; not already attempted; both parties agree in writing to participate; the parties can return to the Grievance process any time until a resolution has been agreed upon; and documents on the agreement to participate, final resolution, or return to formal grievance process will be kept on record; and
- j. It is a violation of MCCS Policy 202 to make false statements in the course of the investigation.

Additionally, the notice must include statements regarding:

- a. Preserving Evidence;
- b. Confidentiality;
- c. Law Enforcement;
- d. Counseling, Health and Mental Health resources;
- e. Victim Advocacy and Legal Assistance resources;

- f. Visa and Immigration resources; and
- g. Student Financial Aid resources.

2. Emergency Removal of Respondent

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

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

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

3. Informal Resolution Procedures

- a. The Informal Resolution process shall be guided by a trained mediator.
- b. The Informal Resolution process may be available if both parties agree in writing.
- c. The Informal Resolution process is available at any time prior to reaching a determination regarding responsibility.
- d. Information disclosed by the parties during the Informal Resolution process is confidential and may not be used as evidence during the Grievance process.
- e. At any time until an Informal Resolution has been agreed upon, the parties may leave the Informal Resolution process. If a Complaint has been filed, the parties return to the Grievance process. Likewise, if a Complaint has been made and the Informal Resolution process fails because the parties cannot agree on a resolution, the Complaint shall be referred to the Grievance process.
- f. A successful Informal Resolution process will yield an agreement between the parties. Once the agreement is reached the parties cannot pursue the Grievance process for the same conduct.

- g. Agreements to participate in the Informal Resolution process, Informal Resolutions, and the referral to the Grievance process shall be kept as records.

4. Formal Resolution Procedures

a. Investigation

The College shall investigate Complaints of conduct governed by this Procedure. Both the Complainant and the Respondent shall have the same opportunity to provide evidence and witnesses to the investigator. If the parties do not agree to attempt an Informal Resolution, the investigation will be initiated after the notice of investigation is issued.

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

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

Prior to the completion of the investigative report, the investigator will provide to the parties, and their respective advisors (if the party has one), all gathered evidence relevant to the allegations, and a copy of the draft report. The evidence will either be electronic or hard copy. The parties and their respective advisors (if the party has one) are prohibited from copying, sharing, posting, or otherwise disseminating the evidence. This prohibition does not apply to the use of evidence in a judicial proceeding. The parties have ten business days to submit a written response to the investigator. Those written responses will be appended to the report.

In instances where credibility is not in dispute, the Investigator shall issue the written report and a written finding of responsibility including a statement of and rationale for the finding as to each allegation including a determination regarding responsibility, any disciplinary sanctions the College will impose on the respondent, and whether remedies will be provided to the complainant.

In instances where credibility is in dispute, the Investigator shall issue the final report without findings and remedies/sanctions, and the matter will be referred to a Decision Maker who will conduct a live hearing.

The parties will be provided with a copy of the procedures for a live hearing, as well as the procedures governing the submission and consideration of evidence used during the live hearing.

b. Live Hearing

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

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

The Decision Maker shall open the proceeding and recognize the parties and their respective advisors. The Decision Maker shall question the parties and witnesses and conduct cross examination. The Decision Maker shall make relevancy determinations on every question and follow up question before the question is answered by the party or witness. Parties may not appeal the relevancy determination of the Decision Maker.

The Decision Maker may weigh the credibility of a party or witness, including when a party or witness refuses to respond to relevant and permissible questions. The Decision Maker may not draw an inference as to whether the harassment occurred solely based on an individual's refusal to respond to questions during the live hearing.

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

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

c. Findings

Not more than seven business days after final determination of the Complaint, the Decision Maker shall issue written findings which shall include:

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

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

d. Appeals

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

- 1) Procedural irregularities affecting the outcome;
- 2) New evidence that was not previously available that would affect the outcome; and
- 3) The Title IX Coordinator, Investigator, or Decision Maker has a conflict of interest or bias for or against Complainants or Respondents, generally, or the individual Complainant or Respondent that would change the outcome.

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

written decision to both parties with the result of the appeal and the rationale for the decision.

H. Discipline

Student respondents found responsible shall be subject to the full range of potential disciplinary measures set forth in Section IV of the Student Code of Conduct, up to and including dismissal from the College. Employees found responsible shall be subject to the full range of potential disciplinary measures from counseling to termination.

I. Record Retention

The College shall maintain records of each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording of the hearing, any disciplinary sanctions imposed on the respondent, any remedies provided to the complainant, any information resolution and the result therefrom, and all training materials for a period of seven years.

J. Primary Authority and Annual Training

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

In addition, Investigators, Decision Makers and Appeals Decision Makers shall receive not less than annual training on issues related to sexual violence, intimate partner violence or stalking, investigatory procedures and hearing procedures to protect the safety and rights of students and promote accountability, objectivity and a trauma-informed response.

K. Other

Nothing in this Procedure shall be construed to confer a private right of action upon any person to enforce the provisions of this Procedure.

L. Appendix

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

REFERENCES: 20-A M.R.S.A. §12706(7); The Campus SaVE Act (§304 of the re-authorized Violence Against Women Act of 2013 (VAWA)); 20 U.S.C. §1092(f)(8) (Clery); 34 C.F.R 106.1 et. seq. (Title IX); 20-A MRS §12981 et. seq.; MCCS Policies 202, 501, and 807.

DATE ADOPTED: August 10, 2020 (effective August 14, 2020)

DATES AMENDED: June 20, 2023; June 26, 2024 (effective August 1, 2024)

APPENDIX

TITLE IX COORDINATORS

Central Maine Community College

Dean of Students
nhamel@cmcc.edu
207-755-5284

Eastern Maine Community College

Dean of Students
etrue@emcc.edu
207-974-4673

Kennebec Valley Community College

Dean of Students
cmckenna@kvcc.me.edu
207-453-5019

Northern Maine Community College

Dean of Students
nmgrillo@nmcc.edu
207-768-2792

Southern Maine Community College

Dean of Students
deanofstudents@smccME.edu
207-741-5544

Washington County Community College

Dean of Students
tstoltd@emcc.me.edu
207-454-1032

York County Community College

Dean of Students
cburbank@yccc.edu
207-216-4399

COUNSELING AND MENTAL HEALTH SERVICES

Central Maine Community College

<https://www.cmcc.edu/student-life/resources/health-and-counseling/>

Student Services (207) 755-5293

Eastern Maine Community College

<https://www.emcc.edu/student-life/resources/counseling/>

(207) 974-4858

sking@emcc.edu

Kennebec Valley Community College

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

(207) 453-5150

mclement@kvcc.me.edu

Northern Maine Community College

<https://www.smccme.edu/student-life/counseling/>

Students may also contact:

Aroostook Mental Health Center

(207) 764-3319

Emergency Help Line 207-762-4581 or 1-800-432-7805

Southern Maine Community College

<https://www.smccme.edu/student-life/counseling/>

1-800-434-3000

Washington County Community College

WCCC refers students to:

Aroostook Mental Health Center

<https://www.amhc.org/>

(207) 498-6431

York County Community College

YCCC recommends that students contact:

York County Community Action

Nasson Health Care

<https://yccac.org/health-care/>

(207) 490-6900

SEXUAL ASSAULT SUPPORT SERVICES

Maine Coalition Against Sexual Assault (MeCASA)

24 hour statewide sexual assault crisis and support line

1-800-871-7741 (voice) 711 (Maine Relay)

The Maine Coalition Against Sexual Assault (MeCASA) works towards ending sexual violence by supporting a regional network of sexual assault crisis and support centers across the State of Maine,

funding victim services and prevention efforts in Maine's communities, and advocating for victim-centered public policy and systems change. The regional centers listed below all provide the following free sexual assault support services to persons who have experienced sexual violence, without regard to sexual orientation, gender or gender identity:

- Confidential support, including crisis support, from trained, caring people
- Help, information, and in person support for survivors who go to the hospital, police or court
- Connection to other services in your community
- Support groups

Sexual Assault Response Services of Southern Maine

York and Cumberland Counties
24 hour support line: 1-800-313-9900
www.sarsonline.org

Sexual Assault Support Services of Midcoast Maine

Eastern Cumberland, Lincoln, Sagadahoc, Knox and Waldo Counties
24 hour support line: 1-800-822-5999
Anywhere in Maine: 1-800-871-7742
TTY: 1-888-458-5599
www.sassmm.org

Sexual Assault Prevention & Response Team

Androscoggin, Franklin and Oxford Counties, and the Towns of Bridgton and Harrison
24 hour helpline: 1-888-458-5599
TTY: 1-888-458-5599
www.sapars.org

Sexual Assault Crisis & Support Center

Kennebec and Somerset Counties
24 hour support line: 1-800-871-7741
www.silentnomore.org

Rape Response Services

Penobscot and Piscataquis Counties
24 hour hotline: 1-800-310-0000
TDD: 1-888-458-5599
www.rrsonline.org

AMHC Sexual Assault Services

Aroostook, Hancock & Washington Counties
(207)-498-6431
www.amhc.org

United Somali Women of Maine

Androscoggin and Cumberland Counties
(207) 753-0061
www.uswofmaine.org

Confidential Resource Advisors

Central Maine Community College

SAPARS

Shawna Austin

she/her

shawna.austin@sapars.org

Eastern Maine Community College

Bridget Riffel

she/hers

briffelg@emcc.edu

Kennebec Valley Community College

SAC&SC

Jenna McCarthy

she/her

Jennifer.McCarthy@silentnomore.org

Northern Maine Community College

AMHC

Wendy Page

she/her

WPage@amhc.org

Southern Maine Community College

Ellen Culberson

she/hers

eculberson@smccme.edu

Washington County Community College

AMHC

Wendy Page

she/her

WPage@amhc.org

York County Community College

SARSSM

Andrew Shepard

they/them

andrews@sarssm.org

National Resources

National Sexual Assault Hotline: 1-800-656-HOPE

National Sexual Assault Online Hotline : <https://ohl.rainn.org/online/>

For a list of resources with particular focus on the needs of LGBTQ persons,
see: <http://barcc.org/information/resources-online/glb>

DOMESTIC VIOLENCE SERVICES

Maine Coalition to End Domestic Violence (MCEDV)

Statewide Domestic Abuse Helpline: 1-800-437-1220

info@MCEDV.org

<https://www.mcedv.org/get-help/>

The Maine Coalition to End Domestic Violence works to end domestic abuse, dating abuse, stalking, elder abuse and commercial sex trafficking and supports a statewide network of nine member organizations. The member organizations provide the following services to victims, their families and the community: 24 hour helpline, safety planning, legal advocacy, sheltering and housing, support groups, community education, prevention education, and domestic violence/child protective services advocacy.

The following are MCEDV member organizations:

Hope and Justice Project

Aroostook County

24 Hour Helpline: 1-800-439-2323

www.hopeandjusticeproject.org

Next Step Domestic Violence Project

Hancock and Washington Counties

24 hour Helpline 1-800-315-5579

TTY available through relay. Dial 711 and ask the operator to call the 800# above.

www.nextstepdvproject.org

Partners for Peace

Penobscot and Piscataquis Counties

24 hour Helpline: 1-800-863-9909

TTY: 1-800-437-1220

www.partnersforpeaceme.org

New Hope Midcoast

Waldo, Knox, Lincoln and Sagadahoc Counties

24 hour Helpline: 1-800-522-3304

<http://newhopemidcoast.org>

Family Violence Project

Kennebec and Somerset Counties

24 hour Helpline: 1-877-890-7788

<https://www.familyviolenceproject.org/>

Immigrant Resource Center of Maine

Statewide- Serving refugee and immigrant communities through culturally and linguistically sensitive services.

Helpline: 1-866-834; 1-800-437-1220

www.ircofmaine.org

Safe Voices

Franklin, Oxford and Androscoggin Counties

24 hour Helpline: 1-800-559-2927

<https://safevoices.org/>

Through These Doors

Cumberland County

24 hour Helpline: 1-800-537-6066 (TTY accessible)

www.throughthesedoors.org

Caring Unlimited

York County

24 hour Helpline: 1-800-239-7298

www.caring-unlimited.org

SEXUAL ASSAULT AND DOMESTIC VIOLENCE RESOURCES FOR TRIBAL COMMUNITIES**Wabanaki Women's Coalition**

(207) 763-3478

<https://www.wabanakiwomenscoalition.org>

The Wabanaki Women's Coalition supports a network of tribal support centers dedicated to serving the needs of survivors of domestic violence, dating violence, sexual violence, stalking and sex trafficking, while working to end violence against Native children and adults. Members of the coalition provide emotional support, crisis intervention, emergency shelter, safety planning, court and legal advocacy, hospital accompaniment, transitional housing assistance, advocacy in expressed areas of need, information and referrals and education.

Members of the coalition are:

Aroostook Band of Micmac Indians Domestic & Sexual Violence Advocacy Center

24 hour Helpline: 207-551-3639

www.wabanakiwomenscoalition.org/micmac-domestic-and-sexual-violence-advocacy-center/

Houlton Band of Maliseet Indians Domestic & Sexual Violence Advocacy Center

24 hour Helpline: 207-532-6401

www.wabanakiwomenscoalition.org/maliseet-domestic-and-sexual-violence-advocacy-center/

Indian Township Passamaquoddy Domestic & Sexual Violence Advocacy Center

24 hour Helpline: 207-214-1917

www.wabanakiwomenscoalition.org/indian-township-passamaquoddy-domestic-violence-program/

Pleasant Point Passamaquoddy Peaceful Relations Domestic and Sexual Violence Advocacy Center

24 hour Helpline: 1-877-853-2613

www.wabanakiwomenscoalition.org/passamaquoddy-peaceful-relations/

Penobscot Indian Nation Domestic & Sexual Violence Advocacy Center

24 hour Helpline: 207-631-4886

www.wabanakiwomenscoalition.org/penobscot-nation-domestic-and-sexual-violence-advocacy-center/

VICTIM COMPENSATION PROGRAM

Maine's Attorney General's Office facilitates a crime victim's compensation program.

https://www.maine.gov/ag/crime/victims_compensation/

Victims' Compensation Program
Maine Office of the Attorney General
6 State House Station
Augusta, Maine 04333-0006
Tel: (207) 624-7882, or (800) 903-7882

POLICE DEPARTMENTS

Municipal police departments are responsible for responding to complaints of civil and criminal conduct occurring within the boundaries of their municipality. Police departments receive and investigate complaints and issue summonses and/or make arrests. With felony level conduct, it is within the discretion of the district attorney (“DA”) to present information to a grand jury which decides whether there is adequate basis to issue an indictment and charge a felony crime. The DA’s office has a dedicated victim/witness advocate who provides support to crime victims while a matter is pending in court.

Below is contact information for the police departments serving the municipalities in which the community colleges are located.

Central Maine Community College

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

Southern Maine Community College

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

Eastern Maine Community College

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

Southern Maine Community College

Brunswick Police Department
85 Pleasant Street
Brunswick, ME 04011
207-725-5521

Kennebec Valley Community College

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

Washington County Community College

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

Northern Maine Community College

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

York County Community College

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

SHERIFF’S OFFICES

Sheriff’s Offices are county-wide law enforcement agencies that provide services to communities that do not have a municipal police department. Sheriffs enforce the same laws and in the same manner as municipal police departments. A listing of Maine Sheriff’s Offices can be found at www.courts.maine.gov/help/small-claims/sheriffs.html.

MAINE STATE POLICE

The Maine State Police are a state-wide law enforcement agency with authority to investigate and bring state civil or criminal charges in any area of the state, without regard to municipal or county boundaries. Certain crimes are within the sole jurisdiction of the State Police, such as homicides. Contact information for the State Police can be found at www.maine.gov/dps/msp/about/contact.

FEDERAL BUREAU OF INVESTIGATION

The Federal Bureau of Investigation (“FBI”) is the primary law enforcement for the federal government and is charged with investigating more than 200 categories of federal laws nationwide. For example, the FBI investigates alleged violations of federal laws governing civil rights, human trafficking and kidnapping. Violations of federal laws are prosecuted by the U.S. Attorney for the District of Maine.

The Portland office can be contacted at (207) 774-0332 and the Bangor office can be contacted at (207) 947-6670.

HOSPITALS

Blue Hill Memorial Hospital

57 Water Street, Blue Hill, Maine 04614
(207) 374-3400
<http://www.bhmh.org>

Bridgton Hospital

10 Hospital Drive, Bridgton, Maine 04009
(207) 647-6000
<http://www.bridgtonhospital.org/>

C.A. Dean Memorial Hospital

364 Pritham Avenue, Greenville, Maine 04441
(207) 695-5200
<http://www.cadean.org/>

Calais Regional Hospital

24 Hospital Lane, Calais , Maine 04619
(207) 454-7521
<http://www.calaishospital.com/>

Cary Medical Center

163 Van Buren Road, Suite #1, Caribou, Maine 04736
(207) 498-3111
<http://www.carymedicalcenter.org/>

Central Maine Medical Center

300 Main Street, Lewiston, Maine 04240
(207) 795-0111
<http://www.cmmc.org>

Down East Community Hospital

11 Hospital Drive, Machias, Maine 04654
(207) 255-3356
<http://www.dech.org/>

Eastern Maine Medical Center

489 State St., Bangor, Maine 04402
(207) 973-7000
<http://www.emmc.org>

Franklin Memorial Hospital

111 Franklin Health Commons, Farmington, Maine 04938
(207) 778-6031
<http://www.fchn.org/>

Houlton Regional Hospital

20 Hartford Street, Houlton, Maine 04730
(207) 532-2900
<http://www2.houltonregional.org/>

Inland Hospital

200 Kennedy Memorial Drive, Waterville, Maine 04901
(207) 861-3000
<http://www.inlandhospital.org/>

LincolnHealth

35 Miles St., Damariscotta, Maine 04543
(207) 563-1234
<http://www.lchcare.org>

Maine Coast Memorial Hospital

50 Union Street, Ellsworth, Maine 04605
(207) 667-5311
<http://www.mainehospital.org>

MaineGeneral Medical Center

35 Medical Center Parkway, Augusta, Maine 04330
(207) 626-1000
<http://www.mainegeneral.org/>

Maine Medical Center

22 Bramhall Street, Portland, Maine 04102
(207) 662-0111
<http://www.mmc.org/>

Mayo Regional Hospital

897 West Main Street, Dover-Foxcroft, Maine 04426
(207) 564-8401
<http://www.mayohospital.com/>

Mercy Hospital

144 State Street, Portland, Maine 04101
(207) 879-3000
<http://www.mercyhospitalstories.org/>

Mid Coast Hospital

123 Medical Center Drive, Brunswick, Maine 04011
(207) 729- 0181
<http://www.midcoasthealth.com/>

Millinocket Regional Hospital

200 Somerset Street, Millinocket , Maine 04462
(207) 723-5161

<http://www.mrhme.org>

Mt. Desert Island Hospital

10 Wayman Lane, Bar Harbor, Maine 04609
(207) 288-5081

<http://mdihospital.org/site/>

Northern Maine Medical Center

194 East Main Street, Fort Kent, Maine 04743
(207) 834-3155

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

Parkview Adventist Medical Center

329 Maine Street, Brunswick, Maine 04011
(207) 373-2000

<http://www.parkviewamc.org>

Pen Bay Medical Center

6 Glen Cove Drive, Rockport, Maine 04856
(207) 596-8000

<http://www.penbayhealthcare.org/penbaymedicalcenter/>

Penobscot Valley Hospital

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

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

Redington-Fairview General Hospital

46 Fairview Avenue, Skowhegan , Maine 04976
(207) 474-5121

<http://www.rfgh.net/>

Rumford Hospital

420 Franklin Street, Rumford, Maine 04276
(207) 369-1000

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

Sebasticook Valley Health

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

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

Southern Maine Health Care-Sanford Medical Center

25 June Street, Sanford, Maine 04073
(207) 283-7000

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

St. Joseph Hospital

PO Box 403, Bangor, Maine 04401
(207) 262-1000

<http://www.stjoeshealing.org>

St. Mary's Regional Medical Center

P.O. Box 291, Lewiston, Maine 04243
(207) 777-8100

<http://www.stmarysmaine.com/>

Stephens Memorial Hospital

181 Main Street, Norway, Maine 04268
(207) 743-5933

<http://www.wmhcc.org>

The Aroostook Medical Center

140 Academy Street, Presque Isle, Maine 04769
(207) 768-4000

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

Waldo County General Hospital

PO Box 287, Belfast, Maine 04915
(207) 338-2500

<http://www.wcgh.org/index.html>

York Hospital

15 Hospital Drive, York, Maine 03909
(207) 363-4321

<http://www.yorkhospital.com/>

LEGAL SERVICES

Pine Tree Legal Services

Free legal services for low –income Maine residents
for non-criminal matters

Augusta Office

Somerset, Lincoln and Knox Counties
39 Green Street
P.O. Box 2429
Augusta, Maine 04338-2429
(207) 622-4731 or (207) 623-7777

Bangor Office

Penobscot, Piscataquis and Waldo
115 Main Street, 2nd floor
Bangor, Maine 04401
(207) 942-8241

Lewiston Office

Androscoggin, Oxford and Franklin
37 Park Street, Suite 401
Lewiston, Maine 04243-0398
(207) 784-1558

Machias Office

Washington and Hancock
13 Cooper Street
P.O. Box 278
Machias, Maine 04654
(207) 255-8656

Portland Office

Cumberland, York, Sagadahoc,
Androscoggin, Oxford, Franklin, Lincoln and
Knox
88 Federal Street
P.O. Box 547
Portland, Maine 04112
(207) 774-8211

Presque Isle Office

Aroostook County
373 Main Street
Presque Isle, Maine 04769
(207) 764-4349

All Offices

TTY: 711
<http://www.ptla.org>

Cumberland Legal Aid Clinic

A legal aid clinic operated by the University of Maine School of Law. Services provided to low-income individuals with legal cases in Southern Maine courts (Cumberland, parts of York, Sagadahoc and Androscoggin counties) for most types of civil, criminal, juvenile and family matters.

Greater Portland area – (207) 780-4370

Toll free: (877)-780-2522

<http://mainelaw.maine.edu/programs-centers/clac.html>

Maine Lawyer Referral Service

A referral service operated by the Maine State Bar Association.

1-800-860-1460

<http://www.lrs@mainebar.org>

Maine Volunteer Lawyers Project

Free legal information and pro bono legal representation for qualifying low-income individuals state-wide.

Portland: (207) 774-4348

Toll free: (800)-442-4293

<http://www.vlp.org>