

## MAINE COMMUNITY COLLEGE SYSTEM

### GENERAL ADMINISTRATION Section 202.2

**SUBJECT: SEXUAL HARASSMENT, SEXUAL ASSAULT AND OTHER SEX-BASED CONDUCT, RELATIONSHIP VIOLENCE, AND STALKING PROCEDURE**

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

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#### **A. Introduction**

The purpose of this Procedure is to define and to describe the reporting, investigation and adjudication procedures that govern M CCS' handling of allegations of 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 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 M CCS Policy **202**, under Title IX, discrimination in the form of sexual harassment is conduct, on the basis of sex, that effectively denies a person equal access to an M CCS educational program or activity. That conduct might be (a) quid pro quo; (b) unwelcome conduct that a reasonable person would deem severe, pervasive, and objectively offensive; 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 M CCS 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 Formal Complaint of prohibited conduct as well as to those who may not yet be ready or do not want to make a Formal Complaint, or who seek only information, emergency assistance, and supportive measures. A 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 Formal Complaint of prohibited conduct to the Title IX Coordinator triggers the college's responsibility to take steps to address the alleged conduct and 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 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 Report and Formal Complaint and the options to file a Report or Formal Complaint.
- c. An explanation of the description of the college's procedure for handling complaints governed by this Procedure, including how to make a complaint, 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 report, complaint or notice 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 utilized by MCCS are independent contractors, not employees, and do 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. **“Complainant”** means a person who believes he or she experienced an act prohibited by this policy and reports the conduct to the College.
- c. **“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.

- d. **“Formal Complaint”** means a detailed, written, signed allegation of prohibited conduct.
- e. **“Report”** means an informal, potentially anonymous, allegation of prohibited conduct.
- f. **“Respondent”** means a student, employee or other individual within the College's substantial control accused of conduct prohibited by this policy.
- g. **“Retaliation”** means pressuring a person to drop or support a complaint or to provide false or misleading information; pressuring a person to participate or refrain from participating as a witness in a proceeding; or engaging in conduct that may reasonably be perceived to affect adversely that person's educational, living, or

work environment for making a good-faith report or participating in good faith in an investigation.

## **D. Reports and Formal Complaints**

A 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 report. A person making a report is not required to file a Formal Complaint.

Only a Formal Complaint initiates the resolution process set forth in this Procedure. A Formal Complaint must be written and signed by the complainant. Supportive measures are available for the complainant and respondents named in the Formal Complaint.

### **1. Reports**

- a. Students and employees are advised to report allegations of prohibited conduct immediately, or as soon as possible after the incident of prohibited conduct. Reports can be made via mail, email, phone, web form, or in person.
- b. Reports should be made to the Title IX Coordinator. Presidents, Deans, and Human Resources Managers who receive a report of prohibited conduct shall immediately share the report with the Title IX Coordinator.
- 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 and provide:
  - 1) The option for supportive measures;
  - 2) Information required by federal and state laws on available resources if appropriate; and
  - 3) Information on the Formal Complaint and the Grievance Procedure, including that the person is not required to make a Formal Complaint.
- e. The Title IX Coordinator must document that this information was provided.
- f. If the person does not wish to make a Formal Complaint, the Title IX Coordinator has the discretion to make a Formal Complaint based on the allegation, and would be the signatory, but not a party to the complaint.

### **2. Formal Complaints**

- a. Students and employees are advised to file a written, signed Formal Complaint with allegations of prohibited conduct immediately, or as soon as possible. Formal Complaints may be made during or after the complainant's participation or attempted participation in an MCCS education program or activity. Complaints made after conclusion of the complainant's participation or attempt to participate are not eligible for treatment under Title IX, but may proceed if the applicable state law definition of the prohibited conduct is satisfied.
- b. Formal Complaints shall be made to the Title IX Coordinator. Presidents, Deans, and HR managers who receive a Formal Complaint shall immediately share the Complaint with the Title IX Coordinator.
- c. Formal Complaints must be in writing and signed by the complainant or the Title IX Coordinator. The writing could be an email, a web form, or other document. A Formal Complaint must contain as much detail as possible. It must disclose 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 Formal Complaint, the college has sixty business days to conclude the 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 report of prohibited conduct with an MCCS official when the person knows that such report, by fabrication or material embellishment, is false.

### **3. Mandatory Dismissal of a Formal Complaint**

Formal Complaints are subject to mandatory dismissal under certain circumstances.

Federal regulations require a Formal Complaint of sexual harassment to be dismissed from Title IX jurisdiction if the following criteria are not met:

- a. The alleged conduct would not constitute sexual harassment under the Title IX sexual harassment definitions, even if proved;
- b. The alleged conduct was against a person not in the United States;
- c. The alleged conduct was against a person not participating, or attempting to participate, in an MCCS educational program or activity; or,
- d. The alleged conduct was not at an MCCS location, not during an MCCS activity or program, or the MCCS did not have substantial control over both the respondent and the context.

In the event of allegations of sexual violence, intimate partner violence or stalking under Maine law, a Formal Complaint will be dismissed if the alleged conduct would not satisfy the applicable definition, even if proved, or if MCCS did not have substantial control over the respondent.

Complaints against students that are subject to mandatory dismissal from Title IX jurisdiction may still fall under this Procedure if the allegation meets the applicable Maine law definition.

#### **4. Discretionary Dismissal of a Formal Complaint**

MCCS has the discretion to dismiss a Formal Complaint if:

- a. The complainant notifies the Title IX Coordinator, in writing, that the complainant would like to withdraw the Formal Complaint or any allegations therein;
- b. The respondent is no longer enrolled at or employed by the MCCS; or
- c. Specific circumstances prevent the MCCS from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

#### **5. Appeal of Dismissal of Formal Complaint**

A written notice shall be provided to both parties if the Formal Complaint is dismissed from this Procedure, including in those situations when the Formal 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.

#### **E. Supportive Measures Offered to a Person at the Time of a Report; Supportive Measures Provide Offered to Complainant and Respondent at the Time of a Formal Complaint**

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include, 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

## **F. Grievance Procedures**

### **1. Notice of Formal Complaint**

Both the complainant and the respondent shall be notified, simultaneously, that a Formal 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. Both parties may receive supportive measures, and the Title IX Coordinator will work with each party to implement individualized measures;
- d. Both parties may have an advisor of their choice;
- e. Both parties may inspect and review evidence;
- f. The respondent is presumed not responsible and a determination regarding responsibility shall be made at the conclusion of the grievance process;
- g. The MCCS bears the burden of proof;
- h. An Informal Resolution process may be available if it is appropriate and the respondent is not an employee; both parties agree in writing to participate; the parties can return to the Formal 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
- i. 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 facilitator.
- b. The Informal Resolution process may be available if both parties agree in writing. Informal Resolution process is not available if the respondent is an employee.
- 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 Formal Grievance process.
- e. At any time until an Informal Resolution has been agreed upon, the parties may leave the Informal Resolution process and return to the Formal Grievance process. Likewise, if the Informal Resolution process fails and the parties cannot agree on a resolution, the complaint shall be referred to the Formal 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 Formal Grievance process for the same conduct.
- g. Agreements to participate in the Informal Resolution process, Informal Resolutions, and the referral to the Formal Grievance process shall be kept as records.

#### **4. Formal Resolution Procedures**

##### **a. Investigation**

The College shall investigate Formal 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 initiate after the notice of investigation is issued.

All parties shall receive written notice of the date(s), times(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 investigator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Investigator shall provide notice of the additional allegations. Further, a College may consolidate Formal 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 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 directly related 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) 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 parties have ten business days to submit a written response to the investigator.

The investigator will review, and incorporate as appropriate, the responses prior to completing the report. The complete report will be provided to the parties, and their respective advisors, and the parties will have ten business days to submit a written response. Following the completion of the investigative report, the live hearing will be scheduled.

The parties will be provided with a copy of 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. If a party does not have an advisor at the hearing the College shall provide one, at no cost. The Decision Maker shall question the parties and witnesses. Advisors shall only participate during oral cross-examination of the other party and witnesses. The Decision Maker shall make relevancy determinations on every cross-examination question and follow up question before the question is answered by the party or witness. Advisors may not appeal the relevancy determination of the Decision Maker.

The Decision Maker shall not take into consideration a party's decision not to submit to cross-examination in reaching a determination regarding responsibility.

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 7 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 harassment;
- 2) A description of the procedural steps taken from the receipt of the Formal 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) Bias on the part of the Title IX Coordinator, the Investigator, or the Decision Maker.

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.

#### **G. 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.

#### **H. 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.

**I. 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.

**J. 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.

**K. 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.

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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; April 23, 2024

## APPENDIX

### TITLE IX COORDINATORS

**Central Maine Community College**

Dean of Students  
[nhamel@cmcc.edu](mailto:nhamel@cmcc.edu)  
207-755-5284

**Eastern Maine Community College**

Dean of Students  
[etrue@emcc.edu](mailto:etrue@emcc.edu)  
207-974-4673

**Kennebec Valley Community College**

Dean of Students  
[cmckenna@kvcc.me.edu](mailto:cmckenna@kvcc.me.edu)  
207-453-5019

**Northern Maine Community College**

Dean of Students  
[nmgrillo@nmcc.edu](mailto:nmgrillo@nmcc.edu)  
207-768-2792

**Southern Maine Community College**

Dean of Students  
[deanofstudents@smccME.edu](mailto:deanofstudents@smccME.edu)  
207-741-5544

**Washington County Community College**

Dean of Students  
[tstoltd@emcc.me.edu](mailto:tstoltd@emcc.me.edu)  
207-454-1032

**York County Community College**

Dean of Students  
[jlaney@yccc.edu](mailto:jlaney@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](mailto:sking@emcc.edu)

### **Kennebec Valley Community College**

<https://www.kvcc.me.edu/student-services/resources/counseling-support>  
(207) 453-5150  
[mclement@kvcc.me.edu](mailto: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](http://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](http://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](http://www.sapars.org)

**Sexual Assault Crisis & Support Center**

Kennebec and Somerset Counties  
24 hour support line: 1-800-871-7741  
[www.silentnomore.org](http://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](http://www.rrsonline.org)

**AMHC Sexual Assault Services**

Aroostook, Hancock & Washington Counties  
(207)-498-6431  
[www.amhc.org](http://www.amhc.org)

**United Somali Women of Maine**

Androscoggin and Cumberland Counties  
(207) 753-0061  
[www.uswofmaine.org](http://www.uswofmaine.org)

## **Confidential Resource Advisors**

### **Central Maine Community College**

SAPARS

Shawna Austin

she/her

[shawna.austin@sapars.org](mailto:shawna.austin@sapars.org)

### **Eastern Maine Community College**

Salena King

she/hers

[sking@emcc.edu](mailto:sking@emcc.edu)

### **Kennebec Valley Community College**

**SAC&SC**

Jenna McCarthy

she/her

[Jennifer.McCarthy@silentnomore.org](mailto:Jennifer.McCarthy@silentnomore.org)

### **Northern Maine Community College**

**AMHC**

Gabi Cooper

she/her

[GCooper@amhc.org](mailto:GCooper@amhc.org)

### **Southern Maine Community College**

Ellen Culberson

she/hers

[eculberson@smccme.edu](mailto:eculberson@smccme.edu)

### **Washington County Community College**

**AMHC**

Gabi Cooper

she/her

[GCooper@amhc.org](mailto:GCooper@amhc.org)

### **York County Community College**

**SARSSM**

Andrew Shepard

they/them

[andrews@sarssm.org](mailto: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>

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## **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](http://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](http://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](http://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](http://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](http://www.throughthesedoors.org)

**Caring Unlimited**

York County

24 hour Helpline: 1-800-239-7298

[www.caring-unlimited.org](http://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/](http://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/](http://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/](http://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/](http://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/](http://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/](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

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## 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](http://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](http://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.bhnh.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, 2<sup>nd</sup> 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>