



**Department of
Safety and Security**

**Report for
Calendar Year 2018**

**Compliance Document
for
Crime Awareness
and
*Fire Safety Report***

September 26, 2019

Table of Contents

Overview of University of New England (UNE)	4
How This Report Is Prepared.....	4
Formal Report or Investigation of a Crime Is Not Required	4
Open Campus Log	4
Sex Offender Registry.....	5
Reporting Criminal Actions or Emergencies	5
Reporting Emergencies or Crimes Occurring Off-Campus.....	6
UNE Department of Safety and Security	6
Access to Campus Facilities	6
Maintenance and Security of Campus Facilities, Fire Alarms	7
Enforcement Authority and Interagency Relationships.....	7
Security Awareness and Crime Prevention Programs	7
Printed Crime Prevention Materials.....	7
Reporting a Crime or Emergency to the Community	8
Timely Warnings:	8
Immediate Emergency Notifications:	8
Campus Evacuation	9
Missing Student Policy	9
Polices Related to Campus Crime.....	9
Sexual Assault Prevention and Response	9
What You Should Do If You Are a Reporter of Sexual Assault	10
Title IX Compliance	10
Timeline for reporting and confidentiality.....	18
Protection Orders and “No Contact Orders”.....	26
Procedures Related to the Investigation and Resolution of Reported Incidents.....	27
Standard of Evidence	27
Prevention and Bystander Training Efforts	27
Campus Alert Notifications Pertaining to Sexual Assaults	27
Alcohol and Substance Abuse	28
Counseling Services.....	29
Prohibited Items	29
Crime Statistics.....	29
University of New England Fire Safety Report.....	36
University-Wide Protocol for Fire Emergency.....	36
Fire Log.....	37

Reporting Fires That Have Occurred (Not in Progress)	37
UNE Fire Safety Policies for the Residence Halls.....	39
Fire Safety.....	39
Fire Drills	40
Fire Equipment.....	40
Appliances.....	41
Furnishings.....	41
Holiday Decorations	41
Room Decorations	41
Tapestries	41
UNE Student Handbook and Conduct Code as They Pertain to Fire Safety Policies in Residence Halls ..	42
Biddeford Campus Evacuation Plan/Muster Locations.....	42
On-Campus Housing Fire Statistics and Systems.....	42

This information is provided as part of the University of New England's commitment to safety and security on campus and is the compliance document for the Crime Awareness and Campus Security Act of 1990.

Overview of University of New England (UNE)

UNE is a private institution of higher education offering undergraduate and graduate programs in liberal arts and sciences, education and health professions. The scenic 125-acre Biddeford Campus is located in a rural area along the southern coast of Maine, 20 miles south of Portland and 90 miles north of Boston. The historic Portland Campus of the University of New England is located in suburban Portland. The one-of-a-kind Tangier campus of the University of New England is for students studying abroad and is located in suburban Tangier, Morocco.

How This Report Is Prepared

Each year, the Director of Safety & Security and the Assistant Director of Safety review the Annual Security Report (ASR) for updates and any necessary changes. The University of New England is also an annual member of the Clery Center, which provides assistance with questions pertaining to best practices for completing the ASR. The statistics of reportable crimes and incidents are gathered by the Director of Safety and Security and reviewed for inclusion in this report. Sources include:

- Surveys and reports of incidents made by any individual on the campus who has significant responsibility for student and campus activities
- Campus security reports
- Statistics reported by the Student Conduct Office
- Statistics reported by the Title IX Office
- Statistics reported by the Global Affairs Office
- Statistics reported by the Biddeford Police Department
- Statistics reported by the Portland Police Department
- Statistics reported by the Tangier Police Department

This report is completed by the Director of Safety & Security and posted electronically at the University's website under Student Life and the Department of Safety and Security. A printed copy of this report is available to anyone at no cost by contacting the Department of Safety and Security at (207) 602-2298.

Formal Report or Investigation of a Crime Is Not Required

It is not necessary for a reporter or witness of a crime to file a formal report of that incident with the police or Department of Safety and Security in order for that crime to be published/counted in this annual report. Any member of the community can make a voluntary, anonymous report (to the extent permitted by law) of a crime by contacting the student counseling center at (207) 602-2549 on the Biddeford Campus or (207) 221-4550 on the Portland Campus. The community member should inform the Counseling Center that they request to make an anonymous complaint at the beginning of any conversation. Although the members of the counseling center are Campus Security Authorities, and can withhold personally identifiable information, the position is encouraged to report as much information as possible. The Counseling Center member will report that statistic to the Department of Safety and Security for inclusion in this document.

Open Campus Log

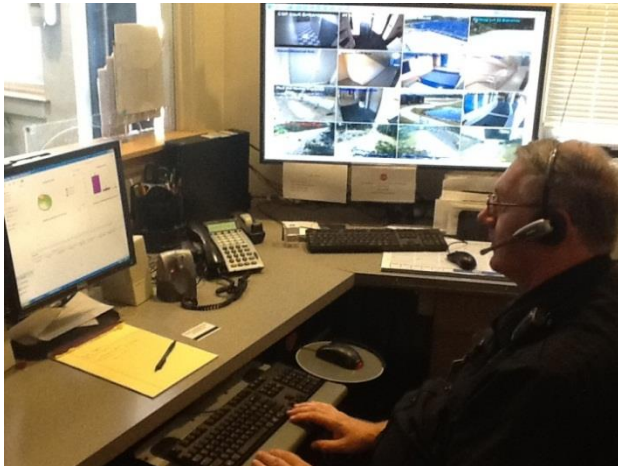
The UNE Department of Safety and Security maintains an electronic "Campus Activity" log of significant events and any crimes or fires occurring on campus. Copies of these logs are available to any member of the community, or the public. Please contact the Director of Safety and Security at (207) 602-2298. Please specify the date or range of dates you would like to see. We can e-mail the log to you or provide a hard copy, whichever you prefer. There is no cost for this service.

Sex Offender Registry

Information pertaining to the existence of registered sex offenders on campus or anywhere in the State of Maine can be found by accessing the Maine State Police Sex Offender Registry at: <http://sor.informe.org/sor/>

Reporting Criminal Actions or Emergencies

UNE encourages every member of the community to report all crimes promptly and accurately. These reports should be directed to the Department of Safety & Security, any designated Campus Security Authority (CSA) or directly to local law enforcement when the victim of crime elects to or is unable to make such a report. The Department of Safety and Security is the main unit responsible for safety, security, and coordination of emergency services at the Biddeford and Portland campuses. Campus Safety and Security is located on the Biddeford Campus at 605 Pool Road, the Facilities Building, and 79 College Street on the Portland Campus. Security may be reached twenty-four hours a day from either the Portland Campus or the Biddeford Campus by dialing extension 366 from any on-campus phone or by dialing (207) 602-2298 from a private phone. A University Dispatcher will relay your request to a Security Officer at either campus, at any time of the day or night. Officers are ready to respond to calls for service twenty-four hours a day, every day.



Full-time and part-time University employees provide security staffing. Security Officers make routine vehicle, bicycle, and foot patrols of the campus grounds, academic buildings, and residential halls, particularly during hours of darkness. It is preferred that any report of criminal activity be directed to the Department of Safety & Security first. Members of the community may contact the Biddeford or Portland Police Department at any time to report a crime. UNE Security Officers will assist you upon request.

The Biddeford, Saco, and Portland Police and Fire Departments are the primary providers of law enforcement, fire protection, and ambulance services. To report a crime in progress, fire, or medical emergency at any UNE campus or facility, dial 911 (there is no need to dial a prefix number). If there is time and it is safe to do so then dial (207) 602-2298 for UNE Safety and Security. If you are using a campus phone, dial 366 for UNE Safety and Security. A number of marked and conveniently located call boxes are available throughout both campuses. The call boxes are yellow with a blue light on the top. Call boxes are found at the entrance of every residence hall and campus parking lots. You may use the yellow call boxes to report a criminal incident, a fire, or other type of emergency or to request assistance from the Department of Safety and Security.

Tangier Morocco Emergency Numbers

Campus Address-Rue Abi Chouaib Doukkali

Tangier 90000, Morocco

Campus Manger Mr. Mourad Benkirane 212 661 39 80 08

Campus Coordinator Ms. Douaa Ben Imran 212 636 93 62 77

Police 190

Fire/Ambulance 150

US Embassy American Citizen Services 212 522 26 71 51

US Embassy After-Hours Emergencies 212 661 13 19 39

US Embassy in Rabat 212 537 76 22 65

US Embassy in Rabat after Hours Emergencies 212 537 76 96 39

This is a gated community with private security hired for campus safety & security.

Reporting Emergencies or Crimes Occurring Off-Campus

The UNE Department of Safety and Security does not respond to calls for service, crimes, or emergencies at public properties. The University of New England does not have any non-campus properties of officially recognized student organizations. UNE does, however, have non-campus properties that are not of officially recognized student organizations and those properties are still patrolled by Safety & Security officers.

UNE Department of Safety and Security

UNE Security Officers have no arrest authority. The Biddeford, Saco, and Portland Police Departments share concurrent jurisdiction over UNE property with the York County Sheriff's Office and Maine State Police. Response times will vary according to the nature of the call and the location of the closest available responder(s).

The UNE Department of Safety and Security is not a law enforcement agency and responds to calls for service on campus only. The department provides safety and security services to the UNE community including coordinating responses to campus by city police, fire, and medical agencies. Any member of the community may call the UNE Safety and Security Department at any time of the day or night, any time of the year for any emergency, or any time police/fire or medical assistance is needed. The phone number for UNE Safety and Security is (207) 602-2298 from any personal or campus phone. Trained Safety and Security Officers will be pleased to assist by contacting city police/fire or medical assistance when needed. Community members may also call city police, fire, or medical services directly by dialing 911 from any campus phone or by cell phone. If it is safe and there is time then dial (207) 602-2298 for UNE Safety and Security.



Access to Campus Facilities

Most campus buildings and facilities are accessible to the campus, guests, and visitors from 6:00 AM to 8:00 PM, Monday through Friday. Exterior doors are secured each evening following their usage. Security Officers and designated staff members check campus buildings and residence halls throughout the night ensuring facilities are secured as needed.

Exterior Residence Hall doors are locked 24 hours a day and only accessible via an electronic ID card with the appropriate permissions. Residence halls and other buildings on the Morocco campus are accessible via hard key only. All other academic, administrative and non-residence facilities are secured following building usage.

Students and staff/faculty members are given keys/electronic access cards, which open exterior doors and secured interior doors for which they have the appropriate permissions. Electronic access is coordinated through the Office of Safety & Security and is granted based upon a legitimate work/study need, place of residence, or program enrollment requirement. Guests and visitors to the residence halls may gain admittance by calling a student living in the residence hall and then must be escorted by that individual at all times while in that facility.

All key requests or lock changes are processed through Facilities Management and approved by the Director of Safety & Security. All lost or stolen keys/electronic access cards must be reported promptly to the Safety and Security Department who will deactivate the card or re-core the effected doors, as required. Persons living in a residence hall must report lost or stolen keys/electronic access cards immediately to their Resident Advisor or Area Coordinator who will make the necessary notifications to Safety & Security.

Maintenance and Security of Campus Facilities, Fire Alarms

The University is committed to maintaining a safe level of exterior lighting. Security Officers routinely survey lighting and recommend maintenance and repositioning of existing lights and additional illumination, as required. Members of the campus community are encouraged to report any lighting deficiencies to the nearest Department of Safety and Security Office. Security Officers also survey and routinely report problems with doors. This task is given a high priority. If the problem represents a security hazard, a maintenance person is immediately called in to make necessary repairs or adjustments.

Smoke detectors are installed in buildings throughout campus. The alarms are connected to a system that will sound interior and exterior horns and strobe lights. The fire alarm system also has local pull stations on each floor. All of the primary residence halls of the University have sprinkler systems. Students are required to participate in fire drills several times each year.

Enforcement Authority and Interagency Relationships

Officers of the Department of Safety and Security do not carry firearms and have no law enforcement powers. Officers are equipped and trained in the use of pepper spray and handcuffs for their personal safety.

The Department of Safety and Security maintains close working relationships with local law enforcement agencies as well as other security and law enforcement agencies on campuses throughout Maine and New England. In general, these jurisdictions are our primary providers of law enforcement services and there are no Memorandum of Understandings (M.O. U.'s) with the exception that an MOU exists between the Biddeford Police Department and the University outlining the processes and supports offered when relationship violence complaints are filed.

Security Awareness and Crime Prevention Programs

Security administrators and the Biddeford Police Department meet with first year resident students at the beginning of each school year to explain Maine Law, safety procedures and offer crime prevention tips. The Department of Safety and Security in conjunction with the Counselling Services Office present the program, "Active Shooter, Run-Hide-Fight" throughout the year upon request. Resident Advisors can initiate safety programs for their resident students by contacting the Department of Safety and Security. Safety and Security administrators conduct safety and security training sessions with the Housing and Residential/Commuter Life Staff. Some other programs include:

Green Dot Bystander Program: Conducted by the Title IX and Safety & Security Departments periodically throughout the school year.

Management of Aggressive Behavior: Conducted by the Safety and Security Department upon request.

Rape Aggression Defense: Conducted by the Safety & Security Department upon request.

Printed Crime Prevention Materials

The Student Affairs Office, Title IX Office, and the Department of Safety and Security distribute educational materials addressing Title IX, sexual harassment/assault, survivor's rights, drug and alcohol abuse, fire safety, and safety on campus.

Reporting a Crime or Emergency to the Community

Considerable effort is made to advise members of the UNE community about campus crime and emergency situations. Each semester the community is advised of the existence of the Emergency Notification System by e-mail and postings throughout both campuses of the university. These efforts include the following:

I. Timely Warnings:

The decision to send a timely warning to the community is made on a case by case basis. Circumstances that would trigger the sending of a timely warning would be the occurrence or report to the UNE Department of Safety and Security of a “Clery Act” crime on Clery reportable geography that represents a serious or continuing threat to students and or employees. Clery Act crimes are listed in the “Crime Statistics” portion of this report. A Timely Warning would appear in any one or all of the following forms: campus email, campus websites and dashboards, employee newsletters, Housing and Residential/Commuter Life staff briefings, and posted alert bulletins throughout the campus. When issuing a “Timely Warning” the university will withhold as “confidential”, reporters’ names. Timely warnings are sent through the Department of Safety and Security by either the Director of Safety & Security or the Assistant Director of Safety & Security. In the event both parties are unavailable, a designated member of the Office of Communications will send the timely warning.

II. Immediate Emergency Notifications:

Upon confirmation by the Director or Assistant Director of Safety & Security of a significant campus emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, the UNE Department of Safety and Security will initiate the university emergency notification process. The Director or Assistant Director will make this decision taking into account the safety of the community and determine who needs to be notified, the content of the message, and send the notification unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In the absence of the Director or Assistant Director of Safety & Security, the emergency notification will be sent by a designated member of the Office of Communications. All community members, regardless of campus, will receive the emergency notification to ensure, as best possible, the intended audience is reached.

The University encourages all members of the community to register and regularly update their emergency contact information on “U-Online”. Persons who have listed their contact information (phone numbers, e-mail addresses, text numbers, etc.) will receive the emergency notification by any one or all of these sources. The University also has public address systems that will be utilized if appropriate. The emergency notification system is tested at least once each year by activating the system and sending a “test” message. The community will receive email information concerning tests before they occur. Results of the test including date and time of the test will be reported to University administration. UNE does not conduct unannounced tests. This emergency notification process is explained on the UNE Safety & Security web page as well as postings on department bulletin boards on campus.

The University leadership also has a Campus Crisis Response Guidelines and holds annual table top exercises to assess and evaluate emergency plans, the emergency notification process and debrief incidents. On an annual basis, the Director of Safety & Security will publicize emergency response and evacuation procedures in conjunction with the test and document each test, a description of any exercise completed, including the date and time, and that it was announced. UNE does not conduct unannounced tests.

Selected UNE Campus Emergency protocols can be found on the UNE Website. Follow this link <http://www.une.edu/emergency/index.cfm>

Campus Evacuation

The UNE Department of Safety and Security and the Housing and Residential/Commuter Life staff conduct evacuation drills in the residence halls several times each year. The purpose of the drills is to prepare occupants for an organized evacuation in the event of an emergency. During these evacuation drills occupants become familiar with the location of exits and the sights and sounds of the fire alarm system. Occupants can learn where their “muster stations” are by looking at the Fire Report at the end of this document. Evacuation drills are monitored and evaluated by Department of Safety and Security staff. Evacuation drills provide the opportunity to make certain all evacuation equipment is operating properly and that any necessary repairs are made promptly. Students receive instruction about evacuation drills at regular residence hall floor meetings. Should a long term evacuation of the campus ever become necessary, UNE Department of Safety and Security would coordinate evacuation efforts with local and state Emergency Management authorities.

Missing Student Policy

UNE has established a procedure to investigate when a student is reported missing for more than 24 hours. Each residential student has the option to designate a confidential contact by submitting a form to the Office of Housing and Residential/Commuter Life. Only authorized campus officials and law enforcement officers may have access to that confidential information and only then, in the furtherance of a missing person investigation. The University will contact the designated person when it has been determined that a student is considered missing. Any person receiving a report of a student missing more than 24 hours must immediately report that information to the UNE Department of Safety and Security by dialing (207) 283-0176 or for on campus phones, Extension 366. Law enforcement officials will also be notified of a student’s absence after the student has been deemed missing within 24 hours and will follow their own investigation procedures. For students who are minors (under 18 and not emancipated), the University is obligated to notify parent(s) and/or guardian(s) that the student is missing within 24 hours of being determined missing. Housing and Residential/Commuter Life and Department of Safety and Security staff will gather as much information as possible about the missing student and share all appropriate information with law enforcement officials engaged in the search. University staff will interview roommates, make phone calls, and post information regarding the missing student using the campus electronic information system(s).

POLICIES RELATED TO CAMPUS CRIME

Sexual Assault Prevention and Response

The University educates the student community about sexual assaults and date rape through programming on both campuses. UNE asks all new students to the University campuses to take the online sexual assault prevention and bystander intervention program, Sexual Assault Prevention for Undergraduates or Sexual Assault Prevention for Graduate and Professional students, prior to arriving on campus. In addition to these two prevention tools, new undergraduate students are asked to take the online alcohol and substance use awareness program, AlcoholEDU, which also contains a segment addressing sexual assault and which has built within it a part II which is administered 45 days after the student matriculates. As part of the on campus new Orientations offered in January, May, June, and August, students receive a 40-60 minute in person presentation from a member of the Title IX staff which provides information on policies, definitions, on and off campus support resources, and University processes. Examples of programming include the annual presentation: “UNE Sex Show”, Green Dot Awareness Month programming, which focuses on bystander trainings and awareness trainings around gender and relationship violence. The Title IX Office also has implemented the Green Dot Bystander Intervention initiative University-wide and provides trainings for faculty, staff, and students on being active bystanders to reduce power-based personal violence.

The UNE Athletics Department offers several educational outreach programs to both Athletes and the general student body as part of their compliance with NCAA regulations. The Title IX Coordinator and the Office of Student Affairs serve as resources for additional information about sexual assault education and risk reduction. Literature on date rape education, risk reduction, and University response is available through the Title IX

office, Student Affairs, and the Office of Housing and Residential/Commuter Life. The Title IX Office also posts materials in online communications to the faculty, staff and student populations about the policies, processes and resources on an annual basis. The full policy can be found below and online at: www.une.edu/title-ix, in the University of New England Student Handbook and Conduct Code, the University of New England Personnel Handbook, and the University of New England Faculty Handbook

What You Should Do If You Are a Reporter of Sexual Assault

If you are a victim/survivor of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The UNE Department of Safety and Security strongly advocates that a reporter of sexual assault report the incident in a timely manner. An assault should be reported directly to any of the following UNE personnel: the Title IX Coordinator, Deputy Title IX Coordinators, UNE Counseling Services, outside agency Victim Advocate, a Housing and Residential/Commuter Life staff member, the Dean of Students and Assistant Provost for Student Affairs, Assistant Dean of Students for Graduate and Professional Student Affairs, or a Department of Safety and Security Officer. Should a reporter prefer to speak to someone of the same gender, every reasonable effort will be made to accommodate the reporter's request. Time is a critical factor for evidence collection and preservation. Ideally, a reporter of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam.

It is important to be aware that reports may also be submitted by others who have knowledge of an incident but did not themselves experience the assault.

Many reports of sexual assault may not be disclosed until some time has passed after the incident. Individuals are encouraged to come forward at the point at which they feel most comfortable and able to. There are many options for support and response available including academic supports, resource referrals, change in room and class section assignments, and other supports. These supports and accommodations are available to anyone regardless of whether or not they file a formal discipline complaint or report to campus safety or local law enforcement.

You may contact the local police department directly by dialing 911. UNE Safety and Security Officers will provide assistance contacting the police upon request. UNE Safety and Security can be reached twenty-four hours a day, seven days a week at (207) 283-0176. Should a student wish to file a confidential report, they can do so by contacting University Counseling Services Biddeford: (207) 602-2549, Portland: 207-221-4550, Crisis Response, 24 hours a day, 1 (888) 568-1112. The crisis number is answered by Maine Crisis Response Hotline. This hotline will put you in touch with the closest or most appropriate crisis organization. A student may also contact any number of local and national sexual assault response services such as Sexual Response Services of Southern Maine (SARSSM) 24 hours: 1-(800) 871-7741.

The Title IX Office also provides a link on its website for individuals to submit a report online. While this online report cannot be guaranteed to remain confidential, it can be submitted anonymously. The form is located at <https://www.une.edu/title-ix/reporting>.

Title IX Compliance

Every school or school district that receives federal funding (which includes almost all colleges and universities, as well as public elementary, middle, and secondary schools) is required to designate and/or adequately train at least one employee to coordinate the recipient's Title IX responsibilities. Title IX regulations also require that the names and contact information of the Title IX Coordinator and Deputy Title IX Coordinators be made public by the educational institution. If you have been, or think you might be a reporter of harassment (sexual or any other form), bullying, or discrimination in any way, you may contact the University's Title IX Compliance Officers. All university employees receive an annual online training

regarding their obligations and resources under Title IX. The Title IX Coordinator and the Title IX Investigator and Prevention Specialist receive annual training from national organizations on investigations, compliance, and other resources. Faculty and staff who serve on the University Student Conduct Board receive annual training specifically around Title IX cases. The Title IX Coordinator, Deputy Coordinators, and Investigative staff meet regularly to discuss campus concerns, trends and ongoing training on Title IX-related issues.

TITLE IX SEXUAL MISCONDUCT, NON-DISCRIMINATION, AND ANTI-HARASSMENT POLICY

April 2019. Please refer to <https://www.une.edu/title-ix> for most current policy.

The University of New England (“the University”) is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, and University policy, the University prohibits any member of the faculty, staff, administration, trustees, student body, vendors, volunteers, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person’s race, sex, sexual orientation, gender identity and/or expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran. All substantiated incidents of harassment discrimination and sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking will be met with appropriate disciplinary action, up to and including dismissal from the University or termination of University employment.

TITLE IX COORDINATOR/ DEPUTY TITLE IX COORDINATORS

The Title IX Coordinator is the individual designated by the President with responsibility for providing education and training about discrimination, harassment and sexual misconduct, including sexual assault, dating violence, domestic violence or stalking to the University community and for receiving and investigating reports and complaints of discrimination, harassment, and sexual misconduct in accordance with this policy. The **Title IX Coordinator** is Angela Shambarger, 207-221-4554 or ashambarger@une.edu. You may also contact one of the **Deputy Title IX Coordinators**: Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or jdeburro@une.edu; Ray Handy, Associate Dean of Student Affairs at 207-221-4213 or rhandy@une.edu; Heather Davis, Director of Athletics for Compliance and Senior Women’s Athletic Administrator at 207-602-2629 or hdavis@une.edu; Janna Merritt, Assistant Director of Human Resources, 207-602-2281 or jmerritt2@une.edu; or Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307 or edoyle1@une.edu. In addition, **Student Counseling Services** may be reached at 207-602-2549 on the Biddeford campus and 207-221-4550 on the Portland campus. **In case of an emergency** dial 366 from any campus phone for both the Portland and the Biddeford campus. Dial 207-283-0176 from any non-campus phone. Local Law enforcement can be reached by dialing 911.

All complaints of sexual misconduct, discrimination, and/or harassment under this policy should be made to the Title IX Coordinator or a Deputy Title IX Coordinator. This includes complaints concerning administrators, trustees, supervisors, employees, staff, faculty, vendors, volunteers, students, athletes, and visitors.

The Title IX Coordinator/ Deputy Title IX Coordinators will: (1) provide oversight of any investigation of claims of sexual misconduct, harassment, or discrimination in violation of this policy; (2) be available to assist any individual to access the resources of the University or the community in the event of any complaint under

this policy; (3) assist anyone who wishes to report a crime to local law enforcement; (4) be responsible for all training and education programs and monitoring the campus climate with regard to sexual misconduct, harassment, and discrimination; and (5) complete required annual reports to government agencies.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits and will not tolerate discrimination in employment, the provision of academic services, or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities.

This policy is enforced by Federal Law under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. It is also enforced under Maine law through the Maine Human Rights Act at 5 M.R.S.A. section 4551 et. Seq. Inquiries regarding compliance with these statutes may be directed to the Executive Director of Human Resources, UNE, 11 Hills Beach Road, Biddeford, ME 04005, 207-602-2383 or to the Director, Office of Civil Rights, Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, 617-289-0111 or the Maine Human Rights Commission, 51 State House Station, Augusta, ME 04333-0051, 207-624-6290.

Every member of this University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct in accordance with this policy as a condition of enrollment. Further, every University employee has an obligation to observe UNE policies in implementation of federal and state law as a term of employment.

Merit and productivity, free from prohibited bias, will continue to guide decisions relating to employment and enrollment. No person will be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited sexual misconduct, harassment, or discrimination.

In addition, this policy specifically prohibits any and all forms of sexual or gender based harassment, and all forms of sexual misconduct, including sexual assault, dating violence, domestic violence, and stalking.

DEFINITIONS

DISCRIMINATORY HARASSMENT

At the University of New England, discriminatory harassment is defined as:

Unwelcome verbal or physical conduct based on race, sex, sexual orientation, gender identity and/or expression, ethnicity or national origin, religion, age, creed, color, genetic information, physical or mental disability, HIV status, or status as a veteran, when:

- Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance;
- Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; and/or

- Such conduct unreasonably interferes with or limits one’s ability to participate in or benefit from an educational program or activity.

SEXUAL HARASSMENT

Pursuant to the Maine Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972, “sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment or status in a course, program or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; and/or
- c. Such conduct has the purpose or effect:
 - of interfering with the individual’s work or educational performance;
 - of creating an intimidating, hostile, or offensive working and/or learning environment; or
 - of interfering with or limiting one’s ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

- a. Physical assault, and/or physical sexual acts perpetrated against a person’s will or where the actor knew or should have known the person is incapable of giving consent due to the use of drugs or alcohol, or due to an intellectual or other disability and where the respondent should have known the person to be incapacitated. This includes rape, sexual assault, sexual battery, and any form of sexual coercion.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
- c. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one’s clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
- d. A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliating another.
- e. Remarks speculating about a person’s sexual activities or sexual history, or remarks about one’s own sexual activities or sexual history that do not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position, or respective sex of the parties. Same sex harassment violates this policy as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.

SEXUAL MISCONDUCT

A. Sexual Assault or Sexual Violence

Sexual Assault is having or attempting to have sexual intercourse with another individual, including: (1) by use of force or threat; (2) without effective consent; or (3) where the actor knew or should have known the individual is incapacitated by drug and/or alcohol or was physically or mentally unable to make informed or reasonable judgments or provide consent. For purposes of these regulations, Sexual Assault includes rape, fondling, incest, or statutory rape as those crimes are defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting Program. This definition conforms to the FBI's Uniform Crime Report and Clery Act definition and also conforms to the definition of rape under Maine law.

B. Non-Consensual Sexual Contact (includes "Fondling")

Non-Consensual Sexual Contact is contact with the intimate parts of another individual for the purposes of sexual gratification through the (1) use of threat or force, (2) without effective consent, or (3) where the actor knew or should have known individual was incapacitated or physically or mentally unable to make informed, reasonable judgments or provide consent.

C. Sexual Exploitation

Sexual Exploitation is taking non-consensual or abusive sexual advantage of another for one's own benefit or the benefit of anyone other than the individual being exploited. Sexual exploitation may include but is not limited to: (1) secretly observing the sexual actions of another or allowing others to secretly observe the sexual activity without the knowledge or consent of the other party; (2) sharing visual images, audio recordings, videos of another individual without consent; (3) causing an individual to prostitute them through force, intimidation, or coercion; (4) knowingly exposing another individual to a sexually transmitted disease without their knowledge; (5) exposing one's genitalia or causing another person's genitalia to be exposed without effective consent.

D. Dating Violence

Dating Violence is violence by a person who has been in a romantic or intimate relationship with the Complainant. The determination of whether there was a "social relationship of a romantic or intimate nature" is based on the Complainant's characterization of the relationship, the length and type of the relationship, and the frequency of interaction between the parties. The use of terms such as "hooking up" or "hanging out" instead of dating is not determinative. Emotional and psychological abuse are not encompassed in this definition. Dating violence also does not include incidents of Domestic Violence.

E. Domestic Violence

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Complainant's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

F. Stalking

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or another's safety, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including but not limited to acts in which the stalker directly or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. "Reasonable person" means a person under similar circumstances and identities with the Complainant. "Substantial emotional distress" means a significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

G. Consent:

- a. Consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter.
- b. Consent given at the start of sexual activity may not be understood to apply to each individual sexual action during the encounter.
- c. Each party must clearly consent to each act during the sexual encounter.
- d. Consent may not be inferred from silence.
- e. Consent is not voluntary if it is induced by force, threat, or deception.
- f. An individual who is incapacitated by drugs or alcohol, who is asleep, unconscious, or otherwise physically or mentally incapacitated is not capable of consent and consent may never be assumed
- g. Acts of sexual misconduct and the failure to obtain consent are never excused by incapacitation because of drug or alcohol consumption.
- h. Consent may be withdrawn at any time and if it is, sexual activity of any kind must stop.
- i. Consent to one form of sexual activity does not constitute consent to all forms of sexual activity, and consent to sexual activity with one person does not equal consent to engage in sexual activity with anyone else.
- j. Maine law on consent: Minors who are 14 or 15 cannot legally consent to sexual activity if the other party is at least 5 years older. Minors under 14 can never legally consent to sexual activity. Such sexual acts are felonies under Maine law.

SCOPE

A. Applicability

The University's Sexual Misconduct, Non-Discrimination, and Anti-Harassment Policy applies to all faculty, trustees, staff, administration, supervisors, employees, the student body, athletes, vendors, volunteers, and visitors to campus. This includes guests, patrons, independent contractors, or clients of the University of New England. This Policy prohibits sexual misconduct, sexual harassment, and discrimination in any University education program or activity, which means all academic, educational, extracurricular, athletic, and other programs.

The applicable processes for resolving complaints of a violation of the University's Title IX policy by undergraduate, graduate, and professional students are set forth herein.

The applicable processes for resolving reports of sexual misconduct, non-discrimination and anti-harassment involving employees (faculty and staff) are set forth in Appendix A and Appendix J of the Personnel Handbook.

B. Off -Campus Programs

Off –campus programs and activities are covered by this policy and include, but are not limited to, study abroad programs, internships, participation in affiliated programs, clinical programs, student teaching, and applied learning, such as but not limited to, on-line course experiences. Faculty, staff, administration, supervisors, employees, volunteers, and students who feel that they have experienced sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, discrimination, and/or harassment while participating in off-campus programs and activities should immediately report such incidents to the program director, Student Affairs, and the Title IX Coordinator. Non-University visitors, guests, patrons, independent contractors, or clients who fail to address sexual misconduct, discrimination and/or harassment of administrators, faculty, staff, supervisors, volunteers, students, or employees by their personnel which they

knew about or should have known about may be subjected to whatever sanctions the relationship of the guest, client, vendor, organization, contractor, or business to the University permits.

Please note: The University may and will act on any complaints of sexual misconduct, discrimination, or harassment by students or University employees off campus if that activity results in substantial disruption to the educational process on campus at any location or in any program sponsored by or affiliated with the University.

C. Employment Decisions

This policy is not meant to address differences in opinion regarding validity of employment determinations such as salary recommendations, promotion and tenure decisions, performance evaluations, hiring decisions, job classification decisions, transfers or reassignments, termination or layoff because of lack of work or elimination of a position, and normal supervisory counseling. Furthermore, this policy does not intend to address behaviors that do not constitute sexual misconduct, discrimination, or harassment. Offensive workplace behavior that does not violate this policy should be addressed to the appropriate supervisor and the Executive Director of Human Resources.

D. Academic Freedom and Freedom of Expression

The University is committed to protecting, maintaining, and encouraging both freedom of expression and the academic freedom of inquiry, teaching, service, and research. However, these freedoms come with a responsibility that all members of the education community benefit from these freedoms without intimidation. In recognition and support of academic freedom for faculty in the pursuit of teaching, academic freedom and freedom of expression shall be strongly considered in investigating and reviewing complaints and reports of discrimination, harassment, or sexual misconduct. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the University's Sexual Misconduct, Non-Discrimination, and Anti-Harassment Policy.

E. Responsibility of Supervisors and Others in Positions of Authority

No individual who is in a position of authority over another, either in the employment or educational context, has the authority to discriminate against, harass, or engage in acts of sexual misconduct by virtue of his or her role. The University does not in any way, expressly or impliedly; condone sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, discrimination or harassment by any employee or person in a position of authority, including an administrator, or a supervisor. Furthermore, a supervisor, administrator, or person in a position of authority who does not appropriately handle reports or incidents of sexual misconduct, discrimination and/or harassment, or who does not report incidents about which they become aware to the Title IX Coordinator may be subject to disciplinary action. All members of the University community including students, contract vendors, trustees, employees, and others should report any sexual misconduct, discrimination, and/or harassment that they experience and/or observe to the Title IX Coordinator. No UNE community member should assume that an official of the University of New England knows about any particular situation of concern involving sexual misconduct, discrimination, or harassment. All incidents must be reported to the Title IX Coordinator.

F. Responsible Employees

Any employee of the University who is responsible in any way for student welfare, or who a student could reasonably believe is responsible for student welfare, and who is not by law, licensure or University regulation designated as a confidential resource, must forward any report of discrimination, harassment, or sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator as soon as possible after receiving it. This definition of "responsible employee" includes faculty, coaches, administrators, security officers, advisors, staff, RAs, and other student employees involved in promoting student welfare.

If a responsible employee receives a complaint, if possible before hearing it fully, the responsible employee should be clear with the Complainant that (1) they are not a confidential resource, if they are not so designated, and (2) they are obligated to report any incident to the Title IX Coordinator.

G. Consensual Relations in Regard to Sexual Misconduct/Sexual Harassment

When one party has a professional relationship toward the other, or stands in a position of authority over the other, even an apparently consensual sexual relationship may lead to sexual harassment or other breaches of professional obligations. For the personal protection of all members of the UNE community, the University strongly discourages all relationships where such a power differential exists. Consensual romantic or sexual relationships in which one party maintains a direct supervisory and/or evaluative role over the other party constitute a conflict of interest both intrinsic to the relationship and may be perceived by others as preferential. Therefore, the University requires that persons with direct supervisory and/or evaluative responsibilities who are involved in such romantic or sexual relationships act immediately to remove themselves from any decision making regarding the individual in the lesser power position including, but not limited to, grading, evaluating, supervising, or in any way influencing any of the terms or conditions of that individual's education and/or position of employment, and bring the existence of the relationship to the attention of their senior administrator in a timely fashion. The notification will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or to shift the individual out of being supervised or evaluated by the person with whom the individual is in the consenting relationship. Failure to self-report such relationships can result in disciplinary action.

REPORTING OF COMPLAINTS OF SEXUAL MISCONDUCT, HARASSMENT, OR DISCRIMINATION

Anyone who reports an incident of sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, harassment, or discrimination will be assisted in understanding their reporting options and will not be forced to make any type of report with which they are uncomfortable.

The Title IX Coordinator for the University of New England is Angela Shambarger, 207-221-4554, ashambarger@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine 04103.

The Deputy Title IX Coordinators are:

(1) Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or jdeburro@une.edu; (2) Ray Handy, the Associate Dean of Student Affairs: 207-221-4213, rhandy@une.edu; (3) Heather Davis, Associate Director of Athletics for Compliance and Senior Women's Athletic Administrator, 207-602-2629, hdavis@une.edu; (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, jmerritt2@une.edu; or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, edoyle1@une.edu.

Student Counseling Services for the University of New England.

For general Counseling Services support:

Biddeford Campus: (207) 602-2549/toll-free 1-866-743-2230, or on the Portland Campus: (207) 221-4550 or toll-free: 1-866-798-9201. Confidential and free to students.

<http://www.une.edu/studentlife/counseling>

University Safety and Security: In case of **emergency**, University Safety and Security for both the Portland and Biddeford campuses may be reached by **dialing 366** from any campus phone and by dialing (207) 602-2298 from any non-campus phone. In all emergencies, 911 can be dialed from any on-campus phone to reach

local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

In non-emergency situations, University Safety and Security may be reached at: (207) 602-2298.

Complaints Involving Alcohol or the Use of Controlled Substances

The University of New England encourages reporting of sexual misconduct and seeks to remove any barriers to reporting an incident of sexual misconduct (“an incident”). The University recognizes that a student who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a Complainant or as a witness, will not be subject to disciplinary action by the University for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Alcohol and/or drug use may affect the memory of involved parties and may affect the outcome of the complaint.

TIMELINE FOR REPORTING AND CONFIDENTIALITY

Complaints and reports of discrimination, sexual misconduct, including sexual assault, dating violence, domestic violence or stalking, and/or sexual harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated. All reports and complaints of discrimination, sexual misconduct, and/or harassment will be promptly investigated and appropriate action will be taken as expeditiously as possible. The University will make all reasonable efforts to protect the rights of both the Complainant and the Respondent. The University will respect the privacy of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses in a manner consistent with the University’s legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by law.

The University will, whenever possible, honor a request by the Complainant for confidentiality. Any request for confidentiality must be balanced against the University’s obligation to provide a safe and non-discriminatory environment for the entire University community. The University may also be severely limited in its ability to take action against a Respondent if strict confidentiality is maintained. The Title IX Coordinator, the Director of Student Conduct, the Director of Safety and Security, and/or their designee(s) shall be responsible for evaluating all requests for confidentiality and will consider the severity of the alleged conduct, the ages of the parties, any pattern of misconduct, and the rights of the Respondent.

In any case where a complaint discloses a serious, immediate or continuing threat to others in the University community, the University will issue a campus-wide alert. However, such an alert shall not contain any identifying information about the Complainant. In addition, no information about the Complainant will be released to the public in any fashion without the consent of the Complainant.

The University reserves the right to investigate and resolve a complaint or report of discrimination, sexual misconduct, and/or harassment regardless of whether the Complainant ultimately desires the University to pursue the complaint. In such cases, the parties shall be informed of the status of the investigation at reasonable times until the University’s final disposition of the investigation. The University also reserves the right to contract with a third party to conduct the investigation on behalf of the institution.

FALSE CLAIMS

To make deliberate false accusations of discrimination, sexual misconduct, or harassment violates this policy. In such instances, the Complainant will be subject to disciplinary action. The level of discipline will depend on the severity of the false claim and may include, but is not limited to: probation, suspension, expulsion, or termination.

Failure to prove a claim of discrimination, sexual misconduct, or harassment does not constitute proof of a false and/or malicious accusation.

RETALIATION

UNE adheres to a strict no retaliation policy. Retaliation will not be tolerated. All students, administrators, faculty, or staff who ask questions about any of these policies or who report a possible violation of one of these policies are protected against retaliation. If you have raised a question or reported a violation and think that you are a victim of retaliation for having done so, please contact the Title IX Coordinator or one of the Deputy Title IX Coordinators as soon as possible.

SANCTIONS FOR VIOLATION OF THIS POLICY

Any student found responsible for violating the policies on Non-Consensual Sexual Contact or Stalking will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous student conduct code violations.

Any student found responsible for violating the policies on Sexual Assault, Dating Violence, or Domestic Violence will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on Sexual Exploitation, or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The University Student Conduct Board reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the initial hearing officers nor the Appeal Officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Any employee of the University found responsible for any element of this policy will be referred to and disciplined in accordance with the applicable Disciplinary Policy for the employee, as outlined in both the University Personnel Handbook and the Faculty Handbook. Disciplinary responses will likely range from oral reminder to employment termination depending upon the severity of the incident and taking into account any previous disciplinary actions.

RESOURCES FOR HELP WITH COMPLAINTS OF SEXUAL MISCONDUCT

In the event that a student experiences sexual misconduct in any form, they should treat it seriously and tell someone. There are long-term effects, even if the immediate effects may not appear obvious. Help is important. Which service one starts with is not important. Each service is designed to address the specific concerns of a situation. These resources are not isolated, but cooperate to provide a web of support for the student who has experienced sexual misconduct. After the first contact, there is help for deciding who else might be of assistance.

If you or a friend experience sexual misconduct, including sexual assault, dating violence, domestic violence, or stalking, on or off campus, and have questions or need help, contact any of these resources below:

The Title IX Coordinator for the University of New England is Angela Shambarger, 207-221-4554, ashambarger@une.edu, Human Resources Office, both campuses, 11 Hills Beach Road, Biddeford, ME 04005 and 716 Stevens Avenue, Portland, Maine, 04103.

The Deputy Title IX Coordinators are: (1) Jennifer DeBurro, Dean of Students and Assistant Provost for Student Affairs at 207-602-2372 or jdeburro@une.edu; (2) Ray Handy, Associate Dean of Student Affairs: 207-221-4213, rhandy@une.edu; (3) Heather Davis, Director of Athletics for Compliance and Senior Women's Athletic Administrator, 207-602-2629, hdavis@une.edu; (4) Janna Merritt, Assistant Director of Human Resources, 207-602-2281, jmerritt2@une.edu; or (5) Ed Doyle, Senior Associate Director of Human Resources, 207-221-4307, edoyle1@une.edu.

Student Counseling Services for the University of New England:

Biddeford Campus 207-602-2549/toll free 1-866-743-2230, or on the

Portland Campus 207-221-4550, or toll free: 1-866-798-9201, <http://www.une.edu/studentlife/counseling>.

Any of the counselors on staff will provide free, confidential support for students.

University Department of Safety and Security

In case of emergency, University Safety and Security for both the Portland and Biddeford campuses may be reached by **dialing 366** from any campus. Emergency and non-emergency calls can reach Safety & Security by dialing **207-602-2298** from any campus or non-campus phone. In all emergencies, **911** can be dialed from any on-campus phone to reach local law enforcement or emergency medical services. University Safety and Security can also assist a student in reaching local emergency services.

Police Department (911)

Any victim of sexual misconduct can contact the Police Department or Department of Safety and Security for assistance in obtaining medical attention and to initiate investigation of the crime. The University will assist any victim who wishes to report to the police. Those departments can summon medical resources and criminal investigators, act as a liaison with local law enforcement, County Attorney, and Victim/Witness Advocate, and provide referral and advice regarding University and community resources. The University will make reasonable efforts to protect and secure the victim's rights and the victim will have input into the course of the investigation.

Sexual Assault Response Services of Southern Maine

24 Hours: 1-800-871-7741, 207-828-1035 (Cumberland Administrative Office), or 207-571-3451

Provides confidential hotline counseling and referral for victims of sexual misconduct. They may accompany you to a medical facility and stay with you during an examination if you wish.

Caring Unlimited

1-800-239-7298

York County's Dating/Domestic Violence Program. 24 hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

Through These Doors

1-800-537-6066, or 207-874-1973

Cumberland County Domestic Violence Services. 24 hour confidential hotline counseling and referral, free court advocates for help obtaining orders for Protection from Abuse, confidential emergency shelter.

Hospital Emergency Department

Maine Medical Center at 207-662-2381 or Southern Maine Medical Center at 207-294-5000

These health care units can provide immediate medical care, STD (sexually transmitted disease) testing and pregnancy testing and prevention. The successful prosecution of sexual assault/rape cases often depends on physical evidence collected soon after the assault. Each hospital has health care providers trained to treat sexual assault/rape victims with attention to collecting physical evidence. To assure the best chance of successful prosecution, the victim is advised not to wash or change clothes prior to seeking immediate medical treatment.

Planned Parenthood of Maine

Biddeford: 275 Main St, Suite 102, Biddeford, ME 04005 207-282-6620

Portland: 443 Congress Street, Portland, ME 04101, 1-800-230-7526, 207-221-4242 or online at <https://www.plannedparenthood.org/planned-parenthood-northern-new-england>

Can provide information about emergency contraception and information about sexually transmitted diseases.

Student Health Care

207-602-2358 (BC) or 207-221-4242 (PC)

During routine Health Center hours, staff can provide immediate emergency and ongoing medical care, STD (sexually transmitted disease) testing, and pregnancy testing and prevention. With the victim's consent, they will make arrangements with local hospitals, municipal Police Departments, and Campus Safety and Security for transportation and medical protocol used to provide evidence for prosecution. They will also provide referral and advice regarding campus and community resources.

Housing and Residential/Commuter Life Staff, Biddeford Campus, (BC)

(Resident Advisor or Professional Staff)

Individual R.A. extension or 207-602-2272 (BC) for Housing

This office can provide immediate support and response, make arrangements as necessary for emergency services, provide advice regarding university and community resources, and provide intervention to assure safety.

Intercultural Student Engagement

Biddeford Campus: Campus Center 100, 207-602- 2461 or Portland Campus: 02 Proctor Hall, 207-221-4212. Online: <http://www.une.edu/ise>. Can help connect students to resources and support regarding spiritual or faith communities as well as provide information on gender expression and inclusivity.

COMPLAINT REVIEW PROCEDURES FOR COMPLAINTS OF A VIOLATION OF THE UNIVERSITY'S TITLE IX POLICY BY UNDERGRADUATE, GRADUATE, AND PROFESSIONAL STUDENTS

Complaints alleging a violation of Title IX, involving discrimination, harassment, or sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, or other acts of violence involving the use of weapons or physical assault as defined and set forth above, the following procedures will be utilized.

These procedures differ from those set forth in Article XI of the University Student Conduct Code for alleged violations of other sections under the Student Conduct Code. It is also possible that alleged violations of Title IX may also be combined with other violations of the student conduct code. When that combination is the case, these procedures will apply. The goal of the University in utilizing these procedures is to provide the appropriate framework for the investigation and if necessary, the adjudication of these Title IX complaints and to provide Complainants and Charged Parties the fundamental fairness to which they are entitled.

The procedures for reporting Title IX complaints are fully set forth above along with the provisions for confidentiality.

INVESTIGATION

- A. Steps Taken By the Title IX Coordinator Once A Complaint is Received: **Once a complaint has been received by the Title IX Coordinator or one of the Deputy Title IX Coordinators as set forth above the following steps will be taken:**
- a. The Title IX Coordinator or designee (hereafter referred to as the Title IX Coordinator) will meet with the Complainant and review the allegations in the complaint. The Title IX Coordinator will make sure that the Complainant is aware of all of the resources available to support them as set forth fully above and offer assistance in accessing or utilizing these resources, if this is needed by the Complainant. When it is appropriate the Complainant will be asked to provide a statement of the allegations in writing.
 - b. After reviewing the allegations and going over the procedures for a Title IX complaint with the Complainant, if the Complainant and/or the University decide that they want to move forward with a formal complaint, then the Title IX Coordinator will meet with the Charged Party.
 - i. The Title IX Coordinator will inform the Charged Party verbally of the allegations being made against them and review the procedures involved in the Title IX complaint process. The Charged Party will also be made aware of all the resources available for support for the Charged Party and offered assistance to accessing the resources, if this assistance is needed by the Charged Party.
 - ii. After the Charged Party is made aware of the allegations against them, the Charged Party will be asked to submit a written response to the allegations.
 - iii. Once the Charged Party's written response to the allegations has been received or if the Charged Party declines to submit a written statement, the Title IX Coordinator will issue a letter to the Charged Party outlining the specific sections of the Student Conduct Code the Charged Party is alleged to have violated.
 - c. A Charged Party may elect not to participate in the University process as that is their legal right. However, failure to provide information to the Title IX Coordinator or to otherwise not participate in the process as it moves forward will not stop the University's process from proceeding according to the provisions of this policy.
- B. Investigation of Alleged Title IX Violations
- a. All allegations of a violation of Title IX will be investigated either by the University's internal Title IX Investigator and Prevention Specialist, or designee, or at the University's sole discretion by an outside Investigator.
 - b. The Investigator shall make every attempt to complete the interviews and produce a final report within sixty (60) days but it is understood that this is a goal and not a mandate. The Investigator will attempt to be expeditious but will not sacrifice thoroughness for a specific

- time frame for completion.
- c. The Investigator will be provided with the information obtained from the Complainant and/or the Charged Party. The Investigator will meet with and interview both parties and will provide both parties with the opportunity to identify witnesses and or documents such as texts or other electronic media that either party would like the investigator to interview or to consider as evidence.
 - i. The Investigator may meet with the Complainant, the Charged Party, and any witnesses deemed to have relevant information in any order the Investigator deems appropriate.
 - ii. During the interviews, the Complainant and the Charged Party may both choose to have an advisor with them. The advisor may be a member of the UNE community or if the violations asserted against the Charged Party include Title IX violations, they may have an attorney appear with them or a member of their immediate family. The advisor is there for support and may not address the Investigator. If the advisor is in any way disruptive of the investigatory process, the investigator shall ask the advisor to leave the room and the process shall not continue until they have done so. The advisor may not be a witness in the investigation.
 - iii. The Investigator may also meet with either party or any of the witnesses more than once.
 - iv. After the Investigator conducts an interview, the Investigator will type up a summary of the interview and make the summary available for review by the individual interviewed.
 - v. The individual receiving the summary will then each have the opportunity to review the summary and to provide the Investigator, any corrections they may wish to make to the summary. The Complainant, the Charged Party, and any witnesses should provide these corrections, if they wish to submit one, to the Investigator within in five (5) business days of the receipt of the summary.
 - vi. If the Investigator agrees with the corrections, the Investigator will correct the original summary and the corrected version shall be the one used for the record. If the Investigator does not agree with the corrections, the Investigator will not make the changes and the original summary will be used for the record.
 - d. Once all of the interviews have been completed and the witness summaries finalized, both the Complainant and the Charged Party shall be provided an opportunity to review a redacted copy of all of the witness summaries and all of the documents reviewed up to that point by the Investigator. The witnesses' names shall be redacted from their statements and they will be identified as Witness A, B, etc. Any other students' names that may have come up in a witness statement and who were not interviewed shall be redacted and they shall be referred to as Student 1, 2, etc. All of the Witness Statements and the documents reviewed by the investigator and provided to the Complainant and the Charged Party shall be "the Record."
 - e. Once the Complainant and the Charged Party have each had the opportunity to review the Record, they shall each have the opportunity to provide the Investigator with any additional written statement they wish to submit concerning what they have reviewed in the Record.
 - i. The Complainant and the Charged Party should provide this additional statement, if they wish to submit one, to the Investigator within five (5) business days of the receipt of the Record.
 - ii. The Investigator will not complete the report of the investigation until after the time for the receipt of the additional statements has passed and if any additional statements

are received from the Complainant and/or the Charged Party, the Investigator has had the opportunity to review and consider the statements.

C. Investigator's Findings

- a. The Investigator's report shall set forth findings of fact which shall include assessments of credibility where called for. Based on those findings of fact and the applicable provisions of University policy, the Investigator will make a finding based on the preponderance of the evidence standard as to whether or not the investigator finds the Charged Party responsible for each of the allegations of violation of University policy set forth in the letter of specific allegations sent to the Charged Party prior to the start of the investigation. If the Investigator finds the Charged Party responsible for any of the alleged violations, the Investigator shall not make any recommendation as to possible sanctions for the violation.

D. Submitting an Appeal

- a. The Complainant and the Charged Party shall each receive an opportunity to review a copy of the investigator's final report.
 - i. Each party shall have the opportunity to submit an appeal to the Dean of Students and Assistant Provost of Student Affairs within five (5) business days of the receipt of the final investigation report, The appeal may be submitted based on (1) a procedural error that had a material impact on the fairness of the proceedings and/or (2) the submission of new evidence that could not have been presented to the Investigator before the investigation report was finalized.
 - ii. The Dean of Students and Assistant Provost of Student Affairs shall review the appeal from either party and shall issue a decision within seven (7) days of the receipt of the appeal/s.
 - iii. The Dean of Students and Assistant Provost of Student Affairs may (1) deny the appeal or (2) send the investigation report back to the Investigator with a direction to consider new evidence or, if possible, to correct the procedural error. If the procedural error is substantial and significantly impacts any finding of responsibility and it cannot be corrected, the Dean of Students and Assistant Provost of Student Affairs may find the investigation to be invalid. If this is the finding, a new Investigator will be engaged and a new investigation will be undertaken pursuant to this Article. The decision of the Dean of Students and Assistant Provost of Student Affairs on the appeal/s is final.

E. The Student Conduct Board:

- a. Once the Dean of Students and Assistant Provost of Student Affairs' decision on the appeal/s is final, if the investigation report has found the Charged Party responsible for a violation of Title IX and any other provision/s of the Student Conduct Code and/or Title IX, the Dean of Students and Assistant Provost of Student Affairs will ask the Director of Student Conduct to convene a panel of the Student Conduct Board as provided for in detail in Article XI.
 - i. The Student Conduct Board shall be chaired by the Director of Student Conduct. Based solely on the findings of facts and the findings as to responsibility of the Charged Party as set forth in the final investigation report, the Student Conduct Board shall meet to consider what sanctions, if any, are appropriate for the violations. The Student Conduct Board shall not reconsider any of the findings in the investigation report.

- b. Both the Complainant and the Charged Party shall each have the opportunity to appear before the Student Conduct Board to provide an impact statement to the Board. They may each also choose to submit an impact statement in writing to the Student Conduct Board and to not appear in person.
 - i. An appearance by either the Complainant or the Charged Party is voluntary and not required. If either or both choose to appear they may each have an advisor with them. The advisor may be a member of the UNE community or if the violations for which the Charged Party has been found responsible include Title IX violations, they may have an attorney appear with them or a member of their immediate family. The advisor is there for support and may not address the Student Conduct Board. If the advisor is in any way disruptive of the Student Conduct Board process, the Director of Student Conduct shall ask the advisor to leave the room and the process shall not continue until they have done so. The proceedings of the Student Conduct Board shall not be recorded in any manner.
- c. At the conclusion of the presentation of any impact statements by the Complainant or the Charged Party, the parties and their advisors shall leave the room and the Student Conduct Board shall begin deliberations in order to make a determination of what, if any, sanctions should be assigned for the violations of the provisions of Title IX and any other provisions of the Student Conduct Code found by the investigator in the final investigation report.
 - i. The Student Conduct Board may not overturn any of the findings of responsibility in the final investigation report. The Student Conduct Board shall consider the final investigation report, any impact statement made by the Complainant or the Charged Party and any previously adjudicated violations of the Student Conduct Code and any related sanctions.
 - ii. Once the Student Conduct Board has reached its decision, the Director of Student Conduct shall report the decision of the Student Conduct Board to the Title IX Coordinator who shall inform the Complainant and the Charged Party of the decision in writing.

F. Appealing a Decision of the Student Conduct Board

- a. Within seven (7) business days of the receipt of the written decision letter from the Title IX Coordinator, both Complainant and the Charged Party shall have the right to appeal the decision on sanctions to the Provost. This appeal is only related to the sanction decision of the Student Conduct Board and may not raise any issues as to the findings of responsibility in the final investigation report. The appeal may raise any alleged procedural errors that had a material impact on the fairness of the proceedings by the Student Conduct Board.
 - i. Within seven (7) business days of the receipt of the appeal/s the Provost shall issue a decision in writing to both the Complainant and the Charged Party. The Provost may uphold the decision of the Student Conduct Board or return the decision to the Student Conduct Board through the Director of Student Conduct for reconsideration of a procedural.
 - ii. If necessary, the Student Conduct Board will reconsider their decision based on the concerns of the Provost. The Student Conduct Board shall issue a new written decision to the Provost within seven business (7) days of the receipt by the Board of the Provost's request for reconsideration.
 - iii. The Provost shall then have five business (5) days to issue a final decision on the appeal. This final decision shall be issued to both the Complainant and the Charged

Party concurrently.

Filing a report with a University official will not obligate the reporter to participate in any Student Conduct process nor will it subject the reporter to scrutiny or judgmental opinions of staff. Filing a report with the University will:

- Ensure the reporter has an advisor of their choosing to assist them in accessing University resources
- Assure the reporter has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention
- Facilitate contacting law enforcement authorities upon request.

A reporter may choose for the investigation to be pursued through the criminal justice system and the University student conduct or employee discipline systems or both or only the latter. A University representative will guide the reporter through the available options and support the reporter in his or her decision. Various counseling options are available to all reporters.

University conduct proceedings as well as special guidelines for cases involving sexual misconduct are detailed in the *Student Handbook*. The *Handbook* provides, in part, that:

- The accused and the reporter will each be allowed to choose an adviser of their choosing to accompany them throughout the investigation and hearing process.
- Both the reporter and the accused will be informed of the outcome of the investigation or hearing.
- A student or employee found responsible for violating University policy could also be criminally prosecuted in the state courts and may be suspended or expelled (or terminated from employment if an employee) from the University for the first offense.
- Student reporters have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Any member of the university community may file a complaint by contacting the University's Title IX Coordinator.

If you are a reporter of any of these crimes, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. See, **What You Should Do If You Are a Reporter of Sexual Assault listed above.**

Protection Orders and “No Contact Orders”

- Complainants may seek protection from their abusers by obtaining restraining orders, protective orders and the like through the local courts. Reporters may contact the court directly. The Maine District Court in Biddeford is located at 25 Adams Street and the phone number is (207) 283-1147. The Maine District Court in Portland is located at 205 Newbury Street and the phone number is (207) 822-4200. Police or university staff can also provide information on how to do that. Should an abuser violate a court order, that person could be subject to arrest or further action by the court.
- If the complainant chooses to seek assistance through the university, the university may issue a “No Contact Order” directing the accused not to have any contact with the reporter.
- If the accused is an employee and violates a “No Contact Order” issued by the university, that person could be subject to internal disciplinary action which could include sanctions up to and including dismissal or termination and banning from university property.

- If the accused is a student and violates a “No Contact Order” issued by the university, the student could be subject to the student conduct process and banning from university property.
- If the accused is a non-UNE guest, campus visitor, or third party contractor, they will be banned from University property and services.
- If, after an investigation, there is insufficient information to result in a responsibility finding as defined by the University’s preponderance of the evidence standard, the No Contact Order will remain in effect so long as the involved individuals remain active students or employees.

Full procedures are available in the University of New England Student Handbook <http://www.une.edu/studentlife/handbook> and also <http://www.une.edu/title-ix/reporting> .

Standard of Evidence

The standard of evidence the university employs in adjudicating cases involving sexual assault, dating violence, harassment, and stalking is “Preponderance of the Evidence”. That means “It’s more likely than not” that the incident occurred.

Prevention and Bystander Training Efforts

- All incoming University students (at all levels) are asked to take the Sexual Assault Prevention online bystander training course (Online program created by EverFi.)
- Title IX Staff offer a 50-60 minute presentation to incoming undergraduate, graduate, and professional students at their new student orientations.
- Title IX information is covered in several ways as part of the summer Orientation sessions for incoming undergraduates: PowerPoints, skits, small groups, etc.
- UNE Housing and Residential/Commuter Life staff offer several educational programs for residence halls that specifically address sexual decision making, consent, as well as alcohol or drug use and its risk factors for sexual assault.
- All faculty and staff are required to take a Title IX training module as part of their annual compliance training.
- Campus-wide programs such as Sex-a-palooza (resource and information fair) and the Sex Show offer information and resources for upwards of 700 undergraduates annually.
- A Title IX poster series is posted in key locations on the campus and in the residence halls. The posters include definitions, resources, and bystander information.
- The Title IX Coordinator works with outside support agencies and academic programs to provide trainings and workshops for students as part of their academic experience and trainings.
- Literature from area advocacy agencies on relationship and sexual violence are posted in key areas around the Biddeford and Portland campuses.
- A Title IX informational brochure is provided to all new students and emailed to the community at least once per semester.
- The Title IX Coordinator provides specialized trainings for groups of student leaders, student staff, and various key staff groups or departments on campus.
- The Title IX Office has implemented the Green Dot Bystander intervention Strategy across the University and provides multiple 3-hour employee trainings, 5-hour student trainings, 1-hour presentations, and numerous Green dot –themed events each semester.

A more comprehensive list of programming is kept on file with the Title IX office.

Campus Alert Notifications Pertaining to Sexual Assaults

If the Department of Safety and Security determines that a reported incident of sexual assault represents a potential danger to the campus community, the Vice President for Student Engagement and/or the Vice

President for Campus Services/Risk Management Office will be contacted. A potential danger to the community is defined as:

- A pattern of acquaintance sexual assault
- A stranger assault
- A violent or sadistic assault

The Vice President for Campus Services, in collaboration with the Director of Campus Safety and Security will determine if a campus alert notification is warranted and whether it should take the form of an “*Immediate Emergency Notification*” or “*Timely Warning*.” If so, the Department of Safety and Security will create the notification and distribute it widely on the campus to protect and educate the community while respecting the student’s right to anonymity.

For a complete, more detailed explanation of the UNE Sexual Misconduct Policy, students can refer to the UNE Student Handbook online at <http://www.une.edu/studentlife/handbook/>.

Alcohol and Substance Abuse

UNE does not permit or condone the illicit or unauthorized possession, use, manufacturing, consumption, sale, or distribution of illicit drugs, and/or alcohol by students or employees on University owned or controlled property or as part of any University sponsored activity. UNE supports enforcement of State underage drinking laws. UNE officials, including the Department of Safety & Security, will make a determination if local law enforcement authorities will be contacted or if violators, when applicable, will be referred to Student Conduct or Human Resources. Persons found in violation of this policy will be subject to appropriate disciplinary action consistent with local, state, and federal laws or university policy and procedure. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from school or employment, or termination of student status or employment. In addition, these persons may be referred to proper law enforcement authorities for prosecution.

Any faculty member, staff member or student employee engaged in activities supported by a federal grant or contract must report any criminal conviction related to possession or use of a controlled substance in the workplace to the UNE Office of Human Resources within five calendar days of conviction. The term "conviction" means a finding of guilt (including a plea of nolo-contendere) and/or imposition of a sentence by any Student Conduct body charged with the responsibility to determine violations of state or federal criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within 10 days of receipt of notice of an employee conviction.

It is a federal crime to distribute a controlled substance (illegal drug) within 1,000 feet of a public or private college or university, 21 U.S.C. sect. 845a. The distribution of controlled substances in or near schools carries lengthy minimum mandatory periods of imprisonment. UNE strongly encourages all members of our community to take an active role in reporting crime and any security or safety problem you become aware of immediately. The University of New England supports the enforcement of Federal and State drug laws. University officials, including the Department of Safety & Security, will make a determination if local law enforcement authorities will be contacted or if violators, when applicable, will be referred to Student Conduct or Human Resources.

In compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the University publishes and distributes a *Student Handbook*, to all students and a *Personnel Handbook* to all full-time and part-time employees. Each provides the reader with a more comprehensive presentation of the University's substance abuse, rape and sexual assault, and sexual harassment policies, sanctions for violation of those policies, state and federal alcohol and drug laws, criminal and civil offenses, and sanctions that can be included in this document. Additional copies of the *Student Handbook* and *Personnel Handbook* are

available upon request. For more information, please contact Student Affairs, Counseling Services, Student Health Center, Office of Human Resources, or Department of Safety and Security.

The University of New England has standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The *Student Handbook* and *Personnel Handbook* contain a list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the abuse of alcohol or use of illicit drugs; a list of drug and alcohol programs that are available to employees or students; and a clear statement that the IHE will impose disciplinary sanctions on students and employees for violations of the standards of conduct as well as a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

Counseling Services

Counseling services are provided on both campuses, and can be reached at (207) 602-2549 (Biddeford Campus) or (207) 221-4550 (Portland Campus) or Crisis Response, 24 hours a day, 1-888-568-1112. The crisis number is answered by Maine Crisis Response Hotline. It will put you in touch with the closest or most appropriate crisis organization. These services are free to students, including any student reporter of a rape or assault. It is the policy of the Counseling Center, when and if they deem it appropriate, to encourage the persons they are counseling to report crimes on a voluntary, confidential basis.

Prohibited Items

Firearms, weapons, (including “look alike” firearms and weapons) explosives and other devices, instruments, materials or substances, whether animate or inanimate, which create a substantial risk of death, bodily injury, or threat to the environment are not permitted on property owned and/or controlled by UNE, unless excepted by provision of law or University rule or policy. Violations of these conditions will result in referral to the Office of the Vice President for Student Affairs or the appropriate law enforcement agency or environmental regulatory agency and may result in dismissal from the University.

Scroll Down for Crime Statistics

Crime Statistics

The following statistics, provided in compliance with the Crime Awareness and Campus Security Act of 1990, are for your information. They include statistics from the three main campuses for the 3 prior calendar years, the most recent being from January 1, 2018, through December 31, 2018. The University of New England Department of Safety and Security is not a law enforcement agency and does not “Unfound” any crime.

Hate/Bias Crimes - No reported Hate/Bias Crimes for 2016, 2017 or 2018. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

2018 Clery Biddeford Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non-Campus	Public Property	Total
Murder-Non Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Rape	2016	1	1	0	0	1
	2017	2	2	0	0	2
	2018	5	5	0	0	5
Sex Offenses - Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Fondling	2016	3	3	0	0	3
	2017	5	3	0	0	5
	2018	2	2	0	0	2
Sex Offense - Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	1	1	0	0	1
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	0	0	0	1
Motor Vehicle Theft	2016	1	0	0	0	1
	2017	0	0	0	0	0
	2018	1	0	0	0	1
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Weapons Offenses	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	1	1	0	0	1

Arrests; Drug Violations	2016	0	0	0	0	0
	2017	1	1	0	0	1
	2018	2	2	0	0	2
Disciplinary Referrals - Drug Violations	2016	44	35	0	0	44
	2017	33	33	0	0	33
	2018	48	48	0	0	48
Arrests; Liquor Law Violations	2016	0	0	0	0	0
	2017	5	5	0	0	5
	2018	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	2016	196	183	2	0	198
	2017	256	250	2	0	258
	2018	190	187	4	0	194
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	1	0	0	0	1
	2017	3	2	0	0	3
	2018	2	1	0	0	2
Stalking	2016	2	0	0	0	2
	2017	0	0	0	0	0
	2018	3	2	0	0	3
Unfounded Crimes	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

2018 Clery Portland Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non-Campus	Public Property	Total
Murder-Non Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0

	2018	0	0	0	0	0
Sex Offenses - Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offense - Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	2	0	1	0	3
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Weapons Offenses	2016	0	0	0	0	0
	2017	1	0	0	0	1
	2018	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Drug Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals - Drug Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0

	2018	0	0	0	0	0
Arrests; Liquor Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	2	0	0	0	2
Domestic Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking						
	2016	1	0	0	0	1
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Unfounded Crimes						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

*Biddeford Disciplinary Referrals for Drug Offenses: Statistics corrected to 33 from the previous reporting of 1. There was an error not counting 20 and below in possession of marijuana offenses due to misunderstanding of State law change.

Hate/Bias Crimes - No hate/bias crimes reported on the Portland Campus in 2016, 2017 or 2018. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability. Weapons arrest 2017: Non-UNE person on Stevens Ave. sidewalk arrested on warrants, had “brass knuckles” on his person.

2018 Clery Tangier Campus Statistics						
Offense	Year	On Campus	On Campus Housing	Non-Campus	Public Property	Total
Murder-Non Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Rape	2016	0	0	0	0	0

	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Statutory Rape						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offenses - Fondling						
	2016	1	1	0	0	1
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Sex Offense - Incest						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Weapons Offenses						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals - Weapons Offenses						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Drug Violations						
	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

Disciplinary Referrals - Drug Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests; Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	1	0	0	1	2
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Unfounded Crimes	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

No Hate/Bias Crimes reported for Tangier campus 2016, 2017 or 2018. All Clery crimes for Clery geographical areas are evaluated for Hate/Bias including race, gender, gender identity, religion, sexual orientation, ethnicity, national origin and disability.

Scroll Down for Annual Fire Safety Report

University of New England Fire Safety Report



Reporting period for this report is January 1, 2018, to December 31, 2018.

The US Department of Education now requires colleges and universities to post to the community, an annual fire safety report. The report must include:

1. Maintain a log of all reported fires that occur in those on-campus student housing facilities;
 2. Publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities, including a description of each on-campus student housing facility fire safety system and drills on that system; and
- Submit the fire statistics from the fire safety report annually to the Department of Education.

University-Wide Protocol for Fire Emergency

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from UNE.
4. Provide the proper name of the building, floor, and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Department of Safety and Security at extension 366.
8. Proceed to your designated muster location (see card posted in offices throughout both campuses).
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated “areas of refuge.”

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.



UNE Safety and Security Conducting Fire Extinguisher Training on the Portland Campus

Fire Log

The Department of Safety & Security maintains an electronic copy of the department's combined Crime Log and Fire Log. This log is available to anyone upon request, free of charge. This log can be obtained by requesting a copy from the Director of Safety & Security, Assistant Director of Safety & Security or stopping by the Safety & Security Office in the Support Services Building on the Biddeford Campus.

Reporting Fires That Have Occurred (Not in Progress)

For any fire that has occurred (not in progress), individuals are encouraged to report the incident to any member of Housing and Residential/Commuter Life Staff or any member of the Safety and Security Staff. These incidents can also be reported to anyone designated as a Campus Security Authority (CSA).

Annual Fire Safety Report

The University of New England reports statistics for the previous three years on the annual fire safety report to include:

1. The number of fires and the cause of each fire in a residential facility.
 - a. A fire is an instance of an open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.
 - b. The cause of each fire includes the factors that give rise to a fire. This could include but not limited to; cooking, smoking materials, open flames, electrical, hazardous products, natural causes or other causes.
2. The number of persons who received treatment for fire-related injuries at a medical facility or on-

campus health center.

3. The number of deaths related to a fire in a residential facility
4. The value of property damaged by fire in a residential facility

Arson

The Clery Act requires universities to report acts of Arson in the Annual Crime Statistics along with the being reported on the Annual Fire Safety Report if it occurs in an on-campus residential facility as a reportable fire with the cause listed as “arson”.

Student Housing Fire Notification and Evacuation Procedure

University-Wide Protocol for Fire Emergency

The following procedure is the University-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from the University of New England, Biddeford Campus.
4. Provide the proper name of the building, floor, and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency personnel to location.
7. Notify Department of Safety and Security at extension 366.
8. Proceed to your designated muster location (see card posted in offices throughout both campuses).
9. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell. Stairwells are designated “areas of refuge.”

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

All fires, even if extinguished, must be reported to the Biddeford Fire Department for the Biddeford Campus and Portland Fire Department for the Portland Campus. Additionally, the Department of Safety and Security on your respective campus must be notified.

UNE Fire Safety Policies for the Residence Halls

These policies are posted in the *Housing and Residential/Commuter Life Handbook*, *Student Handbook*, and *University Conduct Code*.

Fire Safety

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities, or fail to comply with University officials will be subject to disciplinary action and the assessment of fines.
2. Tampering with fire safety equipment or fire alarms is a violation of state law, as well as University policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas), space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees, and wreaths.
5. Unauthorized possession, storage, or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene, or compressed gases/air in University residence halls is specifically

forbidden and, therefore, subject to severe disciplinary action.

6. The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions should these be used. Failure to comply will lead to disciplinary action.
7. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
8. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.
9. Fire safety tips:
 - a. Know where alarm pull stations are in your building.
 - b. Know all of the exits and evacuation plans to your building.
 - c. If you discover smoke or fire:
 1. Sound the alarm.
 2. Call the Office of Safety and Security at x 366 or call the local emergency at 911.
 - d. If you are in a burning building:
 1. Close the window.
 2. Close the door.
 3. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor).
 4. Leave the residence halls immediately.

The University of New England has installed fire safety systems in all of the residential housing facilities on the Biddeford Campus to detect if a fire is present in the facility, warn the occupants of the fire including if fire extinguishers are present, fire rated doors, horn/strobe notification systems, and sprinkler systems that will extinguish a fire. The University of New England monitors all fire alarms on Biddeford and Portland Campuses in the campus dispatch center and is able to alert the fire department directly in the case of fire.

Along with the types of fire safety systems in each residential housing facility, statistics on the number of fire drills conducted in each facility is provided. A fire drill is a supervised practice of mandatory evacuation of a facility by activating the fire alarm. During this activation, all devices are checked to ensure proper function and devices not operational are repaired or replaced.

Fire Drills

Whenever a fire alarm sounds, day or night, the residence halls or other buildings are to be evacuated immediately. Everyone should particularly note the available exit routes. Fire drills will be held periodically throughout the year in all of the residence halls and administrative classroom buildings. Evacuation is mandatory.

Fire Equipment

Fire extinguishers, smoke detectors, heat detectors, and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of one hundred dollars (\$100.00), per incident, being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s).

Policies on Portable Electrical Appliances, Smoking and Open Flames in a Student Housing Facility

Appliances

All electrical appliances must be UL approved and in good working condition. Electrical appliances are permitted in resident rooms except those appliances, which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, with the exception of small microwaves and units with enclosed heating elements. Appliances such as coffee pots, hot air popcorn poppers, hot pots, and “George Foreman Grills” are prohibited except with appropriate approval in designated areas. Designated areas include residence hall lounge kitchens and kitchenettes in the suite-style buildings. Such items may be stored in rooms as long as they are not used in rooms. Air conditioners, space heaters, halogen lamps, sun lamps/tanning beds, and hot plates or any other open coil appliance not provided by the University are not permitted.

The Office Housing and Residential/Commuter Life staff has authority to prohibit and/or remove, without prior notice, all illegal or potentially dangerous appliances/devices for reasons of health and safety.

Furnishings

Curtains, draperies, valances, or other fabric decorations covering or draping the windows must be made of documented fire retardant material. Students must provide documentation of this fire retardant quality before items may be hung. Each year, the Residence Hall Council offers a curtain treatment program to help students meet compliance. All non-University provided waste receptacles must be constructed of solid metal (no woven, fabric, plastic, wood, or metal mesh etc.).

Smoking

The University of New England is a tobacco and smoke-free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes, juuling, or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots, (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway, or ventilation system.

Holiday Decorations

Students are encouraged to express their observances of holidays within the following guidelines:

1. Live and cut trees and wreaths are prohibited.
2. Candles or other open flames or burning items are not permitted.
3. Lights must be UL rated and the small and non-heat producing type.
4. Decorations in the public areas must be approved for safety.
5. Decorations must be removed prior to leaving for break.
6. Nothing should be hung from smoke or sprinkler heads.

Room Decorations

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

1. Hanging posters/pictures, etc., should be done with poster putty **only**. Tape and other adhesive materials will remove the paint.
2. No objects or materials may be hung on the walls within 18 inches of the ceiling.
3. Tapestries may be hung under guidelines of the tapestry policy (see below).
4. Tape, stickers or other adhesive materials are **not** to be placed on ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.

5. No decorations should at any time be attached to or cover any fire safety equipment. This includes, but is not limited to: stickers on smoke detectors; any items that cover detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.
6. Decorations may not cover more than 1/3 of the wall.
7. UL approved lights can be hung on the walls but may not be suspended from the ceiling, in front of windows or threaded through mattress springs.
8. Empty beer boxes are prohibited as decoration in student rooms.

Tapestries

Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries must be fire retardant and registered with the Office of Housing and Residential/Commuter Life (see “Furnishings” section).
2. Tapestries may not be hung from or covering the ceiling in any way.
3. The tapestry may not cover or block fire safety or heating equipment.
4. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
5. The tapestry must be hung at least 18 inches away from the ceiling.
6. Students wishing to hang a tapestry in their room must get the approval of the RA on the floor for its proper location.
7. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

UNE Student Handbook and Conduct Code as They Pertain to Fire Safety Policies in Residence Halls

1. Tampering in any way with fire emergency equipment.
2. Failure to evacuate a building or area at the request of University staff, for safety and/or security reasons, including evacuation during a fire alarm.
3. To give, or cause to be given, false reports of fire or other dangerous conditions.
4. Creation of a fire hazard or other dangerous condition. This includes burning candles, incense, potpourri burners, and other flammable materials.
5. Unauthorized use or possession of explosive components or chemicals such as fireworks, explosives, gas, or compressed air.
6. Possession or use of fireworks or weapons, including firearms, knives, slingshots, or other similar items, as set forth in the “Weapons and Fireworks” section of the *Student Handbook*.

Biddeford Campus Muster Locations

Residential Facilities- Biddeford, Maine	Muster Location
Champlain Hall- 11 Hills Beach Road	Frederick Hall Parking Lot- Keep access road clear for emergency vehicles
East Hall- 11 Hills Beach Road	Parking Lot between Freddy and Campus Center
West Hall- 11 Hills Beach Road	Exit rear of building to the Quad area near Avila
Featherman Hall- 11 Hills Beach Road	Parking lot between Avila and Featherman
Avila Hall- 11 Hills Beach Road	Lawn between Avila and Campus Center
Padua Hall- 11 Hills Beach Road	Avila parking lot
Assisi Hall- 11 Hills Beach Road	Volleyball court between Assisi and Alfond Science
Sienna Hall- 11 Hills Beach Road	Walkway between Library and Commons
Frederick Hall- 11 Hills Beach Road	Lawn in front of Campus Center, near Hills Beach Road
Sokokis Hall- Hedly Reynolds Way	Lawn between Sokokis and Forum

Biddeford Campus-Annual Fire Safety Report Statistics 2018

University of New England Statistics and Related Information Regarding Fires in Residential Facilities for 2016-2018

Residential Facilities- Biddeford, Maine	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Champlain Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
East Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
West Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Featherman Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Avila Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Padua Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Assisi Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Sienna Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Frederick Hall- 11 Hills Beach Road	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A
Sokokis Hall- Hedly Reynolds Way	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A

Tangier Campus-Annual Fire Safety Report Statistics 2018

University of New England Statistics and Related Information Regarding Fires in Residential Facilities for 2016-2018

Residential Facilities- Tangier, Morocco	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Residence Hall-Avenue Abi Chouaib Doukkali	2018	0	0	N/A	N/A	N/A	N/A
	2017	0	0	N/A	N/A	N/A	N/A
	2016	0	0	N/A	N/A	N/A	N/A

Biddeford Campus-On-Campus Housing Fire Safety Systems

University of New England On-Campus Student Housing Fire Safety System Description

Residential Facilities- Biddeford, Maine	Fire Extinguishers	Sprinkler	Fire Rated Doors	Horn Strobes	Fire Drills 2018	Alarm to Fire Department
Champlain Hall- 11 Hills Beach Road	X	X	X	X	8	
East Hall- 11 Hills Beach Road	X	X	X	X	8	
West Hall- 11 Hills Beach Road	X	X	X	X	8	
Featherman Hall- 11 Hills Beach Road	X	X	X	X	8	
Avila Hall- 11 Hills Beach Road	X	X	X	X	8	
Padua Hall- 11 Hills Beach Road	X	X	X	X	8	
Assisi Hall- 11 Hills Beach Road	X	X	X	X	8	
Sienna Hall- 11 Hills Beach Road	X	X	X	X	8	
Frederick Hall- 11 Hills Beach Road	X	X	X	X	8	
Sokokis Hall- Hedly Reynolds Way	X	X	X	X	8	

Tangier Campus-On Campus Housing Fire Safety Systems

University of New England On-Campus Student Housing Fire Safety System Description

Residential Facilities- Tangier, Morocco	Fire Extinguishers	Sprinkler	Fire Rated Doors	Horn Strobes	Fire Drills 2018	Alarm to Fire Department
Residence Hall-Avenue Abi Chouaib Doukkali	X		X	X	0	