



MAINE MARITIME ACADEMY

2013 ANNUAL CAMPUS SAFETY AND FIRE SAFETY REPORT (CLERY REPORT)

Reporting Statistics For Calendar Years 2010-2012

Table of Contents

	Page
Message from the Director of Safety and Compliance	3
About Campus Safety	4
Reporting Crimes	4
Timely Warnings	6
Security and Access to Campus Facilities	8
Alcohol and Drug Polices	8
Policy Prohibiting Sexual Assault	22
Sex Offender Registry website	27
Emergency Response and Evacuation Procedures	27
Important Phone Numbers in Case of Emergency	29
Missing Student Procedure	30
Judicial Process	32
Fire Safety	34
Crime Prevention and Educational Programming	37
CLERY ACT CRIME STATISTICS 2012	39
CLERY ACT CRIME STATISTICS 2011	40
CLERY ACT CRIME STATISTICS 2010	41
FIRE STATISTICS 2010-2012	42
Crime Definitions	45
Geographical Definitions	47
Campus Map	48

MESSAGE FROM THE DIRECTOR OF SAFETY AND COMPLIANCE

As the Director of Safety and Compliance at Maine Maritime Academy, I oversee the Academy's Campus Safety Department. Campus Safety is responsible for maintaining a safe and secure campus environment for all members of our Academy community. In addition to managing all safety services and related educational programs for the Academy, our staff works closely with the Hancock County Sheriff's Department, the Castine Fire Department, and the State Police to provide emergency services to our students, faculty and staff and occasionally the Castine community. Many of our students serve on the Castine Volunteer Fire Department, as do faculty and staff members. Castine is a safe and close-knit community and we value our strong town-gown connections.

This Security and Fire Report provides important information regarding campus safety policies and services, campus crime statistics, and fire-related policies and statistics. The Dean of Student Services, Vice President for Student Affairs and Enrollment Management and the Department of Campus Safety prepare and publish this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") which requires higher education institutions to report on the past three calendar years of campus crime and fire safety statistics; establish and disseminate policies, procedures and educational programs related to preventing and reporting crime; establish emergency communication procedures within the campus community regarding threats to students, faculty and staff; and maintain publicly available crime and fire logs.

Maintaining a safe campus environment is a community effort requiring support from all members. Please review our policies and procedures and alert Campus Safety if you have questions or concerns.

Sincerely,

Ryan Kuhl, CSP

Director of Safety and Compliance

ABOUT CAMPUS SAFETY

The Office of Campus Safety provides continuous year round security and emergency service to the academy community, and also provides twenty-four hour patrol services of campus buildings, parking lots, and other academy grounds, with access to local/County and State emergency services. Campus Safety also is responsible for the monitoring of campus-wide fire alarms, energy management system alarms and building access. Upon receiving a report of criminal activity, the Campus Safety Department will immediately respond.

Maine Maritime Academy Campus Safety Officers respond to and investigate reported incidents and policy violations. Campus Safety officers have the authority to ask persons for identification and determine whether individuals have lawful business at Maine Maritime Academy. Maine Maritime Academy Campus Safety Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty and staff. Campus Safety officers are not sworn police officers and do not possess arrest powers. Criminal incidents are referred to the Hancock County Sheriff's Department or the Maine State Police. In addition, the Hancock County Sheriff's Office, State Police, and the Hancock County Sheriff's Alcohol Task Force alert Campus Safety if Maine Maritime students are involved in off-campus incidents in the local area. While the Academy does not currently have a written memo of understanding with the Hancock County Sheriff's department, Campus Safety does have direct radio contact with the Sheriff's department and the two departments are in frequent communication.

Maine Maritime Academy has memos of understanding with the Town of Castine for sheltering in place, and is able to use other buildings in town as needed in emergency situations.

The Maine Maritime Academy Communications Center, located at the main entrance of Curtis Hall, also operates on a twenty-four hour basis. Communications is an integral part of providing Campus Safety to residents of Curtis Hall. Staff answers emergency and non-emergency phone calls and monitors a network of Campus Safety cameras and alarm systems.

REPORTING CRIMES

Members of the Maine Maritime community are strongly encouraged to immediately report a crime, emergency or suspicious activity to Campus Safety and/or the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. The Honor System of Maine Maritime Academy also requires all students to report crimes as well as violations of the honor system.

Crimes can be reported by contacting Campus Safety directly by calling 207-326-2479 (on campus extension 2479) or going to the Communications Office, staffed 24 hours a day at the Quarterdeck in Curtis Hall; by contacting the Hancock County Sheriff at (207) 667-7575; or by contacting a Campus Safety Authority. The Sheriff's office can also be reached by dialing 911 from a cell phone; however, you **MUST** specify your location. Upon receiving a report of a crime, emergency or suspicious activity, Campus Safety staff is dispatched to investigate and will contact Hancock County Sheriff for additional assistance as needed.

Students may also report incidents to a Campus Safety Authority. A Campus Safety Authority is any individual or individuals who have responsibility for campus safety or who have significant responsibilities for students and campus activities but who do not work for the Campus Safety Department. This includes officials of the Academy who have significant responsibility for student discipline, and campus judicial proceedings. Campus Safety Authorities participate in annual training regarding their responsibilities.

Campus Safety Authorities include, but are not limited to:

The Vice President for Student Affairs and Enrollment Management, Elizabeth True, at elizabeth.true@mma.edu or 207-326-0159 or her office in Leavitt Hall.

The Dean of Student Services, Deidra Davis, at deidra.davis@mma.edu or 207-326-2138 or her office in Curtis Hall.

The Commandant of Midshipmen, Capt. Nate Gandy, at nate.gandy@mma.edu or 207-326-2250 or his office in Curtis Hall.

The Director of Residential Life and Student Services, Kristen Wentworth, at Kristen.wentworth@mma.edu or 207-326- 2280 or in her office in Curtis Hall.

The Residential Coordinator, Crissi Dalfonzo, at crissi.dalfonzo@mma.edu or 207-326-2204 or in her office in Curtis Hall.

The Programming Coordinator, Tristan Taber, at Tristan.taber@mma.edu or 207-326-2117 or in his office in Curtis Hall.

The preparation of this report on campus crime statistics on an annual basis involves coordination among Campus Safety, the office of the Dean of Student Services, and the Hancock County Sheriff's Office. In addition, Campus Security Authorities are queried annually to confirm that all Clery-reportable crimes (described in the Definitions section on page 42) reported to them have also been reported to Campus Safety or the Dean of Student Services. Statistics on crimes reported to the Hancock County Sheriff's Office which occurred on campus, at non-campus properties, and on public property adjacent to campus are included in this crime report. In addition to this annual report, Campus Safety maintains a daily crime log describing reported incidents. A copy of the daily log may be obtained at the Campus Safety office or is displayed on the Campus Safety website at <http://security.mma.edu/publiclog/publiclog.html>.

This report is emailed annually to all current students, faculty and staff of Maine Maritime Academy on October 1st. This report is maintained on the Maine Maritime Academy website at www.mainemaritime.edu under the Campus Life tab and hard copies are available upon request to the Campus Safety Department in Windlass House. All current and prospective employees may request a hard copy through Human Resources in Leavitt Hall.

Pastoral and professional counselors on campus are not considered Campus Safety Authorities but are encouraged to provide students receiving counseling with contact information to report

crimes, if, in their professional judgment, it would be appropriate for the student to do so. Though not required to do so, the Academy includes statistics from the counseling center regarding sexual assaults, after confirming that such statistics have not already been included in the report. The counseling staff will also alert the Dean of Student Services or Campus Safety if they perceive that a student in counseling presents a threat to self or others.

A professional counselor is defined by the U.S. Department of Education as “a person whose official responsibilities include providing mental health counseling to members of the Academy’s community and who is functioning within the scope of his/her license/certification.”

Pastoral counselors are defined by the U.S. Department of Education as “persons who are associated with a religious order or denomination, are recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.” The Academy does not currently have a pastoral counselor on staff.

Additional Confidential Reporting Options

If you are the victim of a crime, or a witness to a crime, and do not want to pursue action within the Maine Maritime Academy system or the criminal justice system, you may still want to consider making a confidential report.. The purpose of a confidential report is to comply with your wish to keep the matter private, while taking steps to ensure the future safety of the community. With such information, the academy can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Maine Maritime Academy. To file an anonymous/confidential report, call Campus Safety at 326-2479, or you can file a report on line at <http://Campus Safety.mma.edu>

Off-Campus Reporting

If criminal activity takes place in an off-campus location, Maine Maritime Academy community members should contact the County or State Police Department with jurisdiction. The Academy does not recognize any student organizations with off-campus housing facilities. The judicial process has provisions to hold students accountable to the honor code and other policies regarding off-campus behavior.

When a Maine Maritime Academy student is involved in an off-campus offense, Campus Safety officers may assist in the investigation in cooperation with county, state or federal law enforcement authorities. Law enforcement authorities routinely work with and communicate with Campus Safety on any incidents occurring on campus or in the immediate neighborhoods and business areas surrounding campus. Campus Safety officers may respond to student-related incidents that occur in proximity to campus. Campus Safety officers have access to direct radio communication with the Hancock County Sheriff’s Office to facilitate rapid response to any emergency situation.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act (Clery Act), the Maine Maritime Academy Campus Safety Department will issue timely warnings for the Academy community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. Unless specific instructions have been issued regarding an on-going investigation and response by local law enforcement, a timely warning will generally include information about the crime that triggered the warning and information to promote safety and prevention of future crimes.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Director of Safety and Compliance, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms:

- **MMA Alert:** (powered by e2campus) a free service that automatically sends a brief text message alerting the community regarding an emergency situation on the campus to email accounts or cell phones. MMA students, faculty, staff, and affiliates can sign up to receive alerts through the campus portal at <https://sisportal.mma.edu>. This option is used for time-sensitive and emergency alerts.
- **Directed Communications/Blast email:** MMA email system alerting students, faculty, and staff.
- **Flyers:** posted on bulletin boards in academic buildings, residence hall, and administrative buildings.
- **MMA website:** www.mainemaritime.edu
 - **In the event of an emergency on campus, the college emergency website will be activated and can be accessed at:** <http://emergency.mma.edu/>
- **Local area radio and television stations,** most often used to announce closings and delayed starts.

The Maine Maritime Campus Safety Department may also issue **Safety Alerts** to apprise the MMA community of safety issues and concerns. These “safety alerts” may include safety tips and recommendations to follow so that the MMA community can make informed decisions about personal safety.

SECURITY AND ACCESS TO CAMPUS FACILITIES

The residential areas of Curtis Hall, the main residence hall on campus, are locked 24 hours a day. Proximity card readers allow access to residents and those administrative staff who require access to perform their work responsibilities. Each student apartment in the commons is locked 24 hours but the exterior doors of each apartment complex are unlocked during daytime hours. Residents are issued keys to both their apartments and the exterior doors. Windlass House, a campus building, was used temporarily in spring 2012 to house students but has since been reassigned as the Campus Safety building and thus is no longer housing students. Other campus buildings are locked and unlocked by Campus Safety according to hours of use.

The Waterfront/dock area and training ship State of Maine are subject to stringent access control policies set by the Maritime Administration.

Outdoor lighting was recently improved to enhance security on campus during the evening and overnight hours.

Motion activated cameras monitor access points and other key areas on campus and are monitored 24 hours a day by the Communication Specialists staffing the Quarterdeck office and serving as dispatchers. At 10 pm in Curtis Hall, the proximity card readers are de-activated and all students and visitors must enter the building through the Quarterdeck lobby. Stationed at the Quarterdeck is a Communications Specialist, who is a part of the Campus Safety Department. They check identification of any and all people wanting to gain access to the building and are directly responsible for access control.

ACADEMY ALCOHOL AND DRUG POLICIES

Philosophy. The Maine Maritime Academy Alcohol and Drug policies are designed to enhance and protect the mission of the institution and the quality of the learning environment. The abuse or illegal use of alcohol or drugs by members of the Academy community is contrary to the intellectual and educational purpose for which the Academy exists.

Students, faculty, staff, administrators and guests are expected to adhere to Federal Regulations and Maine state laws, as well as the Academy regulations regarding the use of alcohol and drugs. Any member of the Academy community, who through their use or abuse of alcohol or drugs, creates a public disturbance, damages property, presents a danger to themselves or others, or otherwise interferes with the mission or reputation of the Academy will be held accountable for their actions. Any disciplinary action taken will be according to the procedures outlined in these policies and the Judicial System.

In addition, those persons involved in Coast Guard license programs are also accountable to the US Coast Guard concerning the use or abuse of alcohol or drugs. The following is a partial list of Federal Regulations and Maine state laws, as well as Academy regulations concerning alcohol and drug use.

II. B. Implementation

II. B. 1. The implementation and enforcement of the alcohol and drug policies is the responsibility of all members of this learning community. In particular, individual members are expected to be responsive to the needs of this institution, to obey state law, and to keep alcohol and drug use from jeopardizing the primary learning mission of the Academy. Therefore, all persons in this community should be concerned when these policies are breached and should take appropriate action when this happens. We all have a stake in the safety and welfare of our colleagues and in the reputation of the institution.

II. B. 2. Violations of the alcohol and drug policies should be reported to supervisors, Campus Safety or Residential Life staff. While on cruise a member of the supervising staff should be notified. Such reports shall be handled in accordance with the procedures published in the various student, regimental, staff, and faculty handbooks, according to the seriousness of the offense.

II. C. Alcohol Policy

II. C. 1. Federal Coast Guard statutes are currently enforced “by the prosecution of those individuals operating a vessel negligently or while intoxicated, and through administrative remedies such as civil penalty actions and suspensions and revocation proceedings.” (FR Vol. 53, No. 224, pg. 47064)

General operating rules for vessels inspected, or subject to inspection under Chapter 33 of Title 46 United States Code. While on board a vessel inspected, or subject to inspection, under Chapter 33 of Title 46 United States Code, a crew member (including a licensed individual), pilot, or watch stander not a regular member of the crew:

II. C. 1. A. Shall not perform or attempt to perform any scheduled duties within four hours of consuming any alcohol

II. C. 1. B. Shall not be intoxicated at any time

II. C. 1. C. Shall not consume any intoxicant while on watch or duty

II. C. 1. D. May consume a legal non-prescription or prescription drug provided the drug does not cause the individual to be intoxicated (33 CFR ch. 1, 95.045 (7-1-90 Edition).

Students as well as staff come under the purview of these statutes. It is the Academy’s policy that any person involved with the training ships/boats of the Academy, except as authorized by the President of the Academy or his/her designee, cannot permit alcohol and/or other drugs on board.

II. C. 2. State (See <http://www.state.me.us>, Judicial, Maine State law for complete listings)

II. C. 2. A. It is illegal for any person under the age of 21 to possess liquor or imitation liquor except in their home in the presence of their parents. (MSRA 28A, chapt. 81:2051) The Academy is not considered “home” to any persons except faculty/staff residing on Academy property.

II. C. 2. B. It is illegal for any person to present false identification, either written or oral, in order to obtain alcoholic beverages. (MSRA 28a, chapt. 3:2087)

II. C. 2. C. It is illegal for any person (regardless of age) to furnish liquor or imitation liquor to a minor, or to allow a minor under that person’s control, or in any place under that person’s control, to possess or consume liquor or imitation liquor. (MSRA 28a, chapter 83:2081)

II. C. 2. D. It is illegal for any person to sell liquor without a license issued by the state. (MSRA 28a; Chapter 83: 2078) A State of Maine liquor license is required to sell alcohol. (This law makes it illegal for students or other Academy organizations to finance events that include alcohol.) The law does not allow the selling of tickets for alcohol, donations, or raffles, nor for the profits from an event to be used to pay for alcohol served there.

II. C. 2. E. Any non-licensed social host (a person who does not have a Maine Liquor License) can be sued for negligent or reckless conduct.

(MSRA 28a, Chapter 100: 8, Maine Liquor Liability Act)

IV. Negligent conduct: Serving liquor to a minor or an intoxicated person, if the server knows or a reasonable and prudent person should have known the person being served was a minor or is visibly intoxicated.

ii. Reckless conduct: The intentional serving of liquor to a person when the server knows the person being served is a minor or visibly intoxicated and the server consciously disregards an obvious and substantial risk that serving liquor to that person will cause physical harm to the drinker or others.

iii. Note: Since employees and organizations at MMA are part of the college, it is possible that the Academy would also be named in any suit arising from the actions of those persons. Accordingly, there are guidelines established by the Academy to minimize and manage the risk of such lawsuits. Employees and organizations (including those who use our facilities) who wish to host functions wherein alcohol is served must do so under the established Academy regulations, and assume responsibility for managing the event. Employees and organization officers who approve the event may also be held responsible.

II. C. 2. F. It is illegal for any person to possess open liquor containers or consume liquor in any public place after being forbidden to do so by a law enforcement officer or within 200 feet of a conspicuously posted sign. (MSRA 17; 2003-A)

II. C. 3. Academy Alcohol Regulations

II. C. 3. A. Persons 21 years of age and over may possess and/or consume alcohol on campus only in locations and/or at functions where the serving of alcohol has been approved by the appropriate Academy Officials (generally, the Dean of Student Services). The only authorized locations are the Waypoint and Commons rooms/suites (for personal consumption by residents only).

II. C. 3. B. It is prohibited by Academy policy and regulations for residents to possess consume or transport alcohol anywhere within Curtis Hall (regardless of the person's age). It is illegal to possess, consume or transport alcohol in public places on campus except as exempted below. "Public" places at the Academy include all outside property and inside all public buildings (such as Leavitt Hall, Dismukes Hall, the Athletic Complex, T/S State of Maine, Payson Hall, etc.)

IV. It will be assumed that possession or display of open or empty alcohol containers in rooms, baths, passageways or other public spaces implies consumption.

ii. In incidents of possession or consumption, a Campus Safety Officer may offer a breathalyzer test to each student present. Refusal or the inability to take this test may be construed as an admission of guilt.

iii. Any student present in a room/suite/space in Curtis Hall where there is proof that alcohol is present may be charged as an accomplice whether or not they have consumed alcohol.

iv. A Campus Safety Officer may immediately escort off campus any student's guest who violates the Academy's alcohol policy. The Academy also reserves the right to issue a trespass notice and to notify the county or state authorities for their consideration and the possible issuance of a court summons.

v. Residents of the Commons (who are at least 21 years of age) and their guests of legal age may possess and consume alcohol only within their room/suite. This is a privilege granted to Commons residents as responsible adults. They are expected to handle the use of alcohol in the Commons as responsible adults and limit their use to their personal consumption. Hosting parties of more than eight individuals in units/suites or common areas will not be tolerated. If you have questions, contact the Commons Manager or Director of Residential Life and Student Services.

vi. Residents of the Commons are permitted to transport unopened alcohol containers (in limited quantities appropriate for personal consumption only) to their own rooms/suite.

vii. All students residing in campus residential facilities are prohibited from providing a place for minors to possess/ consume alcohol as per Maine state law (See section/ paragraph I.B.3. of this policy for specifics)

viii. Consumption/possession of alcohol by students at least 21 years of age may be permitted at designated locations on campus according to strict Academy guidelines and with the permission of the Academy authorities.

II. C. 3. C. Violations of the alcohol policy that involve the production and/or use of false identification instruments are serious offenses (felonies in Maine) and may be referred to state or local authorities for their consideration.

II. C. 3. D. “Acting under the Influence” is defined as impaired function. This will not be accepted as a defense or an excuse for breaching any Academy rules or regulations. When a student exhibits one or all of the following behaviors, he or she may be charged with “Acting under the Influence”:

IV. He or she is belligerent or non-responsive to directions from public or Academy officials

ii. His or her actions may jeopardize his or her own safety/welfare, or the safety/welfare of others

iii. His or her actions are disruptive to the good order of the residential facility. If alcohol is suspected as the cause, a Campus Safety officer will offer a breathalyzer test to any student who is being charged with acting under the influence. Refusal or inability to take the breathalyzer test implies that the student is intoxicated. If drug use is suspected as the cause, the officer will make an evaluation based on his or her observations of behavior, physical signs, other physical indications, or statements made by that individual.

II. C. 3. E. If Academy funds are used to sponsor any activity or event, on or off campus, the Academy Alcohol Policy remains in effect. Alcohol will not be the primary focus of any event and, where served, there will be sufficient quantities of alternate non-alcoholic beverages and food available. Sponsors of events where alcohol is served are responsible for the following:

IV. Managing the event, including the monitoring of the use of alcohol.

ii. Clearing with appropriate officials in Student Services and/or Campus Safety and scheduling the event at least 48 hours ahead of time.

iii. Not mentioning alcohol in event publicity.

iv. Keeping the number of guests to the approved level.

v. Cleaning up after the event and paying for any damages. Sponsors will be billed for costs plus a fine if Academy personnel are required to perform additional cleaning.

vi. Sponsors may not advertise the event, sell tickets, purchase alcohol, sign entertainment contracts, or formalize any other facet of the event prior to meeting with the Director of Residential Life & Student Service for approval.

II. C. 3. F. Alcohol is prohibited at any event designed primarily (as determined by the Director of Residential Life & Student Services) for new students or sophomores.

II. C. 3. G. The consumption of alcohol is forbidden at campus athletic events

II. D. Academy Drug Policy

Maine Maritime Academy has a “Zero Tolerance” drug policy and therefore prohibits its students and employees from possession, use, or distribution of drugs or drug paraphernalia. Drugs are considered to be any mind-altering substances, regardless of legality, including, but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, “designer drugs,” and illegal steroids, except for legally authorized doses for medical purposes. Both federal and Maine laws forbid unauthorized possession and distribution of drugs in the classes specified. Drug paraphernalia is any item which could be used in the possession, use, or distribution of such aforementioned drugs. In addition, the presence and use of any of these substances and items within the Academy community is contrary to the intellectual and educational purposes for which the Academy exists.

The Academy considers any violation of the drug policy a serious matter and reserves the right to take action appropriate to the circumstances of each case. Action taken by the college in all cases of drug violation will be guided by a concern both for the emotional and physical welfare of the person involved and for the maintenance of a suitable educational environment for all members of the Academy.

II. D. 1. Adjudication of alleged violations of the MMA Drug Policy as stated in the first paragraph above will be determined by the Dean of Student Services, in accordance with the procedures outlined under the Community Code of Conduct Part V., Judicial Process. In the case of non-students, adjudication of alleged violations will be handled by comparable authorities and their appointed delegates. It is expected that authorities will exercise professional judgment in referring indicated cases to Academy health and counseling services.

II. D. 2. The grounds that may constitute occasion for referral to a hearing officer/board and subsequent assessment of penalties are:

II. D. 2. A. Information that indicates possession, use, or distribution of drugs or drug paraphernalia (as stated above), or the illegal distribution or misuse of any prescription drug.

II. D. 2. B. Conviction of an employee or student of the Academy on a drug charge by a court of law.

II. D. 2. C. Failure to pass a drug test (constitutes proof of use).

II. D. 2. D. Observations that a student is “Acting under the Influence” which is defined as impaired functioning.

II. D. 2. E. A finding by the appropriate Academy hearings board/officer, in conformity with the principle of due process and supported by sufficient information, that a member of the college has violated the drug policy.

II. D. 3. The maximum penalty to be imposed within the Academy upon a student for the possession, use, or distribution of illegal drugs or drug paraphernalia, or the illegal distribution or misuse of any prescription drug, is expulsion. Other members of the Academy shall be liable to appropriate, comparable penalties.

II. E. Alcohol & Drug Abuse: General Information

The Academy recognizes that ignorance or innocence concerning the serious risks associated with the abuse of alcohol and illicit drugs threatens the safety of members of its community. The institution therefore seeks to provide as much information as it can to its community about the consequences of substance abuse. The Academy recognizes also that the use and/or abuse of alcohol and/or drugs may reflect emotional problems, and is prepared to assist its members with counseling services.

II. E. 1. *Alcohol*. Moderate use of alcohol (0-2 drinks a day, no more than 3 drinks if not drinking daily (binge drinking), not more than 1 drink per hour, never drinking to cope with stress, and never drinking and driving) presents very little risk for health or

impairment problems. However, excessive use of alcohol greatly increases the risk for lifestyle related problems. Binge drinking increases the risk of high blood pressure. Women who drink two or more drinks per day during pregnancy increase the risk of delivering a baby with birth defects. On the average, heavy drinkers shorten their life span by 10 years.

II. E. 2. *Marijuana*. Short term effects of smoking marijuana include: short term memory impairment, altered sense of time and space, reduced ability to perform tasks requiring concentration, swift reactions and coordination. Young people who use marijuana regularly may not develop at the same level, emotionally and intellectually, as their peers. Marijuana smoke contains more cancer-causing agents than tobacco smoke and because marijuana users typically hold the smoke in their lungs as long as possible, lung problems can develop in less time.

II. E. 3. *Stimulants*: Cocaine and amphetamines. Stimulants are highly addictive. The cycle of stimulant use happens when users continue to use to avoid the depressed mood that follows the high. This is extremely hard on the body, particularly the heart. Depression and cross-addiction to depressants is not uncommon. Loss of appetite can lead to malnutrition. Sudden Death Syndrome (SDS) associated with cocaine use, can occur even to first time or infrequent users.

II. E. 4. *Hallucinogens*: LSD, Peyote, Psilocybin mushrooms, PCP. Because all of these drugs are created illegally, it is difficult to regulate the quantity of the chemical consumed. For instance, street doses of Peyote, Psilocybin mushrooms, and LSD often contain amphetamines, STP, PCP, and other contaminants. Impaired perceptions with hallucinogen use may lead to self-inflicted injuries, accidents and violence.

Part III: Drug Testing Policy and Procedures

Maine Maritime Academy complies with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for **all** students and employees whose positions require this testing. All students and employees who act as part of the crew of any Academy vessel, both documented and undocumented, and in addition, when transporting students in Academy vehicles shall be subject to this policy.

Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license are automatically subject to random drug testing without notice. Additionally, since drug testing and “zero-tolerance” drug policies have become standard in the industries in which most of our students will be working, as co-op students and as employees, it is the Academy’s policy that any student pursuing an Academy Cooperative Education Experience (co-op) must participate in the random and pre-employment drug testing program. Additionally, any students who are in a disciplinary status for any violation of our drug or drug testing policies may be subject to increased random drug testing.

III. A. Medical Review Officer (MRO). In accordance with Title 46 Code of Federal Regulations 16.370, Maine Maritime Academy's contract physician shall act as Medical Review Officer (afterwards referred to as the "MRO.").

III. B. Employee and Student Assistance Program. The Director of Campus Safety and the Director of Human Resources shall be responsible for Title 46 Code of Federal Regulations subpart D 16.401 as it applies to Academy employees. The Academy Counselor shall be responsible for its implementation with students. Training will be conducted as required annually. Documentation of training will be held in the Office of Campus Safety.

III. C. Protocol – Disclosure

III. C. 1. Employees

III. C. 1. A. The prospective employee whose position requires random testing will be notified of the Drug Testing Policies and Protocols by the Human Resources (HR) office.

III. C. 1. B. The prospective employee will be required to sign an Information and Consent Form regarding random drug testing.

III. C. 2. Students

III. C. 2. A. Information about the applicability of drug testing for students is contained in the Undergraduate Catalog under Admissions: Drug testing.

III. C. 2. B. The Drug Testing Policies and Protocols are stated in this section of the Student Handbook.

III. C. 2. C. All students will sign an Information and Consent Form regarding the MMA drug testing program. This form will be signed at matriculation and placed in the students' file in Health Services.

III. D. Protocol – Random Testing

III. D. 1. According to Title 46 Code of Federal Regulations, an approved laboratory must be used. MMA complies with this regulation.

III. D. 2. A comprehensive list of all employees and students required to be tested (the "pool"), will be compiled and updated throughout the year. This compilation will be done either by the Human Resources Assistant or the Administrative Coordinator in the Vice President of Enrollment Management and Commandant's Office.

III. D. 3. This list will contain only the names and social Campus Safety numbers (SSN) of those people in the “pool.” This information will be given to the Administrative Coordinator in the Vice President of Enrollment Management and Commandant’s Office and entered into the designated database.

III. D. 4. All students and employees in the Random Drug Testing Pool will be subject to reasonable suspicion/cause testing at all times during matriculation and employment at Maine Maritime Academy. This includes a reasonable and articulate belief that the individual has used a drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use; as well as finding material proof (drug or paraphernalia) on their person, in their assigned dorm room/suite, assigned place of business or assigned state room/suite on the TSSOM during a legitimate search authorized by the appropriate supervisor.

III. E. Procedures – Random Testing

III. E. 1. On designated days during the academic year, during the training cruise and the summer months, the Administrative Coordinator in the Commandant’s Office or a designee will utilize a randomized program to select names and SSN’s for testing from the “pool” database. The Dean of Student Services and/or Director of Residential Life and Student Services in consultation with the Director of Health Services/RN will determine the testing dates for those students who have been placed in an increased random testing status.

III. E. 2. A copy of the list will be given to the Director of Health Services/RN or Ship’s Nurse (during cruise).

III. E. 3. Responsibility for notification of designated personnel is as follows:

III. E. 3. A. A member of the Vice President of Student Affairs and Enrollment Management staff will notify Regimental students

III. E. 3. B. The Director of Residential Life and Student Services, Residential Coordinator, a member of the Ship Captain’s/Vice President of Enrollment Management and Commandant’s Staff, or the faculty will notify Independent students.

III. E. 3. C. The Executive Assistant to the Dean will notify members of the faculty.

III. E. 3. D. The Marine Operations Manager or his/her assistant will notify Waterfront employees.

III. E. 3. E. The Commandant during the academic year, and the appropriate ship's Captain during the training Cruise will notify the vessel crew.

III. E. 3. F. During the months of May, June, July and August, the MMA Human Resources Department will administer the random drug test program. The HR Administrative Assistant will notify randomly selected employees to report to the MMA Health Services Office to be tested.

III. E. 4. Testing

III. E. 4. A. All persons selected on the designated day must upon notification, report directly to Health Services with their Academy I.D. card or equivalent and remain until the test is complete.

III. E. 4. B. Health Services personnel will perform the test when the employee/student reports to Health Services.

III. E. 4. C. This test will be administered in compliance with the Title 46 Code of Federal Regulations 16.230 and all applicable Maine Maritime Academy policies as stated in this handbook.

III. E. 5. Results

III. E. 5. A. Circumstances under which a student/employee is considered to have failed to pass their drug test are as follows:

IV. The student/employee refuses to be tested.

ii. The student/employee fails to immediately report as directed to be tested or leaves the testing area before being tested.

iii. The student/employee has a positive test. This determination is made by the Medical Review Officer (MRO) after an interview with the student/employee and his subsequent review and interpretation of a positive test result from the laboratory findings in accordance with 49 CFR 40133. Claims of exposure to "second hand smoke" will not be accepted as a reasonable explanation for a positive test. No clinical evidence supports this type of claim.

iv. The student/employee consumes any substance, other than legally prescribed medications, that alter or attempt to alter the test result. (Example: Hemp seed oil)

v. A student/employee attempting to alter or altering his/her specimen during a test. This conduct will result in severe disciplinary action.

III. E. 5. B. In the case of an employee who fails to pass, the MRO shall report the positive test result to the Director of Human Resources.

III. E. 5. C. In the case of a student who fails to pass:

IV. The MRO will notify the Dean of Student Services in writing. In his/her absence or if unavailable, notification will be given to the Vice President of Academic Affairs.

ii. The MRO will recommend increased random drug testing evaluation and treatment according to the Coast Guard Protocol. This drug testing must be done at Maine Maritime Academy unless waived by the MRO.

iii. The Dean of Student Services or Vice President of Academic Affairs, upon notification by the MRO will impose those safe guards necessary to ensure that the student will not participate in those activities or perform those duties that will affect the safety of personnel or safe operation of any Academy vessel, vehicle or machinery. Further, the student will not be allowed to participate in the Academy Cruise, Cadet Shipping and Co-Op programs. This positive test will also result in disciplinary action.

iv. The Dean of Student Services or Vice President of Academic Affairs will send a letter to the following personnel on campus informing them of this failure to pass result: Vice President of Academic Affairs, Registrar, Vice President of Enrollment Management and Commandant of Midshipmen, Director of Residential Life & Student Services, Academic Advisor, Director of Facilities Management, Marine Operations Manager, Director of Campus Safety, Director of Career Services, Coordinator of Cooperative Education (reference above).

v. In accordance with the MMA Drug Policy, failure to pass a drug test will be considered as proof of use and therefore a violation of the Community Code of Conduct. The Dean of Student Services and the Commandant of Midshipmen will determine the appropriate hearing process

in accordance with the MMA Community Code of Conduct, Pt. V and the current Regimental Manual.

vi. If the student has been issued a Merchant Marine Document, the Registrar will inform the United States Coast Guard of the test result.

vii. The student will sign a form acknowledging that he/she understands the restrictions imposed on him/her.

viii. All required watches, classes and other activities denied by this action must be made up prior to graduation.

ix. When a student has been dismissed due to illegal drug use, he or she may be required to complete a program of increased random drug testing, evaluation, and treatment as accorded in the U.S. Coast Guard protocols before he or she can apply for re-admission to the Academy.

x. Any student who has completed a program as required above and who has subsequently been readmitted to the Academy may be subject to increased random drug testing as determined by the Dean of Student Services.

xi. The student is responsible for all costs incurred as a result of the required testing, treatments or increased random testing as specified above.

III. F. Procedure – Pre-Employment Testing

III. F. 1. Employees

III. F. 1. A. Maine Maritime Academy will accept drug test results from previous employers when the tests generating the results are in compliance with the U.S.C.G. regulations on Random Testing.

III. F. 1. B. Pre-employment requirements:

IV. Human Resources will notify Health Services that a potential new employee has been requested to have the drug test administered.

ii. A drug test will be administered in Health Services.

iii. Health Services will notify Human Resources of the result. This result will be placed in the employee's medical record.

iv. If the result is positive this person is not employable at Maine Maritime Academy.

v. The signed consent form will be placed in their personnel file.

III. F. 1. C. Notification of employment will be given to the Administrative Coordinator in the Commandant's office by copy of the consent form so that the name can be added to the pool.

III. F. 1. D. Employees may also request to be tested when the need arises for renewal of Coast Guard licenses, new employment, or other reasons. A fee will be charged.

III. F. 2. Students

III. F. 2. A. Any student may request to be tested prior to an employment situation. A fee will be charged.

III. F. 2. B. This test will be done in Health Services at a time mutually agreed upon between the student and Health Services personnel.

III. F. 2. C. Qualifying for drug free certification is a pre-requisite for all students in the random test program who plan to participate in a Co-operative Education course (Cadet shipping or co-op) in the spring or summer of the current academic year.

IV. The drug test must be administered through the MMA Health Services program, an approved USCG site.

ii. As this test is not part of Random Testing there is a \$25 fee which will be added to the student's bill.

iii. This test must be completed between January 1 and March 25 in order to qualify for a co-op in the spring or summer of the current academic year.

iv. Any student who has been tested and certified drug free through the MMA random drug testing program between Jan. 1 and March 25 of that academic year and who also has a co-op in the spring or summer of the same year will not need to re-test for their co-op.

v. Once a student has been tested and certified drug free it is the student's responsibility to collect their certificate from Health

Services and bring it to the Co-op Office or Career Services Office to be placed in the student's file.

vi. Most companies hiring co-op students will also require that the student pass a pre-employment physical and demonstrate they are drug-free immediately prior to starting work.

POLICY PROHIBITING SEXUAL ASSAULT

IV. B. 1. Overview.

The sexual assault policy aims to prevent sexual assault on the Maine Maritime Academy campus through comprehensive educational programs, rigorous enforcement of campus standards, and cooperation with the criminal justice system. The policy and procedures seek to provide any survivor of sexual assault with immediate and long-term services. A survivor of sexual assault has the right to report the offense to the Maine State Police. The Academy staff, including Campus Safety, will assist students in contacting the State Police and assist the State Police in conducting an investigation.

IV. B. 2. Policy

IV. B. 2. A. The safety from harm of every individual in a college society is a necessity. Sexual assault is any physical sexual contact, as defined by Maine law, to which one has not given consent. Such conduct will not be condoned at Maine Maritime Academy. This means the individuals involved must state clearly what they do and do not want to occur between them. (Consent is defined as willingly and verbally agreeing to specific sexual contact or conduct by both parties.)

IV. B. 2. B. Maine Maritime Academy is a residential, educational community committed to providing a safe atmosphere. In doing so, we are obligated to protect the dignity, safety, and self-respect of all members of the college community. The Academy will not tolerate any known acts that interfere with this commitment including any form of sexual intimidation, abuse or assault, which includes all incidents of criminal sexual conduct as defined by Maine Law.

IV. B. 2. C. In accordance with Maine Maritime's assumption of a sense of responsibility for the welfare of the community and an obligation on the part of each individual to respect the rights of others, a student who violates the college

standards for sexual conduct could be subjected to sanctions under the Undergraduate Community Conduct Code: Judicial System, even though he or she may not be prosecuted in the criminal justice system for that conduct. Violators of this policy will be subject to disciplinary measures up to and including expulsion. Maine Maritime Academy is committed to referring members of the college community who are survivors of sexual assault to trained Sexual Assault Counselors. Currently we are affiliated with Downeast Sexual Assault Services as our primary referral agency.

IV. B. 2. D. The Dean of Student Services shall ensure that campus-wide educational programs are conducted annually. They take various forms such as in-class presentations, public display of information, campus lectures, residence hall programming, and staff training.

IV. B. 3. Definitions

IV. B. 3. A. Sexual Assault

Sexual assault refers to any sexual act which occurs without the explicit consent of the recipient of the behavior. In many cases, this may involve force. Consent shall be defined as the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Psychologically pressuring an individual or any attempt to take advantage of an individual under duress or incapable of making a decision on her or his own is a direct violation of the policy. This includes situations in which an individual is under the influence of alcohol, drugs or prescribed medications. Force may include, but is not limited to, the use of or display of a weapon, physical battering, intimidation, or immobilization of the other person.

IV. Rape: Rape is the most serious form of sexual assault and it is also the most extreme form of behavior prohibited by this policy. Rape refers to penetration, however slight, accomplished through force and against the wishes of the other person. Maine Law has replaced the charge of rape with the charge of gross sexual assault.

ii. Acquaintance Rape: Sexual assault by a date, boyfriend, girlfriend, spouse, casual friend or an acquaintance constitutes acquaintance rape. Regardless of the relationship between the perpetrator and the survivor, the same criminal law, campus regulations and penalties apply.

iii. Sexual Contact: Sexual Contact includes touching intimate parts of the body, including thighs, genitals, buttocks, the pubic region or the breast/chest area or the clothing covering those parts and/or using intimate parts of the body to touch another individual.

IV. B. 4. Protocol

IV. B. 4. A. If you are sexually assaulted:

IV. Get to a safe place. Put your safety first. If you cannot get to a phone yourself, do whatever you can to attract someone's attention to get to a safe place.

ii. As soon as you can get to a phone, either you or a friend should call one of the following:

MMA Campus Safety – 326-2479 or X2479

Campus Advocates:

After business hours, contact Campus Safety and ask for contact information for the Title IX Coordinator, Kate Grimes

TITLE IX Coordinator – Kate Grimes, Executive Assistant and Advisor to the President – 326-2220

Elizabeth True, Vice President for Student Affairs and Enrollment Management – 326-0159

Professor Sue Loomis – 326-2345

Deidra Davis, Dean of Student Services – 326-2138

Kristen Wentworth, Director of Residential Life and Student Services – 326-2280

Counselor Paul Ferreira – 326-2419 460-1788

Downeast Sexual Assault Services – 1-800-228-2470

Other resources are a resident assistant, the Residential Coordinator @ 326-2204, or Campus Health Services @ 326-2295.

Due to federal Office of Civil Rights requirements to comply with Title IX regulations, if sexual misconduct is reported to any campus official other than the Director of Counseling, the Academy must take steps to investigate the misconduct and prevent further misconduct from happening. Every effort will be taken to protect the victim from further harm and retaliation during and after the investigation.

Do not shower, bathe or change clothes. It is possible to obtain information through a forensic exam within 72 hours of an assault, but it will be necessary to avoid showering or changing clothes until after the exam.

If a friend is sexually assaulted:

1. Listen. Believe him/her. Be gentle, patient, sensitive and supportive.
- ii. Get the survivor to a safe place.
- iii. Assess any physical injuries. Determine if they need emergency medical care and if your friend is coherent enough to make decisions regarding treatment. If they are not, get the survivor to the closest medical facility. If they are, support the survivor in their decision regarding treatment.
- iv. Contact MMA Campus Safety.

OR

v. Contact Downeast Sexual Assault Services. To receive accurate and important information regarding talking to the police, what to expect at the hospital and follow-up services, speak to a counselor at Downeast Sexual Assault Services.

vi. Remind the survivor not to shower, bathe, douche, or change clothes if they have any thought of reporting this crime. Any of these actions would destroy information that may be important to the case.

vii. Know your limits. Recognize what you can and cannot handle. Get help if you feel you are in over your head. Most of us are not trained to handle these situations beyond rendering personal support.

viii. Don't question or judge the survivor's actions or reactions.

Do not tell the survivor what they should or should not do, or what they should or should not be feeling. Do not pry for details if the survivor is unwilling to give them.

IF YOU FEEL THAT ANY PERSONS PRESENT AN ONGOING RISK OR DANGER TO THE SURVIVOR OR TO THE CAMPUS COMMUNITY, YOU MUST NOTIFY CAMPUS SAFETY. DO NOT RELEASE THE SURVIVOR'S NAME UNLESS HE OR SHE IS IN DANGER. THE SURVIVOR NEEDS TO REGAIN CONTROL OF HIS OR HER SAFETY AND WELL BEING.

IV. B. 5. Discussion

IV. B. 5. A. Students who have been raped or sexually assaulted in any way have been victimized. The survivor is not to be blamed. Their assailants are at fault and this behavior is not acceptable. In order to stop this type of criminal activity, we encourage survivors to report what has happened to them. This reporting will ensure help for the victim and consequences for the perpetrator. Reporting to Maine Maritime Academy's Campus Safety or other Academy officials means that trained professionals are handling the investigation and taking steps to protect the survivor and others from further harm or retaliation. The survivor maintains control of the decision to follow through with proceedings through the criminal justice system. Recognizing the different needs of survivors, there is a range of ways to report the perpetrator's behavior. A student may pursue any or all of these options.

IV. B. 5. B. If the survivor desires criminal prosecution through the courts, the matter should be reported to the police. The County Prosecutor's Office provides a survivor witness advocate to help and inform survivors of sexual violence in moving through the prosecution process. Campus Safety can assist you with this procedure. A police report does not require a survivor to prosecute. It is the survivor's decision, hers or his alone, whether charges will be brought forth, even if one has spoken to the police or Campus Safety.

IV. B. 5. C. If the offender is a Maine Maritime Student and the survivor does not want to take action through the courts, but does want the Academy to take formal action against the offender, the matter should be reported to the Dean of Student Services who will initiate an investigation. The Dean of Student Services will remove from campus any student who is viewed by the Academy as a threat to another's safety and well-being. The Dean of Student Services may also authorize changes in academic or living arrangements of the survivor if requested and if reasonably possible. At this time the Dean of Student Services in coordination with the Title IX Coordinator will examine the compiled information regarding a case and will decide proper on-campus procedures for adjudication. If it is decided that adjudication is warranted, the established Academy judicial procedures will apply.

Judicial procedures as described in the Honor System document will be followed, with modifications as described below:

- The accuser and the accused are entitled to the same opportunities to have others (witnesses or advisors as defined in the student handbook) present during a judicial proceeding.
- Both the accuser and the accused are informed of the outcome of the judicial proceeding.

Should a student be found responsible for violating the sexual assault policy, sanctions may include dismissal or expulsion from the Academy.

SEX OFFENDER REGISTRY

The Academy is required to provide community members with a means to request information regarding registered sex offenders in the town of Castine. The Maine Sex Offender Registry can be accessed through the website url: <http://sor.informe.org/cgi-bin/sor/index.pl>

GENERAL EMERGENCY PROCEDURES

The Academy has procedures for emergency response and evacuation from each building on campus. Specific protocols were developed and are annually revised to respond to both common and catastrophic emergency scenarios. In cases requiring evacuation, either a fire alarm or ENS broadcast alert will notify occupants of the need to evacuate.

The Academy maintains an Emergency Information Portal at <http://emergency.mma.edu/> for use in communicating during an emergency.

On observing a crime, act of violence, or suspicious persons:

Call Campus Safety at 326-2479 or dial 911 and stay on the line to provide information.

In the event of a fire:

Pull the alarm, and evacuate the building immediately

If qualified, use an extinguisher – otherwise evacuate and await emergency responders

Do not re-enter until the “all-clear” has been given

If an oil or chemical spill occurs:

Call Campus Safety at 326-2479 or dial 911, and secure the area

Do not attempt to control or clean up the spill unless you have been trained

In the event of an Active Aggressor alert:

Determine whether, given the circumstances, you should flee, hide or fight

Turn your cell phone to silent

Await further instructions from emergency personnel

When given instructions to evacuate, leave all personal belongings behind and evacuate with your arms held up.

In the event of a Shelter in Place directive:

Remain inside the building you are occupying, secure your location and take cover as appropriate.

Await further instructions from emergency personnel

Evacuation Procedures

Resident Students:

Curtis Hall and Commons residents must go to the Field House, which a Campus Safety Officer will open if closed (alternate site: Ritchie Field). The Trinitarian church on Main Street is the alternative location for gathering should the Field House or other campus locations be inaccessible. Do not linger in the courtyard or stand in driveways/roads. Emergency vehicles must have clear access.

Commuter Students, Faculty and Staff:

When a building is evacuated, Campus Safety staff will direct students, faculty and staff to rally locations to await further instructions. Should the evacuation be expected to be of some duration, Campus Safety staff will aid commuters, faculty and staff in locating alternative shelter until the building can be re-occupied.

IMPORTANT EMERGENCY TELEPHONE NUMBERS

Emergency Numbers

ON CAMPUS

MMA Campus Safety	207-326-2479 or X2479 (24 hours)
Academy Medical Services	207-326-2295 or X295 (business hours)
Title IX Coordinator – Kate Grimes	207-326-2220 (business hours/contact Campus Safety to alert Ms. Grimes after business hours)

OFF CAMPUS

Hancock County Sheriff's Office	911 (207-667-7575)
Castine Fire	911
Peninsula Ambulance Service	911
Downeast Sexual Assault Services	1-800-228-2470
Rape Crisis	1-800-822-5999
Poison Control	1-800-442-6305
AIDS Line	1-800-851-2437
Mental Health Crisis	1-800-245-8889

When dialing from a Maine Maritime Academy phone, please dial 9 first to get an outside line.

MISSING STUDENT POLICY

Missing Student Notification Policy and Procedure 20 USC1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in campus housing and who have been missing for 24 hours.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Maine Maritime Academy Campus Safety and if after investigation the Maine Maritime Academy Campus Safety determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a Maine Maritime Academy department other than the Campus Safety Department, the Maine Maritime employee receiving the report shall contact the Campus Safety Department immediately.

Procedure: Procedures for designation of emergency contact information

- A. Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this policy and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the Academy "in case of an emergency". Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Maine Maritime Academy Campus Safety Department or their designee shall attempt to contact his/her emergency designee not more than 24 hours after the time that the student is determined to be missing in accordance with the notification procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.
- B. Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the Academy shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

I. Official notification procedures for missing persons

- A. Any faculty, staff or student who has information that a residential student may be a missing person must notify the Maine Maritime Academy Campus Safety Department as soon as possible and no later than 24 hours after they determine a student may be missing. Campus Safety or their designee shall also follow up on notification by other individuals such as friends or family members.
- B. The Maine Maritime Academy Campus Safety Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.
- C. No later than 24 hours after determining that a residential student is missing, the Maine Maritime Academy Campus Safety Department or their designee shall notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. **Contact is contingent upon the correct emergency contact information being made available by the student.*

II. Campus communications about missing students

In all cases when the student is declared missing by the Maine Maritime Academy Campus Safety Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, MMA Campus Safety will coordinate with the Office of Media Relations to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

JUDICIAL PROCESS

V. A. Introduction

V. A. 1. The Community Honor system as described here and in the Regimental Manual, applies to all students at MMA. It is designed to encourage students to make mature decisions and develop appropriate behaviors and positive community involvement within an academic environment. There is a fundamental difference between the nature of student discipline and that of criminal law. The latter is concerned primarily with punishment, the former, in accordance with the educational mission of the college is concerned with preparing students to function effectively in their community. The intent is to reinforce the values of self-discipline, accountability and responsibility to the college community.

V. A. 2. As these are administrative hearings, the policies and procedures used differ from those of the criminal process. Therefore each student should familiarize himself or herself with the following explanation of our judicial process.

Regimental students should also become familiar with the judicial process presented in their regimental manual. Parts I-IV of the Community Conduct Code address expectations for student behavior. Student conduct that violates the Academy regulations shall be considered an offense under this conduct code. Such conduct occurring within the bounds of the college is of primary significance. However, when such conduct occurs outside the college, it shall also be considered an offense under the Conduct Code if it is judged to be detrimental and contrary to the college community and its standards, whether or not the offense occasions action by a criminal/civil court. (See I. General Procedures, Jurisdiction below). Occasionally students exhibit behaviors that unintentionally violate or create the impression that they intend to violate the Academy regulations. When the investigation indicates that this may be the case, the behavior will be evaluated for either disciplinary or administrative action. Behaviors that are in violation of the Code of Conduct shall be punishable by the sanctions listed under “Disciplinary Outcomes.”

V. A. 3. Based upon our two student lifestyles (i.e. Regimental or Independent) we have two, often interrelated, tracks in our disciplinary process and outcomes. Both tracks and their associated outcomes provide the student with a quantified measure of his/her standing regarding the Academy’s social/ behavioral expectations. Those students pursuing the regimental lifestyle are subject to mast hearings and “demerit” based outcomes that consist of marks placed upon a student’s disciplinary record following a determination of responsibility. This program is defined in the regimental manual. Independent students, those not involved in the regimental program, are subject to board hearings and “points” based outcomes consisting also of marks placed upon a student’s disciplinary record following a determination of responsibility. The Points program also features a defined merit review process providing for the possibility of earning a reduction of points. The Points program is defined in this Handbook. One difference between these disciplinary tracks is in the quantity of marks a student may receive. The range of actions that a student is held responsible for determines the quantity of marks a student may receive.

V. B. General Procedures

V. B. 1. Jurisdiction

V. B. 1. a. Individual Offenses:

i. On-campus violations: When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/law/regulation within the college environment, other than the minor rules and regulations concerning the residential facilities or motor vehicle policies, the Dean of Student Services, or his or her designated representatives, will evaluate that information. If it is judged that there is cause to investigate the information further for possible disciplinary action, the student(s) involved will be referred to the appropriate channel for investigation and disciplinary action.

ii. Off-campus violations: When information is presented indicating that the intentional or unintentional behavior of a student may have violated a state, federal or college rule/ law/regulation outside of the immediate college environment, the Dean of Student Services, or her or his designated representatives, will evaluate that information. This may be the receipt of a citation from a law enforcement officer, and/ or conviction by a court of law. If such conduct is judged to be detrimental and contrary to the college community and its students, or otherwise interferes with the mission or reputation of the Academy, the student(s) involved will be referred to the appropriate channel for investigation and disciplinary action.

While in general, judicial action is part of a student's educational record and therefore subject to FERPA regulations for privacy of student records, the Academy will comply with a written request from an alleged victim of a crime of violence (as defined in Section 16 of Title 18, United States Code) or a non-forcible sex offense for a copy of the report on the results of any disciplinary proceedings conducted by the Academy against a student who is the alleged perpetrator. Should the alleged victim be deceased, the next of kin of such victim may request the written report.

FIRE SAFETY

All residents are expected to familiarize themselves with the fire alarm procedures and to study the escape routes posted on the back of the door in their room/suite. Also please study and observe the safety and health expectations for each room/suite. There will be safety and health inspections of all rooms at least once each semester to check for compliance. Curtis Hall has an addressable alarm system. It features smoke detectors and evacuation alarm horns/strobe lights in student rooms, heat detectors in bathrooms, and evacuation alarm horns/strobe lights, smoke and heat detectors in all hallways. Any time a detector is activated its location is recorded on the system board at the Quarterdeck. Smoke detectors in rooms ring first only in that room when activated and a trouble alert sounds at the Quarterdeck and in Campus Safety.

The source can then be checked. If the trouble continues it goes to general alarm. Activation of other detectors immediately sets off the general alarm. Whenever the general alarm is activated it will be sounded through the horns, and strobe lights will flash in all rooms and hallways. The Commons has smoke and heat detectors that set off the building alarm when activated.

A sprinkler system also can be found in both Curtis Hall and The Commons.

Fire Alarms

It is MMA policy that during a fire alarm the building must be evacuated immediately. The alarm will sound until the building is fully evacuated and the fire department arrives. Once the fire department is on the scene, the fire chief or assistant fire chief is in charge of the building and its residents. Curtis Hall residents must go to the Field house, which a Campus Safety Officer will open if closed (alternate site: Ritchie Field). Commons residents should go to the Student Center, which a Campus Safety Officer will open if closed (alternate site: Field house). Do not linger in the courtyard or stand in driveways/roads. Emergency vehicles must have clear access.

The All-Clear signal is given when the red lights next to the primary entrances stop flashing, not when the alarm is silenced. In the event of an alarm, residents cannot re-enter the building until it has been checked for fire safety (usually +/-50 minutes if everyone cooperates) and the fire chief gives the all clear. The Commons: The all-clear signal is given when the horns are turned off.

As the Fire Department checks the building during a fire alarm, all violations of state and Academy laws/rules/regulations regarding fire safety, will be reported to the Office of Campus Safety.

Administrative certificates of search will be issued following the alarm for the purpose of correcting the reported deficiencies.

Failure to Comply

Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of community conduct standards. They will be

brought to the Quarterdeck by the Residential Life staff member on duty who is overseeing the staff response and crowd control. If deliberate non-compliance is verified, the student will be subject to a \$25.00 fine payable within five class days and may also face additional disciplinary action if warranted.

If alcohol is suspected as a contributing factor to non-compliance, a breathalyzer test will be administered to the student. If alcohol is verified as a factor the student may be referred to the Unified Alcohol Hearings Board for disciplinary action

False Alarms

Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal or expulsion. Under state law it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/intentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any persons found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department and delay emergency personnel response to actual emergencies. Residents and fire department members may become desensitized to alarms and fail to respond in a timely fashion. Residents should be able to rely on the alarm system to function properly and to know that when activated there is truly an emergency. Nationally, more students are hurt responding to false instances of emergencies than in true emergency situations.

Flammable Materials (i.e. candles, incense)

Possession/use of candles, incense, oil burners, or other flammable materials or other flammable items such as live holiday decorations that can or do produce open flames or burning embers, is not permitted in the residential facilities

Tobacco (Smoking & Other) Smoking is prohibited anywhere near or inside Curtis Hall and The Commons. This includes student rooms, inside the Curtis Hall courtyard, and anywhere within the vicinity of Curtis Hall or The Commons. There are two designated areas with hard shelters provided and people are to go there to smoke: one beside Curtis Hall and one in front of Curtis Hall. Users of other tobacco products (such as chewing tobacco and snuff) are expected to do so in a responsible manner. It is their responsibility to dispose of the used products and related materials in appropriate trash receptacles and not in building hallways, stairwells, laundry rooms, and/or other such common living spaces.

Cooking & Food

Only foodstuffs that can be prepared in authorized electric equipment can be cooked or heated in room/suites (this includes coffee/tea or popcorn using a hot air popper). Care must be taken anytime that you use any type of cooking/heating equipment. Do not leave hot pots and such going when no one is present in the room/suite. Any foodstuffs/snacks kept in room/suites must be stored in sealed containers to avoid attracting bugs.

Curtis Hall: The only cooking that is authorized in rooms in Curtis Hall is that which can be done in an approved, closed coil hot pot, popcorn popper or small microwave oven. There is a small microwave and kitchenette outfitted with cooking gear in the BILGE Recreation Area.

The Commons: Each suite has its own kitchen facilities so cooking is authorized in The Commons. Residents are cautioned to use care when they cook as we have had problems with false fire alarms due to smoke from cooking. Consider ventilating the area before, during and after cooking. Residents of the Commons should also become familiar with the approved electrical appliances/equipment.

Decoration of Room/Suites

Most students enjoy fixing up their room/suites for a more homelike feeling. They are encouraged to do so provided that they comply with safety and maintenance needs as well as demonstrate consideration for other members of their community.

Room/suites are provided with built-in hanging rods and cork boards for decorative pictures, materials, etc. No decorations will be affixed to the walls by any means that damages the paint or wall surface. No decorations, TV cables, or other wires will be affixed to or hung from the ceiling (including the metal frame strips) in rooms/suites/hallways. No nails, tacks, tape, screws, glue, etc. are to be used on Academy equipment other than tacks/tape on the corkboard provided. Any such damages will be the responsibility of the resident(s).

Safety needs require free, unimpeded movement in and out of room/suites. Residents must maintain a clear path to the door. Vision into the room/suites may not be obstructed by furniture or any form of curtain or screen so room/suites can be checked quickly in the event of an emergency.

Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.

Holiday Decorations

Any decorations must meet all fire/safety and electrical requirements as stated in the Student Handbook. Holiday decorations in particular can be problematic. Lights are allowed when used with approved extension cords. Live or cut trees or fir cuttings are not permitted.

CRIME PREVENTION PROGRAMS:

Maine Maritime Academy is aggressive in crime prevention. During New Student Orientation, first year students and any parents in attendance are informed by Campus Safety and Student Services personnel of college policies, safety procedures, and resources for assistance with emergencies and reporting crimes. In addition, Campus Safety officers attend floor meetings in each residence hall to review safety procedures.

All new students are required to participate in the AlcoholEdu web-based population-level alcohol education and program used by hundreds of campuses in the US. More information on the program is available at <http://www.outsidetheclassroom.com/solutions/higher-education/alcoholedu-for-college.aspx>. This course also includes the “Haven” component, a sexual assault prevention program designed to educate students about sexual assault prevention and Title IX requirements. More information on this program is available at <http://www.outsidetheclassroom.com/solutions/higher-education/haven.aspx>.

Faculty and CSAs are trained annually on Clery and Title IX reporting requirements.

Educational programming:

Residence Life, Student Activities and the Regimental staff offer a variety of educational programs and workshop for students on crime-prevention topics. Workshops offered in 2012 included:

- Wingman – accepting responsibility for the welfare of your friends as a designated driver.
- Passive program campaigns on alcohol awareness and safe on-line dating practices
- Mark Sterner from Campus Speak spoke to all first year students on his experience as a driver convicted of OUI in an accident where several of his friends were killed.
- Regimental trainings for students in the regiment included:
 - First year midshipmen workshop on drinking and driving and US Coast Guard regulations regarding alcohol and ships.
 - Student-led assembly on impacts of drunk/buzzed driving
 - First year and third year midshipmen workshop on regulations regarding the use and abuse of alcohol while on the summer training cruise.

Honor System

The Maine Maritime Academy Honor System consists of an Honor and Conduct Code. All societies place restraints both formal and informal upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. The purpose of our Honor System is to provide and apply a unified consistent standard of student self-governance and to give the student body ownership of the behavior of its members. Within it are the guidelines students must meet in order to be successful here. Community life and a successful experience here depend upon a commitment to be responsible for oneself and for other people. Members of our community are expected to act with honesty and integrity, and treat others and their property with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within the student handbook, the Honor and Conduct Code, the Regimental Manual and the MMA Catalogue, are designed to support our community values of

respect, self-discipline, accountability and responsibility to the college, local and state communities. Every member of the MMA student body shall be called upon to uphold the codes of honor and conduct as set forth in this Student Handbook and by the principles below:

- I. Be no part of lying, cheating, or stealing
- II. Make all possible efforts to preserve property on campus and report any damage to or loss of such property
- III. Respect the privacy and rights of others
- IV. Ensure that violations of the Honor and Conduct Code be reported
- V. Answer all summonses of the administration and faculty.

All first year students enrolled at Maine Maritime Academy will declare their support of the Honor System through a public pledge during Academic Convocation. A signed statement to the same effect shall be collected by the Honor System Co-Chairs and maintained in the permanent records of the Honor System.

“I, (Full Name), do pledge to abide by the code of honorable conduct and personal accountability at Maine Maritime Academy, and to see that others do likewise. I accept this responsibility in order to foster an environment beneficial to myself and my fellow community members, and understand that it is an important part of my professional development.”

There are additional college rules and regulations published separately. Residence hall regulations and the traffic rules are examples of such information not published within the General Regulations. The Honor System does, however, provide the framework within which violations of such rules and regulations may be handled. In addition, no statement or lack of provision in these regulations affects the responsibility of every person to respect local, state, or federal ordinances, regulations or laws.

CAMPUS CRIME STATISTICS

CLERY ACT CRIMES STATISTICS 2012

CATEGORY	On-Campus	Residence Halls	Non-Campus	Public Property	Total*
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible Sex Offense	1	0	0	0	1
Nonforcible Sex Offense	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Arrests					
Liquor law violations	2	0	0	0	2
Drug law violations	0	0	0	0	0
Weapons violations	0	0	0	0	0
Disciplinary Referrals					
Liquor law violations	19	13	0	0	19
Drug law violations	1	1	0	0	1
Weapons violations	0	0	0	0	0
Hate Crimes					
Vandalism	1	1	0	0	1

CLERY ACT CRIMES STATISTICS 2011

CATEGORY	On-Campus	Residence Halls	Non-Campus	Public Property	Total*
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0
Nonforcible Sex Offense	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	1	0	0	1
Burglary	1	1	1	0	2
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Arrests					
Liquor law violations	1	1	5	0	6
Drug law violations	0	0	0	0	0
Weapons violations	0	0	0	0	0
Disciplinary Referrals					
Liquor law violations	20	20	3	0	23
Drug law violations	1	1	0	0	1
Weapons violations	0	0	1	0	1
Hate Crimes					
	0	0	0	0	0

CLERY ACT CRIME STATISTICS 2010

CATEGORY	On-Campus	Residence Halls	Non-Campus	Public Property	Total*
Murder/non-negligent manslaughter	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0
Nonforcible Sex Offense	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	4	1	0	0	4
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Arrests					
Liquor law violations	0	0	0	0	0
Drug law violations	0	0	0	0	0
Weapons violations	0	0	0	0	0
Disciplinary Referrals					
Liquor law violations	32	28	0	0	32
Drug law violations	0	0	0	0	0
Weapons violations	0	0	0	0	0
Hate Crimes					
	0	0	0	0	0

*totals may be lower than sum of row as crimes can be classified as both on campus and in residence hall facilities

CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT

Pursuant to provisions of the Federal Higher Education Act (HR4137) as enacted August 14, 2008 as the **Campus Fire Safety Right-to-Know Act**, this report provides an annual disclosure of fire safety standards and measures with respect to campus residences for the calendar year 2012.

Maine Maritime Academy Residential Facilities

MMA Residential Facilities	Fire Alarm monitoring by MMA	Partial 1 Sprinkler System	Full 2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of evacuation (fire) drills each academic year
Curtis Hall	Y		Y	Y	Y	Y	2
Graduate Commons	Y		Y	Y	Y	Y	2
Windlass House	N	N	N	Y	Y		

Definitions:

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill – A supervised practice of a mandatory evacuation of a building for a fire.

Cause of Fire – The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire-related injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Dies within one year of injuries sustained as a result of the fire.

Fire safety system – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire Safety Report Log

1. An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.
2. An institution must make an entry or an addition to an entry to the log within two business days of receipt of the information.
3. An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

Provisions of the Campus **Fire Safety Right-to-know Act** require the Academy to:

1. Collect statistics concerning fire reports in each on-campus student housing facility during the previous year (2011), and annually submit to the Secretary of Education a report on same, including:
 - Number and causes of fires reported
 - Number of fire-related injuries that required treatment at a medical facility
 - Number of fire-related deaths

- Value of fire-related property damage
2. Document a description of each on-campus student housing faculty fire safety systems, including the fire sprinkler systems.
 3. Document the number of regular mandatory supervised fire drills.
 4. Document policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and fire education and training programs provided to students, faculty, and staff.
 5. Document plans for future improvements in fire safety, if determined necessary by the college.
 6. Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and location, and make annual reports to the campus community on such fires.

Students and employees should report all fires to the Office of Campus Safety at 326-2479 or X2479.

2012 FIRE LOG

No fires were reported in residential facilities in 2012

2011 FIRE LOG

Date of Occurrence	Time Occurred	General Location	Nature	Incident Report Number
9-12-11	9:35PM	Curtis	Burnt Popcorn	1013

No fire-related injuries, death or property damage occurred in MMA residential facilities in 2011.

2010 FIRE LOG

Date of Occurrence	Time Occurred	General Location	Nature	Incident Report Number
10-2-10	1741	Curtis Hall	Incense burning	1264

No fire-related injuries, death or property damage occurred in MMA residential facilities in 2010.

CRIME DEFINITIONS

Murder and Non-Negligent Manslaughter – The Willful (non-Negligent killing of one human being by another.

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

Sex Offenses: Forcible – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

There are four types of forcible sex offenses:

- **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object** – the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender’s genitalia. Examples are finger, bottle, handgun, stick, etc.
- **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

Sex Offenses: Non-Forcible – Unlawful, non-forcible sexual intercourse.

Only two types of offenses are included in this definition:

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

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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

Aggravated Assault – Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – The unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft –The theft or attempted theft of a motor vehicle.

Larceny – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Vandalism – To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Illegal Weapons Possession – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., or silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above..

Drug Law Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations

or state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics, manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs barbiturates, Benzedrine).

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

GEOGRAPHIC DEFINITIONS

On Campus:

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence hall; and

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

On-Campus Student Housing Facilities

A subset of crimes on campus that includes only those crimes that were reported to have occurred in dormitories or other residential facilities.

Non-campus building or property:

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

(2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property:

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

CAMPUS MAP



MAIN CAMPUS

- 1- Dismukes Hall: Office of the Registrar, Kennaday Planetarium, faculty offices, classrooms, science laboratories, and OSG Tanker Simulator
- 2- Delano Auditorium
- 3- Leavitt Hall: Offices of Information Technology, College Relations, Development, President, Academic Dean, Human Resources, Research Director, and Business; Delano Auditorium, Alumni Lecture Hall, Cianchette Room, Raymond G. Spruce Lounge, Conference Room, faculty offices, guest rooms, and visitor parking
- 4- Wyman House: Offices of Alumni Affairs and Continuing Education
- 5- Platz Hall: Nutting Memorial Library
- 6- Captain Quick Alumni Hall: Cooperative Education, Career Services, Graduate Seminar Room, and faculty offices
- 7- The Harold Alford Student Center: Offices of Dining Services and Conferences; dining facilities, student postal center, Waypoint Snack Bar, graduate and undergraduate classrooms, Holmes Alumni Heritage Room (conference room), W. Keith Davis Classroom, and 1954 Lecture Hall
- 8- Pilot House: Loeb-Sullivan School of International Business and Logistics graduate study area, faculty offices, and administration
- 9- The Commons: Residential complex
- 10- Robert S. Walker Admissions & Financial Aid Center: Offices of Admissions and Financial Aid
- 11- Windlass House: Campus Safety and Faculty Offices
- 12- Center for Student Success/Buoy House: Office of Accessibility Services, Writing Center, Testing Center, Honors Program, Henry A. Scheel Room
- 13- Curtis Residence Hall: Offices of Commandant, Residential Life, Student Health Services, Student Government and Student Life; campus bookstore, residential complex, and student lounge and recreation area
- 14- Communications Desk
- 15- Campus Bookstore
- 16- Public Works/Central Receiving: Offices of Purchasing and Facilities
- 17- Oakey Logan Alexander Physical Education Center: Cary W. Bok Swimming Gymnasium, athletic offices, and locker rooms, pool, racquetball and handball courts, weight and exercise rooms, locker rooms, Alexander Field House with climbing wall, and basketball, tennis, and volleyball courts
- 18- Margaret Chase Smith Building: Gymnasium, Athletics offices, and locker rooms

19- Bath Iron Works Center for Advanced Technology: Engineering and marine transportation simulators, electrical power lab, and Humanities Lecture Hall

20- U.S. Navy ROTC

21- Ritchie Field: All-weather in-filled synthetic turf field, press box, and bleachers

22- Abbott House: President's Residence

WATERFRONT CAMPUS

23- Andrews Hall: Marine science wet lab, engineering project labs, classroom, and faculty offices

24- Rodgers Hall: Classrooms, machine shop, engineering laboratories, and ocean studies classrooms and laboratories

25- Payson Hall: Classrooms, engineering laboratories, and boat repair and maintenance facilities

26- Dirigo House: Faculty offices

27- Training Ship *State of Maine*

28- Tug Pentagoet

29- Schooner Bowdoin

As such, the main campus and waterfront are considered on-campus, but the training ship and the Bowdoin are considered “non-campus” properties, as is the Penobscot boat storage and parking lot area.

Public property includes the Castine town streets bordering the campus: Battle Avenue, Main St., Stevens St., Pleasant St., Tarratine St., Water St. and Court St.