



Campus Safety /

2025 Annual Report of Safety and Security

2024 Policy & 2022-2024 Crime Reporting Years

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Director's Message

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, the Campus Safety Department of Saint Joseph's College presents this annual report of Security policies, procedures, crime statistics, and fire safety data for the year 2024.

Compilation of the Clery Act data is an annual requirement for the Department, and we work diligently with members of SJC Student Life, Standish Fire Department, and the Cumberland County Sheriff's Office to collect and disseminate this data via these annual reports. The federal Department of Education requires annual reporting of this data, and local publication/dissemination at all institutions of higher learning that receive federal aid money.

Please take a few moments to review the information contained in these documents, and then feel free to contact me should you have any questions or concerns. The members of the Campus Safety Department believe that the safety and security of the community requires the active participation of all members and guests, and that we are stronger (and more secure) through meaningful collaboration, discussion, and active engagement.

We look forward to partnering with you in the continuation of this important work and welcome any questions, comments, or suggestions you may have.

Respectfully,

Robert Chaddock
Director of Campus Safety & Emergency Preparedness

bchaddock@sjcme.edu

207-893-6686



Important Telephone Numbers

Campus Safety Emergency	893-7911
Non-Emergency	893-6687
Interim Dean of Students.....	893-6601
Associate Dean of Students/Title IX Coordinator	893-6606
Director of Residential Living	893-6608
Counseling Center	893-6631
Campus Ministry	893-7794
Health Services	893-6634
President's Office	893-7711

Mission Statement

The mission of the Saint Joseph's College Campus Safety Department is to enhance the quality of life for the entire Saint Joseph's College community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Department of Campus Safety strives to accomplish its mission while adhering to its core values of Professionalism, Integrity, Communication, Service, and Respect.

The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Saint Joseph's College community, including students, staff, faculty, and visitors. Critical to this relationship is mutual respect; therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property, and the reputation of Saint Joseph's College.

In return, we ask that our partners in the community assume their individual and collective responsibilities to make Saint Joseph's College a place that is free of crime, fear, and disorder, and to provide a civil and open environment that fosters learning and mutual respect.



The Annual Security Report

In accordance with the federal Student Right-to-Know Act, Saint Joseph's College (SJC) annually provides statistics for crimes reported to the Office of Campus Safety, local law enforcement agencies and individuals on campus identified as campus security authorities. Written requests for crime statistical information are made on an annual basis to the appropriate local law enforcement agencies as well as all campus security authorities.

All gathered statistical information is compiled and reported to the Colleges' community via the annual security report which is prepared by the Office of Campus Safety and posted on the Colleges' website on or before October 1st each year. A notice of the availability of the annual security report is emailed annually to every student and employee and a direct link to the report is included in the email. Anyone may review the report online or request a paper copy of this report by contacting Campus Safety, Standish Hall, 207-893-6687, or email sjcsecurity@sjcme.edu.

The annual security report includes criminal incidents for the past three years and covers eleven crime statistical categories listed by location, three Violence Against Women Act statistical categories, as well as arrests or referrals to the Colleges conduct office for liquor law violations, drug abuse violations and weapons law violations.

Department Personnel / Authority / Local Police Relationships

The Office of Campus Safety, under the administration of the Director of Campus Safety is composed of 16 full and per diem Security Officers who are responsible for security on all Saint Joseph's College property. The Campus Safety Office / Dispatch Center is located on the ground floor of Standish Hall and is open 24 hours per day, 7 days per week, and 365 days per year.

Saint Joseph's College Security Officers have the authority to ask persons for identification at any time and to determine whether individuals have lawful business on the campus; Security Officers do not possess arrest power.

The Saint Joseph's College Campus Safety Department has a Memorandum of Understanding (MOU) with the Cumberland County Sheriff's Office (CCSO) to memorialize the collaboration between the college and local law enforcement. Criminal incidents are referred to CCSO, which has jurisdiction in the Town of Standish, Maine. Campus Safety maintains a highly professional working relationship with the Sheriff's Office as well as the Windham Police Department (in cases when CCSO will be delayed in responding to the campus) for the resolution of all criminal complaints and/or investigations. All crime victims are strongly encouraged to immediately report crimes to Campus Safety; prompt reporting will ensure timely warning notices on campus and timely disclosure of crime statistics.

In order to report a crime or other emergency, Campus Safety can be reached by calling:

- 207-893-6687 from an off-campus or cellular phone extension 6687 (non-emergency) or extension 7911 (emergency) from any on-campus phone or residence hall call box.
- Yellow pole emergency call boxes will dial Campus Safety directly by pressing the red button and are located:
 - The Turf Field lot
 - The path to the Stone Barn
 - Top of the Lake Path (between Mercy/Xavier Halls)
 - Midpoint of the Lake Path
 - Lakefront (between bathhouse and waterfront)

These telephone call boxes are in prominent locations and are identified with a blue light positioned above the box. The phones are "push to talk" and connect directly to Security Dispatch, which is staffed 24 hours a day.

Security Alert Notices & Timely Warnings

Saint Joseph's College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. SJC Security will immediately respond to, investigate, and make an initial determination as to the level of threat, based on information gathered from relevant sources including, but not limited to: officers at the scene, Cumberland County Sheriff's Office or Standish Fire-EMS, other local, state or federal agencies; and individuals inside and outside of the SJC community who provide information.

SJC utilizes the RAVE emergency notification system (text, voice mail and email) to provide immediate warning of current, ongoing or serious potential threats to the health and safety of the College community. Examples may include an active shooter, a gas leak, an earthquake, extreme weather conditions, a credible bomb threat, a power outage, or a nearby chemical or hazardous materials spill. Emergency notifications will always begin with the words "SJC Alert". Any such mass notification, and any subsequent update(s), will advise community members of the threat and of ways in which they may best ensure their personal safety during such an alert. The RAVE system is tested on an annual basis and the last documented testing date was September 26, 2024.

Students, faculty and staff should review their emergency contact information at least once per semester; these records can be accessed via Campus Café (students) or ADP (faculty & staff). The campus emergency notification systems draw their contact information from these programs, so it is vitally important that individuals be diligent in keeping their information current. The information entered there will provide Campus Safety and College administrators with the means to quickly contact them with important information and updates during a crisis situation.

Saint Joseph's College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

A timely warning notice is issued whenever a crime or pattern of crime occurs within the SJC Clery geography, and is considered to pose a serious or continuous threat to students and employees (i.e., robbery, burglary, physical assault, hate crime, etc.). The content of a timely warning is developed by the Director of Campus Safety and is issued within a manner likely to reach the campus community, such as mass text through a campus alert, e-mail distribution, and/or posting on the campus website(s). No timely warnings were issued in 2024.

SJC encourages all members of the community to accurately and promptly report crimes and emergencies to Campus Safety, especially if the victim of a crime elects not to or is unable to make such a report. Reporting is critical to developing and disseminating Timely Warnings to the campus, creating programming and being transparent about crime on campus in order to promote an informed, safe, and secure environment.

Anonymous Tip Line

Saint Joseph's College encourages all members of the campus community - as well as those outside the community - to report campus-related crimes, even if they choose to do so anonymously. There are no restrictions as to who can make an anonymous report directly to SJC Security. The Campus Safety Office has an anonymous tip line email box located on the College [website](#). Information concerning witnessed criminal activity can be reported there for investigative follow-up by Security Officers.

Crime Log

The Campus Safety Department maintains a computer aided daily log of all crimes reported to Security that occur within the Clery geography. The crime log includes that nature, date and time of the occurrence, date and time reported, general location of each crime, and the disposition of the complaint, if known. Information that would jeopardize the confidentiality of the victim and any other information prohibited by law, will be withheld. The most recent 60 days of crime log entries are available for review upon request through the Campus Safety Department. Any portion of the crime log older than 60 days will be available within two business days of a request for inspection.

Campus Security Authorities

The Clery Act requires Saint Joseph's College to collect crime reports from a variety of individuals and organizations that the Clery Act considers to be Campus Security Authorities (CSAs). CSAs include security officers; deans; coaches; residence hall staff; overseers and advisors to student clubs and organizations; and other campus officials who have "significant responsibility for student and campus activities," such as, but not limited to, student housing, student discipline, and campus judicial proceedings. CSA's complete annual training and each year are sent updated information regarding their roles. [The Clery website](#) provides [online reporting forms](#). New CSA's are considered if a new or changed position includes significant oversight of student activities. Key CSA's include: Robert Chaddock, Director of Campus Safety and Emergency Preparedness; Connor Dufour, Director of Residential Living and Community Standards; Lynne Allen, Associate Dean of Students; Charles Lamb, Interim Dean of Students; Tom Roche, Assistant Director of Campus Safety; Jaime Stevens, Security Officer Supervisor; Michael Theriault, Assistant Director of Student Engagement; Chris Willer, Director of Athletics.

Programs on Security Practices and Emergency Protocol

Security/Emergency Management training is offered to the campus community on an annual basis. Ongoing programs include information on levels of emergencies, emergency situations, and emergency actions. Specific topics include fire safety, severe weather, active shooter, bomb threat, mutual aid, and medical procedures as well secure-in-place and shelter-in-place protocol. In addition to basic emergency actions and situations, including evacuation, training encompasses the SJC Emergency Response Plan (ERP) including such key components as National Incident Management System (NIMS), Incident Command System (ICS), general organizational structure (i.e., Emergency Management Team and Incident Response Team) and RAVE Emergency Notification System. The following training sessions were held in 2024: Active Shooter (01/13); Bomb Threat (08/05 & 11/08); Basic Emergency Protocol (09/18 & 10/22); Hands-Only CPR (11/25); and Fire Evacuation (09/17).

Additional Services and Training

Each of the listed services below may be accessed by visiting the Campus Safety Office or contacting us at extension 6687 (893-6687) or from any call box:

Escorts/Rides - Escorts and rides from any building or parking lot on campus are provided 24 hours per day upon request.

Jump Starts - Campus Safety will assist vehicle owners with a jump start for their vehicle upon request.

Unlocks - In the event that a SJC staff member, faculty, or student is locked out of a SJC facility, such as a room, office or lab, Campus Safety will assist them in gaining access. The Security Officer will request the individual's SJC identification and document the information prior to providing the requested assistance. If a staff member, faculty member, or student has requested access to a building that has electronic access, the officer will verify that the individual has card access to the building prior to admitting them. Students may be directed to the Residential Living Office for issuance of a temporary key.

Patrol - Security provides patrol service to campus facilities. Patrol is provided by a variety of methods including, foot, golf cart, and motor vehicle.

Lost and Found - Campus Safety acts as a centralized location for all items found or reported missing on campus. Property that is lost should be reported to Campus Safety for documentation; property that is found should be turned in to us as well, where it will be filed and checked against department records to determine the rightful owner.

Community Outreach & Engagement - The Office of Campus Safety participates in Welcome Weekend, Fall Visit Day and Admissions Office events (e.g. Admitted Students Day) by staffing an informational table and displaying this written report. Department personnel are available to present crime prevention and safety programs to the SJC community and reference materials are available from community resource agencies on topics such as drinking and driving prevention, domestic violence, victim assistance, sexual assault victim services, and general personal safety issues.

Security and Access to Campus Facilities

College residence halls are locked 24 hours per day and students gain access with their issued keys or ID cards. The College has a visitation policy which restricts the hours and days of permitted visitation, and overnight guests must be registered in advance by the student host; student hosts are responsible for escorting their guests while on campus. Violations of the visitation policy are processed through the College judicial system and may result in guests being required to leave and/or being banned from visiting campus, and disciplinary action against the student host.

Other campus buildings are open to the public during normal business hours, Monday through Friday, or during scheduled events such as athletic competitions. Campus Safety and other associated departments consider any exceptions to access policies on a case-by-case basis.

The Facilities Management Department conducts maintenance of building security devices. Locks, alarms, card-access devices, and lighting are monitored constantly by Campus Safety Officers during patrols and by Residential Living staff during their rounds. Maintenance coverage is available on an on-call basis during non-working hours and over weekends. Repairs to security and safety devices are always given the highest priority.

College facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Security Officers regularly patrol the campus and report malfunctioning lights, cameras, and other unsafe conditions to the Facilities Department for prompt repair.

Emergency Response Plan

Saint Joseph's College has adopted and maintains a standardized Emergency Response Plan which is an "all threats" response guide based upon federal FEMA National Incident Management System (NIMS) guidelines. This document, which contains emergency response protocols for situations including evacuations, fires, natural disasters, pandemic illness, etc., is maintained in the Campus Safety Dispatch Center (as well as in the hands of other key departmental or administrative leaders on campus) so that a duty officer may access it and make appropriate documentations, referrals and requests for service based upon that wide spectrum of potential events in case of emergency.

The SJC Emergency Response Plan is a living document and is in a cycle of review and revision in order to incorporate the most current "best practices" methods of emergency incident response/management; this work is primarily undertaken by the Director of Campus Safety, Assistant Director of Campus Safety, Security Officer Supervisor, and other members of the Emergency Management or Incident Response teams at various times throughout the year. College personnel are also actively engaged with local, state and federal emergency agencies in order to remain current with this important work.

Standard Response Protocol

The Standard Response Protocol (SRP) provides consistent, clear shared language and actions among all students, staff and first responders for all hazards. Saint Joseph's College has determined that the precepts of SRP provide a valuable, easily understood adjunct to its broader Emergency Response Plan. The appendix contains the basic Emergency Protocol including Emergency Actions posted across campus.

Missing Student Protocol

Members of the Saint Joseph's College community who have reason to believe that a student who resides in on-campus housing is missing should immediately notify Campus Safety at extension 6687 (or 207-893-6687 from a cellular phone). Campus Safety will generate a missing person report and initiate an investigation per its standard operating procedure.

After investigating the missing person report, and if it is determined that the student is missing and has been missing for more than 24 hours, Campus Safety will notify the Cumberland County Sheriff's Office and the student's listed emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated

individual, Saint Joseph's College will notify the student's parent or legal guardian immediately after determining that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify a confidential contact person (an individual to be contacted by the College in the event the student is determined to be missing for more than 24 hours). If a student has identified such an individual, Saint Joseph's College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the offices of Residential Living Office.

Substance Abuse

The Saint Joseph's College Board of Trustees recognizes substance abuse as a complex problem which is not easily resolved by personal effort and may require professional assistance and/or treatment. Accordingly, the College has designated individuals to assist students, faculty, and staff members who seek referrals for aid with substance abuse problems. The College takes necessary steps to ensure the confidentiality of all inquiries and referrals. All students, faculty, and staff are informed periodically of the availability of help for substance abuse problems. The College makes informational materials regarding substance abuse available.

Students, faculty, and staff with substance abuse problems are encouraged to take advantage of the available diagnostic, referral, counseling and prevention services. Persons availing themselves of these services, however, will not be granted special privileges and/or exemptions from standard practices applicable to performance requirements. The College will not excuse acts of misconduct committed by persons whose judgment is impaired due to substance use or abuse.

The possession, use or distribution of illegal drugs as defined by federal, state, and local statutes is prohibited at any time on College property. Persons known to possess, use or distribute illegal drugs are liable to public enforcement sanctions and College disciplinary action. Use of alcoholic beverages on college property shall be in compliance with state laws. Violations of regulations, policies and procedures will result in disciplinary action and, where applicable, criminal proceedings.

Drug Free Schools and Workplace Policy

It is the policy of the College that employees shall not possess, consume or be under the influence of alcohol or drugs during the workday, including rest periods and meal periods. The Campus Safety Department actively supports the College's adherence to the Federal Drug-free Schools and Workplace policy; the full statement for this policy can be found via the following link: [SJC Drug Free School & Workplace Policy](#).

Possession, Use or Sale of Illegal Drugs/Controlled Substances

The possession, use, sale, or any other means to distribute illegal drugs on Saint Joseph's College Campus is not permitted by law. Possession or use of any drug paraphernalia is not permitted at Saint Joseph's College.

Any student present in a room where a controlled substance is being used may also be considered in violation of the Student Code of Conduct and subject to disciplinary action.

All paraphernalia discovered to be in the possession of a student or student-sponsored guest will be confiscated, recorded, and then destroyed/disposed of by Campus Safety and/or Residential Living personnel, or it may be turned over to the Cumberland County Sheriff's Office for appropriate disposal.

Alcohol Policy

Saint Joseph's College understands that alcohol is part of today's society, and therefore, believes in educating students about alcohol, its effects, and the prevention of alcohol abuse. Saint Joseph's College supports Maine state law related to alcohol, which includes

the age of 21 as the legal age for possession or consumption of alcohol. The College defines some specific guidelines associated with alcoholic beverages on campus. This outline is provided to clarify the SJC alcohol policy:

- 1) Legal age: Students must be at least 21 years of age to possess or consume alcohol on campus.
- 2) Disorderly conduct while under the influence of alcohol: Any person who, while under the influence of alcohol, disrupts the orderly conduct of college affairs whether in a residential, academic, or social setting.
- 3) Open Container: Once opened, no alcoholic beverages may be carried or consumed on campus outside of residence hall rooms. Open containers include any alcoholic beverages out of the original container or having a broken seal on the original container.
- 4) Supplying: Any person, who hosts, sponsors, or participates in a function wherein alcoholic beverages are knowingly provided to minors. Persons of legal age may not purchase or provide alcohol for minors.
- 5) Abusive drinking: Abusive drinking of alcoholic beverages is prohibited. The following behaviors are examples of (but not limited to) what are considered “abusive drinking practices”:
 - Drinking to the point of physical illness.
 - Consumption of alcohol while using prescription or over the counter medication.
 - Possession of a container or device which dispenses alcohol through a tap or any other central source of alcohol.
 - Possession of any alcohol “gaming table” or “drinking game” paraphernalia.
- 6) False IDs: The production, possession and/or use of false identification are prohibited.
- 7) Alcohol-free halls: O’Connor, Saint Joseph’s, and Standish Halls are considered alcohol-free living environments. No alcoholic beverages may be taken into these halls, even by those of legal drinking age.
- 8) Students may request the use of a particular space on campus for an officially recognized college event that may include alcohol. Students must meet with members of Student Life at least seven (7) days in advance to register their function and to review specific guidelines related to such events. Any activity focusing primarily on alcohol/drinking will not be approved. The Office of Student Life must grant final approval of all events using alcohol.
- 9) Student Government Association (SGA) funds may not be used to purchase alcohol.

2024 Biennial Review

In response to the 1989 Drug Free Schools and Communities Act, including the Drug Free Schools and Campuses Regulations, Saint Joseph’s College has implemented a diverse cross-section of programs focusing on providing education, community and individual prevention, treatment, and social alternatives for alcohol and other drug use and abuse for students, staff, and faculty.

We conduct a Biennial review to evaluate our program effectiveness and sanctioning consistency, to recognize the strengths of our program, and to identify goals for improvement. You can view our last Biennial Review at:

[W SJCME 2024 Biennial Report.docx](#)

Sexual Violence

State of Maine Sexual Violence Definitions

In the State of Maine, sexual assault is defined in chapter 11 of Title 17-A of the Maine Revised Statutes. Generally speaking, sexual assault includes: the crime commonly referred to as rape (called “gross sexual assault” in Maine), statutory rape, unlawful sexual contact (touching of the genitals or anus where no permission is given or the person touched is under 14 years old or otherwise incapable of resisting), exposing one’s genitals to a child, showing sexually explicit materials to a child with the intent of encouraging sexual contact, soliciting a child by computer, or unlawful sexual touching (touching the breasts, buttocks, groin or inner thigh where no permission is given or the person touched is under 14 years old or otherwise incapable of resisting). Sexual assault also includes prohibited contact with a minor by certain convicted sex offenders. For more specific details of these crimes — including

the specific ages that the victims and perpetrators must be for it to qualify as a “sexual assault” — please review the Maine Criminal Code directly.

Domestic Violence is defined in chapter 9 of Title 17-A of the Maine Revised Statutes. It includes any acts of assault, threatening, terrorizing, stalking or reckless conduct committed by persons who are considered a family or household member as defined by Title 19-A, section 4002, subsection 4 (current or former spouses or domestic partners; individuals presently or formerly living together as spouses; biological parents of the same child; adult household members related by blood or marriage; minor children of a household member when the defendant is an adult household member; individuals presently or formerly living together; individuals who are or were sexual partners).

Stalking is defined in Title 17-A, section 210-A of the Maine Revised Statutes (Maine Criminal Code). Stalking must be based on two or more acts by a defendant involving (for example) following, monitoring, threatening, harassing, interfering with property, or communicating with or about a specific person. The defendant must want or know that these acts will cause the specific person to: (a) suffer serious inconvenience or emotional distress; (b) fear bodily injury or death to oneself or a close relation; (c) fear damage, destruction, or tampering of property; or (d) fear injury or death of an animal owned by or kept by the specific person.

The State of Maine does not define consent.

How to Report Sexual Violence

If an individual wishes to make a report of sexual assault, dating violence, domestic violence, or stalking they may report to the college, to local law enforcement, or to both. Individuals who wish to file a report with the college, may call the Title IX Coordinator, Lynne Allen, at 207-893-6606. Individuals wishing to file a criminal complaint may call the Cumberland County Sheriff’s Department directly at 911 (for emergencies) or 207-893-2810. They may also go directly to the Sheriff’s Department at 36 County Way, Portland, ME. Individuals may also contact the Title IX Officer, Lynne Allen, at 207-893-6606 or Campus Safety at 207-893-6687 for assistance in filing a criminal complaint. Individuals are NOT required to file a criminal complaint.

In all cases, the College encourages individuals to preserve evidence for future use. Physical evidence may be necessary for criminal prosecution or for obtaining a Protection Order. If possible, do not bathe, change clothing, use the restroom, or brush your teeth prior to having evidence gathered.

Maine Medical Center, (207-871-2381) located at 22 Bramhall Street, Portland, has Sexual Assault Forensic Examiners available to provide forensic exams and collect other physical evidence. You do not need to file a police report to get a forensic exam. Evidence can be held anonymously for 60 days. Individuals are also encouraged to preserve any electronic or other physical evidence for future use.

Civil Protection & Campus No Contact Orders

Maine law enables victims of domestic or dating abuse, sexual assault, stalking, or other forms of harassment to obtain both short-term emergency protection and, after a hearing, long-term protection. Individuals can petition the court for either a Protection from Abuse (against a family member) or Protection from Harassment (against a non-family member) Order. For more information on how to petition for a civil protection order, you may speak with the Title IX Coordinator, Lynne Allen, at 207-893-6606 or with Sexual Assault Response Services of Southern Maine at 1-800-871-7741. The College will work with students and employees to honor and enforce any civil protection order.

The Title IX Coordinator, and their designee, are authorized to issue a No Contact Order (NCO) prohibiting contact between students and/or employees when there exists a reasonable concern of future contact. No Contact Orders provide that neither individual may have contact with the other. “Contact” includes, but is not necessarily limited to, in-person contact, telephone calls, e-mail, texts and other forms of electronic communication, social media-based messages or postings, and third party communications including through proxies. No Contact Orders may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both individuals, when deemed necessary by the college. Any additional terms shall be expressly stated in the Order.

Supportive Measures for Students and Employees Impacted by Sexual Violence

The College offers and makes available Supportive Measures to individuals who come forward who have been impacted by sexual violence regardless of whether the Complainant elects to file a Formal Complaint. The Title IX Coordinator will notify the Respondent of the availability of Supportive Measures when providing notice of a formal complaint.

Supportive Measures, may include (but are not limited to):

- Mutual or Individual No Contact Orders: Communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in-person, telephone, electronic, or third-party communications.
- Student Academic or On-Campus Residence Hall Modifications: These may include, but are not limited to: Change of residence hall room, providing an escort to ensure safe movement between classes and activities; academic accommodations, including a change in class schedule, taking an incomplete, dropping a course without penalty, providing an academic tutor, extending deadlines for assignments, rescheduling exams and assignments, providing alternative course completion options, or allowing a voluntary leave of absence.
- Providing medical services available through the Health Center.
- Employment Accommodations: These may include, but are not limited to: Change in work assignment or schedule, leaves of absence, change in work location.
- Emotional Support: Students - Counseling and emotional support is available to any student through the Counseling Center free of charge. Employees - have access to counseling through the Employee Assistance Program.

In addition to the resources on-campus including, but not limited to: the Title IX Coordinator, the Counseling Center, the Health Center, and the Financial Aid Office, there are many off-campus resources (listed within the full Gender Based-Misconduct policy) including:

- Employee Assistance Program for mental health services for SJC employees
- Sexual Assault Response Services of Southern Maine and Through these Doors who provide free and confidential victim advocacy services
- Mercy Hospital and Maine Medical Center for off-campus medical assistance and access to a forensic exam
- The Cumberland Legal Aid Clinic
- The Cumberland County Victim Witness Advocate
- The Maine Victims Compensation Fund

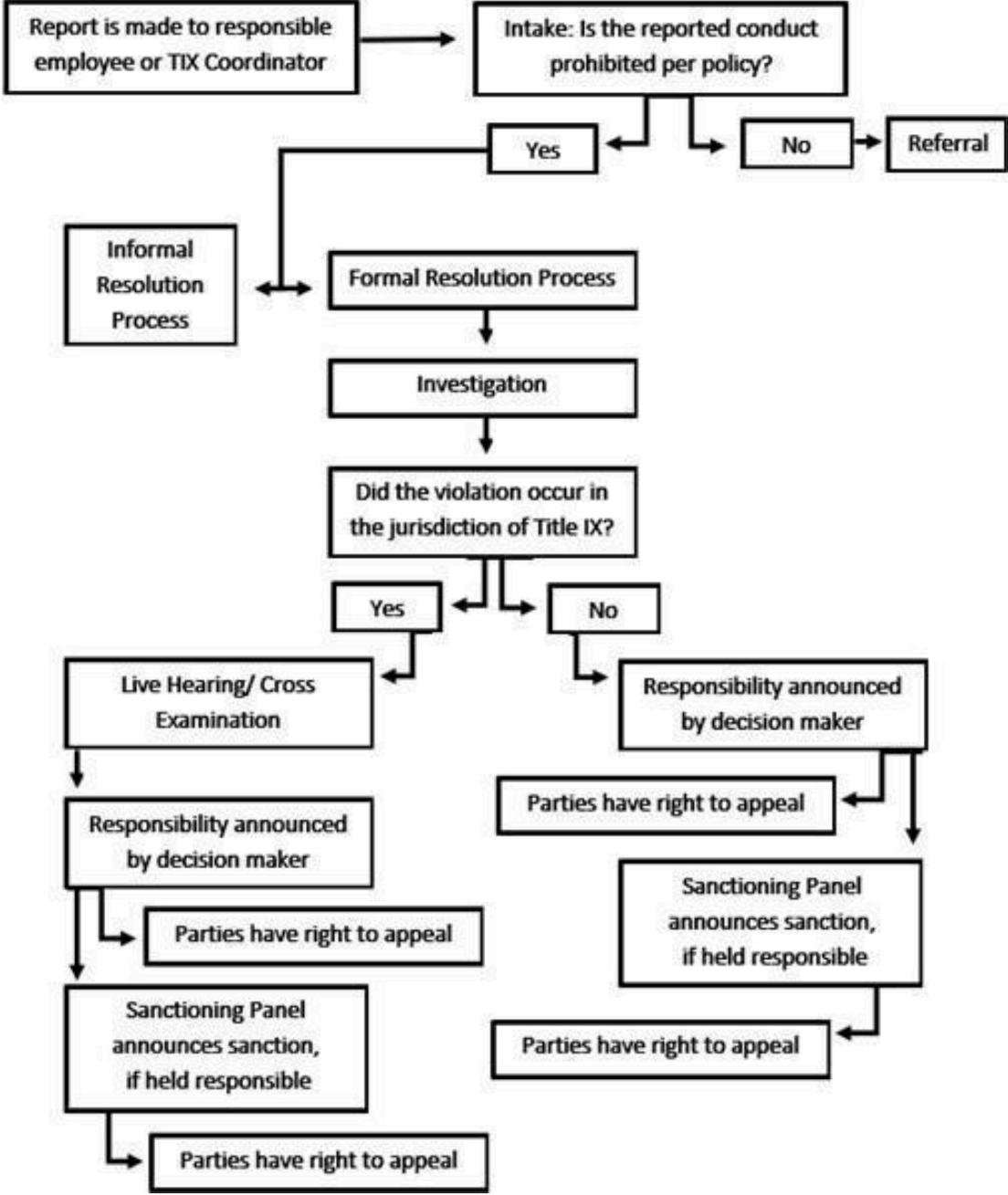
Confidentiality of Supportive Measures

The college maintains the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the college's ability to provide the Supportive Measures in question.

Adjudication Process for Complaints of Sexual Violence

To file a complaint of sexual violence, contact the Title IX Coordinator, Lynne Allen, at 207-893-6606. The following graphic provides the steps involved in the informal and formal complaint adjudication process.

**Gender-based Harassment, Discrimination, & Violence Process
for students and employees at Saint Joseph's College of Maine**



Title IX Training and Educational Programming to Prevent Sexual Violence

It is on all of us to prevent sexual violence at Saint Joseph's College. In looking out for each other, educating on consent, and promoting a culture where violence is not tolerated, we keep our community safe. We offer primary prevention and ongoing awareness, education, and training for all students and employees, including athletic staff. These programs share information to increase our community's knowledge of sexual violence, our policies, and procedures to address it, and risk reduction strategies. Our ongoing programs include information on bystander intervention, the dynamics of sexual assault and interpersonal violence, characteristics of healthy relationships, and roles and responsibilities when receiving a disclosure of a gender-based misconduct incident. In addition, new students are required to complete a sexual misconduct prevention and response module at the beginning of the academic semester and new employees receive education through New Hire Orientation. We work collaboratively with our local sexual assault and interpersonal violence advocacy centers to develop and deliver content available to all students, faculty, and staff.

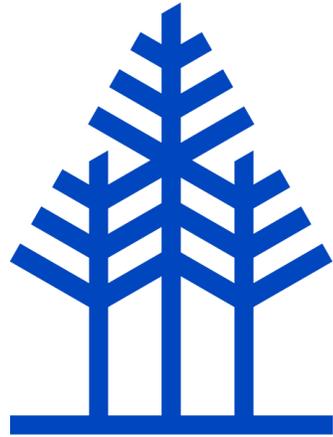
The staff in our Counseling Center offers the Green Dot Bystander Intervention program. This program empowers our community members to be active bystanders and encourages a sense of responsibility to intervene (safely) in high risk situations.

Campus Sex Crimes Prevention Act (CSCPA) & Sex Offender Information

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires state law enforcement agencies (in Maine, it is the Maine State Police) to provide institutions of higher education with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at that institution. The registered sex offenders list can be obtained from the Maine State Police Sex Offender Registry web site at <http://www.informe.org/sor/>.

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act, the Family Educational Rights and Privacy Act of 1974, the College is providing the link to the Maine State Sex Offender Registry. All sex offenders are required to register in the state of Maine and to provide notice for each institution of higher education in Maine at which the person is employed, carries out a vocation, or is a student.

In addition to the above notice to the State of Maine, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Title IX Coordinator no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in the College. Such notification may be disseminated by the College to, and for the safety and well-being of the College community and may be considered by the College for enrollment and discipline purposes.



Saint Joseph's College of Maine

Policy Name:	Gender-Based Misconduct, Violence, & Discrimination Policy regarding gender-based harassment, intimate partner violence, sexual assault, sexual harassment, and stalking.		
Adopted:	8/14/2020	Reviewed:	09/08/2025
Responsible Office:	Student Life	Responsible Executive:	Lynne Allen Associate Dean of Students and Title IX Coordinator
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1. Policy Overview

a. Statement

Saint Joseph's College Gender-Based Misconduct, Violence, and Discrimination Policy (henceforth The Policy) prohibits all forms of gender-based misconduct, including but not limited to gender-based discrimination, sexual harassment, intimate partner violence, stalking, and sexual assault.

b. Reason for Policy

- 1) Saint Joseph's College is committed to providing a community in which the learning, working, and living environment reflects our Core Values. The College recognizes its responsibility to ensure a safe, secure community that values individuals' fundamental rights and personal dignity.
- 2) Compelled by our Core Values and in compliance with Title IX of the Higher Education Amendments of 1972¹, as well as the Violence Against Women Reauthorization Act of 2013, this Policy provides resources and recourse for those whose rights have been violated. Further, the Policy details the process of a prompt, fair, impartial investigation, and resolution of gender-based discrimination and power-based violence.
- 3) This Policy also addresses the College's commitment to prevention by addressing awareness activities, discussing primary prevention initiatives, and specifying training expectations for College personnel.

c. Application of Policy

This Policy applies to the conduct of all members of our community, including Saint Joseph's College students,² faculty, staff, Trustees, volunteers, independent contractors, campus visitors, and others affiliated with College programs or events.

d. Jurisdiction of Policy

- 1) The College may investigate any reported violations of this policy that occur in the context of a College program or activity or that otherwise impact the College's learning and working environment, regardless of whether the reported misconduct occurred on or off-campus.³
- 2) This Policy applies to any allegation of gender-based misconduct, violence, or discrimination made against an individual (the Responder) whether that allegation is made by the alleged victim (the Complainant) or a third party (the Reporter). Every allegation will be taken seriously with the safety of all parties and the larger campus community paramount.

¹Title IX of the Higher Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities.

² Student: defined for this policy to include: a. A person who has been notified of their acceptance for admission to SJC, or who is admitted and enrolled in any credit-bearing course or program, or who is a continuing student between academic periods. b. A person who resides in SJC housing, whether or not that person is enrolled in a course(s) at SJC. c. A person was enrolled at SJC at the time of the incident but has since withdrawn while disciplinary matters are pending.

³ Including incidents which occur outside of the U.S. (e.g., Study Away Programs, International Service Trips, etc.)

2. Prohibited Conduct

- a. Gender-based Harassment
- b. Hostile Environment
- c. Indecent Exposure
- d. Intimate Partner Violence
- e. Non-consensual Sexual Contact
- f. Prohibited Relationships by Persons in Authority
- g. Retaliation
- h. Sexual Assault
- i. Sexual Exploitation
- j. Sexual Harassment
- k. Sexual Intimidation
- l. Stalking

Prohibited Conduct: Definitions

Gender-based Harassment: harassment due to someone's gender identity, orientation, or expression, actual or perceived. To constitute harassment, the conduct must unreasonably interfere with an individual's education/academic activities, work performance, or perceived safety. Gender-based harassment includes intimidating, hostile, demeaning, or offensive academic, employment, or living environments.

Hostile Environment: unwelcome conduct of a sexual or gender-based nature with the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment or participation in a College activity.

A person does not have to be the direct target of harassment to report it. Harassing behavior toward others may be so offensive, demeaning, or disruptive as to constitute a hostile work or academic environment, even if the harassment is not specifically directed at the observer or individual lodging the complaint. Alleged harassment will be evaluated according to the objective standard of a reasonable person. A single, isolated incident of sexual or gender-based harassment may, based on the facts and circumstances, create a hostile environment.

Indecent Exposure: 1) a sexualized behavior in a public place or knowingly exposing one's genitals in a public place and under circumstances where the act is likely to cause affront or alarm; 2) exposing one's genitals with the intent to be seen from a public place or from another private place or exposing one's genitals with the intent that one will be seen by another person in that private place under circumstances that one knows the act will likely cause affront or alarm

Intimate Partner Violence (also referred to as dating violence, relationship violence, domestic violence, or dating violence): acts of violence, threats, stalking, or intimidation that harm or injure a person in a current or former intimate relationship. Acts may be emotional, psychological, economic, physical, or sexual in nature.

The College recognizes that sexual harassment, sexual assault, sexual exploitation, stalking, and retaliation all may be forms of intimate relationship violence when committed by a person who is or has been involved in a sexual, dating, domestic, or other social relationship of a romantic or intimate nature. Examples include, but are not limited to:

- Name-calling and insults;
- Public humiliation;
- Reckless behavior;
- Harassment directed toward friends, family, or acquaintances;
- Verbal and/or physical threats;
- Knowingly restricting the movements of another person and/or moving a person, without that person's consent;
- Property damage, and/or striking another person (pushing, slapping, punching, etc.); and
- Manipulative or controlling behaviors, including threats to harm oneself to force contact;
- Using children, pets, or other loved ones to manipulate one's behavior.

Non-Consensual Sexual Contact: intentional contact, direct or indirect, without consent. This can include non-consensual sexual contact 1) of the breasts, genitals, buttocks, or groin of another, or 2) making another touch an individual or themselves with or on any of these body parts without their consent. This includes instances where an individual is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication.

Prohibited Relationships by Persons in Authority: sexual, romantic, or other intimate relationships between persons occupying asymmetrical positions of power, even when both consent, including when one party maintains a direct supervisory or evaluative role (e.g. performing evaluations, making salary, promotion, and/or continuity of employment decisions).

Prohibited relationships by Persons in Authority generally include all sexual or other intimate relationships between students and their employers, supervisors, professors, coaches, advisors, or other College employees. Similarly, college employees who supervise or otherwise hold positions of authority over others are prohibited from having a sexual or other intimate relationship with an individual under their direct supervision.

Persons with direct supervisory or evaluative responsibilities who contemplate beginning or are involved in such relationships are required to promptly 1) discontinue any supervising role or relationship over the other person; and 2) report the circumstances to their own supervisor.

Retaliation: “Retaliation” is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege because an individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or conduct conference under this policy.

Retaliation is considered a separate offense from the original complaint and will be considered independently from the merits of the underlying complaint.

Retaliation can include continued acts of abuse or violence, or acts or attempted acts to intimidate, threaten, pressure, harass, or slander.

Sexual Assault: penetration, however slight, of the vagina, anus, or mouth by a body part or an object, without consent. Acts by strangers, acquaintances, and intimate partners are covered equally under this policy.

Sexual Exploitation: non-consensual or abusive sexual misuse, abuse, or manipulation of another for personal advantage, or to give an advantage or benefit to anyone other than the person(s) being exploited. Examples of sexual exploitation include, but are not limited to:

- Sexual-based stalking and/or bullying;
- Knowingly assisting another person with committing an act of sexual misconduct, including inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity;
- Knowingly exposing another individual to a sexually transmitted infection (STI) or virus without their knowledge;
- Surreptitiously observing another individual’s nudity or sexual activity, and/or allowing another individual or group to observe consensual sexual activity without the knowledge and consent of all parties involved (Voyeurism);
- Inducing another to expose their own genitals in non-consensual circumstances;
- Non-consensual removal of a condom during sexual activity (aka, stealthing)
- Non-consensual recording of any person engaged in sexual or intimate activity in a private space;
- Distributing sexual information, images, or recordings about another person without that person’s consent; and
- Prostituting or trafficking of an individual.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and/or other written, verbal, non-verbal, or physical conduct or communication of a sexual nature. Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression. Sexual harassment may be committed by anyone regardless of gender identity and may occur between member of the same or different sex. Sexual harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment does not have to be sexual in nature and can include offensive remarks about a person's sex or gender identity.

Sexual harassment is present when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment.

Sexual Intimidation: threatening behavior of a sexual nature directed at another person or group that reasonably leads the target(s) to fear for their physical well-being or to engage in sexual conduct for self-protection. Sexual intimidation may include threatening to sexually assault another person or engage in indecent behavior.

Stalking: “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1. Fear for their safety or the safety of others; or 2. Suffer substantial emotional distress. Stalking includes cyber-stalking, a form of stalking in which technological means are used to pursue, harass, or make unwelcome contact with another person. Examples of stalking include, but are not limited to:

- Non-consensual communication including telephone calls, text messages, email messages, social network website postings or messages, letters, gifts, or any other communication that is unwanted and/or instill fear in another person, which can include third party communication;
- Following or pursuing a person and/or waiting, or showing up uninvited at a residence, classroom, workplace, or other locations frequented by the person;
- Monitoring, observing, engaging in surveillance, or other types of observation by physical proximity or electronic means;
- Interfering with or vandalizing a person's property (including pets);
- Spreading lies or rumors about a person; and/or
- Manipulative or controlling behaviors, using children, pets, or other loved ones against the person; isolation; using one’s privilege, or threats to harm oneself to force contact.

3. Related Concepts and Terms

- a. Advocate
- b. Advisor
- c. Coercion
- d. Complaint
- e. Confidentiality and Privacy
- f. Confidential Resource
- g. Consent
- h. Force
- i. Incapacitation
- j. Intimate Relationship
- k. Live Hearing
- l. Reporter
- m. Respondent
- n. Responsible Employee

Advocate: a no-cost, off-campus, confidential support for individuals. Advocates can help navigate both on and off- campus resources, accommodations, and procedures. Advocates can support an individual whether a report is made or not.

To obtain an advocate, contact the local domestic violence resource center or sexual assault response service (see page 22-25 for contact information).

Advisor: a required position for Formal Resolution the function of which is to guide the Complainant and Respondent through the process and accompany their advisee to any meeting for Formal Resolution under this Policy and posing cross examination questions on behalf of their advisees during the Live Hearing. Apart from the Live Hearing, where the advisors will have the opportunity to pose questions as part of the live hearing process, the Advisor may not speak for the Complainant or Respondent or otherwise direct questions or address others present in all meetings.

While Advisors are frequently members of the Saint Joseph’s College Community, any consenting individual may assume this

role. If a Complainant or Respondent does not identify an Advisor for the Live Hearing, the College will appoint someone to serve in that function. An Advisor cannot serve in a different role during the proceedings (e.g. witness). Prior to the Live Hearing, an orientation to protocols and expectations will be available to Advisors for both parties.

Campus Security Authority: an employee responsible for institutions to collect crime report information (which at SJC is the Campus Safety Department). Saint Joseph's College will annually identify individual(s) and organization(s) affiliated with the institution that qualify as Campus Security Authorities and notify them of and train them on their responsibilities. Campus Security Authorities are required to report crimes immediately to the Campus Safety Department.

Coercion: the use of pressure that compels another individual to initiate or continue sexual activity against their will. Such action would cause a person to fear immediate harm or physical injury or cause a person to engage in unwelcome sexual activity. Coercion can include a wide range of behaviors, including intimidation, manipulation, implied threats, or blackmail.

Complainant: the person alleged to have been subjected to conduct in violation of this Policy.

Confidentiality and Privacy: confidentiality and privacy are important considerations in matters related to Prohibited Conduct and may affect individuals differently. While closely related, privacy and confidentiality are distinct terms that are discussed below and in more detail in the Policy.

Confidentiality: protections provided to information disclosed in legally protected or privileged relationships under Maine state law (see **Confidential Resource**).

Privacy: the discretion that will be exercised by those at the College "in a need to know" and during any sexual misconduct report, investigation, or resolution. While not bound by the same constraints of confidentiality, those employees involved in the sexual misconduct process are expected to be discreet, respectful, and take measures to ensure the privacy of all individuals involved.

Conversations with individuals designated as private resources constitute a report to the College and will require an inquiry.

Confidential Resource: a designated professional who, under Maine law, is prohibited from disclosing without an individual's written permission (including data related to services rendered), information gathered within the scope of the provision of professional services.

Except in very limited situations such as when failure to disclose information would result in imminent danger to an individual or others, a Confidential Resource is legally compelled to protect disclosures of gender-based violence and as such are exempt from reporting such incidents to the Title IX Coordinator or law enforcement.

Conversations with a Confidential Resource do not constitute a report to the College and will not prompt an investigative response.

Confidential resources can provide information about reporting options on and off-campus; direct individuals to resources on and off-campus, including accommodations, advocacy, counseling, and medical care; and provide individuals with immediate and long-term support.

On-campus Confidential Resources include:

- Athletic Trainers;
- Chaplain;
- Counseling Center staff; and
- Health & Wellness Center staff.

Off-campus (community) Confidential Resources for students and employees include:

- Employee Assistance Program (EAP) (for employees),
- Sexual Assault Response Services of Southern Maine (SARSSM); and
- Through These Doors.

Consent: active, knowing, unambiguous, and voluntary agreement between all the parties involved in a sexual activity. Consent must exist from the beginning to the end of each sexual act or each form of sexual contact. Consent can be withdrawn at any time. When consent is withdrawn and outwardly communicated as such, sexual activity must cease. Prior consent does not imply current or future consent; even in the context of an ongoing relationship, consent must be sought and freely given for each

instance of sexual contact.

Consent cannot be gained by force or coercion, by ignoring or acting despite the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Effective Consent cannot be given by minors, developmentally disabled individuals, or persons incapacitated.

Force: the use or threat of physical violence, intimidation, or coercion to overcome an individual's freedom to choose whether to participate in sexual activity. Such action would cause a person to fear for their physical or psychological well-being.

While resistance by an individual will be deemed as a clear demonstration of non-consent, absence of resistance does not negate the possibility of force.

Incapacitation: a state wherein an individual cannot make an informed and rational decision to engage in sexual activity because they lack conscious knowledge of the nature of the act; the inability, temporarily or permanently, to give consent because one is mentally and/or physically unable to make informed, reasonable judgments (e.g., to understand the who, what, when, where, why, or how of the sexual interaction). An individual may appear to be giving consent but may not have the capacity to do so. An individual is deemed incapacitated if they are asleep, unconscious, or otherwise unaware that sexual activity is occurring. Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol of other drugs, inebriation, or intoxication alone are insufficient to establish incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments
- Capacity to appreciate the nature of circumstances of the act.

No single factor is determinative of incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, unsteady gait, stumbling or falling down, vomiting, and unconsciousness. A determination of incapacitation includes an assessment of whether a person should have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a reasonable person.

Intimate Relationship: a social relationship of a romantic or sexual nature.

Live Hearing: a component of a Title IX Formal Investigation in which witnesses – including Complainant and Respondent parties can be submitted to facilitate cross-examination. Though the Live Hearing must be held in real time, the complainant and the respondent may choose to attend remotely.

Reporter: an individual who reports alleged conduct in violation of this Policy. The Reporter may be the Complainant or any other third party.

Respondent: an individual accused of conduct that might be a violation of this Policy.

Responsible Employee: one who is required to report any disclosure of gender-based misconduct to the Title IX Coordinator as soon as they are made aware of the conduct.

4. Reporting Prohibited Conduct

Individuals who have experienced Gender Based Misconduct, Violence, and/or Discrimination have the option to report the matter to law enforcement, to the College, to both, or to neither, as the individual may choose. Individuals who do not wish to report or file a Formal Complaint and pursue an investigation under these procedures may contact confidential counseling or medical resources and have access to supportive measures even without filing a complaint.

a. Reporting Options

1) Confidential Resource -On Campus⁴

- (a) Those SJC employees who, outside of extraordinary circumstances, are prohibited from disclosing reports of gender-based misconduct, violence, and/or discrimination to the Title IX Coordinator or law enforcement, by virtue of law governing their profession or as

designated by the College without explicit consent from the reporting individual.

- (b) Individuals who desire anonymity in discussing and seeking assistance about sexual misconduct should contact and/or be referred to a Confidential Resource.
- (c) Confidential Resources can provide:
 1. information about reporting options
 2. direct individuals to resources on and off campus who might assist with accommodations, advocacy, mental health counseling, and medical care
 3. provide individuals with immediate and long-term support
- (d) **On-campus Confidential Resources Include: (see table below for contact information)**
 1. Athletic Trainers Employed by the College (confidentiality does not apply to coaches and other staff)
 2. College Chaplain
 3. Counseling Center Personnel
 4. Health Center Personnel

Confidential On-campus Resource:	Contact Information	Description of Services
Athletic Trainers employed by the Athletic Department	List of trainers available at https://www.gomonks.com/atroom 207-893-6677; Location: Harold Alfond Center	Provide athletic training resources to student-athletes.
Counseling Center	207-893-6631 CounselingCenter@sjcme.edu Location: Putnam Hall	Provides mental health counseling and crisis response services, including after-hour emergency consultation.
Health Center	207-893-6634 healthcenter@sjcme.edu Location: 1st Floor O'Connor Hall	Provides walk-in and preventative medical care.
Confidential Resource Advisor (CRA)	Kristy Gelinas, Director, SJC Counseling Center CounselingCenter@sjcme.edu 207-893-6631	The CRA is responsible for sharing information and resources with individuals who have been impacted by sexual violence, intimate partner violence, and stalking including: reporting and complaint process options (on and off-campus (police)), counseling, mental health, medical/physical health and advocacy services on and off-campus, escort services, other supportive measures including academic and housing accommodations, course withdrawal options, and student loan counseling.

2. Confidential Resource -Off Campus (see table below of contact information)

1. Community resources are also available to those impacted by gender-based violence and discrimination. Professionals affiliated with these resources are also subject to State Law which prohibits disclosure of information without consent from the reporting individual.
2. Confidential Off-Campus Resources can provide no-cost support and advocacy, among other services.

Confidential Off-campus Resource	Contact Information	Description of Services
Employee Assistance Program	Call: 1-888-293-6948 www.healthadvocate.com/standard3	Mental health consultation and counseling for SJC employees
Sexual Assault Response Services of Southern Maine	Helpline: 1-800-871-7741	24/7 Free and confidential sexual violence support
Through These Doors	Helpline: 1.800.537.6066	24/7 Free and confidential Relationship violence and stalking support
Rape, Abuse, & Incest National Network	Helpline: 1-800-656-4673	24/7 Free and confidential sexual violence support

⁴ Any Confidential Employee who is not a licensed mental health counselor or pastoral counselor serving in those roles must provide non-identifying aggregate information regarding any Clery crime known to them directly to Campus Safe.

3.) Title IX Coordinator and Deputy Title IX Coordinator (see table below for contact information)

1. Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations, the College's Title IX Coordinator has primary responsibility for coordinating the institution's efforts to comply with and carry out responsibilities under Title IX which prohibits sex discrimination in all operations of the College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.
2. Gender-based misconduct, violence, and discrimination against students, employees, and other members of the College community (see prohibited conduct) can be a form of sex discrimination under Title IX. The Title IX Coordinator oversees the College's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate so the College can address issues that affect the wider school community.
3. Among other tasks, the Title IX Coordinator is the primary individual designated by the College to receive complaints of gender-based misconduct, violence, and discrimination from any member of the College community. The Title IX Coordinator or designee conducts initial intake interviews, determines and implements appropriate interim protective measures, handles informal resolutions of appropriate grievances, and directs cases that are not resolved informally to the appropriate body for further investigation and adjudication.

Title IX Officers	Contact Information	Function
Lynne Allen Associate Dean of Students and Title IX Coordinator	207-893-6606 lyallen@sjcme.edu	Coordinates oversight of College's efforts to comply with and carry out responsibilities under Title IX.
Bob Chaddock Director of Campus Safety & Deputy Title IX Coordinator	207-893-6686 bchaddock@sjcme.edu	Assists in the coordination of Title IX responsibilities, including intake evaluation, interim accommodation, and investigation support.

4.) Department of Campus Safety

1. While the Department of Campus Safety works collaboratively with law enforcement authorities, Campus Safety personnel are not sworn law enforcement officers. Further, the College's internal disciplinary process is independent from law enforcement and the criminal justice system.
2. The Department of Campus Safety provides comprehensive safety and security assistance and information to members of the College community, including assisting with the investigation of suspected policy and criminal violations.
3. Contact information for Campus Safety:
EMERGENCY: 7911; 207-893-7911
Non-emergency 207-893-6687
sjcsecurity@sjcme.edu
Location: 1st Floor Standish Hall

5.) Responsible Employees of the College

- The College has designated all employees, including faculty, adjunct and visiting faculty, administrators, staff, and Resident Advisors as Responsible Employee except for the Confidential Employees.
- All Responsible Employees are required to report any disclosure of gender-based misconduct to the Title IX Coordinator or the Deputy Title IX Coordinator as soon as they are made aware of the incident.
- Any staff or specialists on a campus specifically designated as non-professional sexual assault advocates, faculty, staff, and other employees who are licensed mental health workers or are licensed medical workers, but who are not working in that capacity, such as faculty members in psychology, social work, nursing, etc., are not Confidential Employees under this policy. The College shall identify and publicize Confidential Employees. Any Confidential Employee who is not a licensed mental health counselor or pastoral counselor serving in those roles must provide non-identifying aggregate information regarding any Clery crime known to them directly to Campus Safety.

6.) Other Off-campus Resources

a. Law Enforcement

- i. Individuals have the right to assistance from the Title IX Coordinator in reporting crimes to law enforcement agencies independent of or in conjunction with reporting to a College official; if they choose. The location of the College is within the jurisdiction of Cumberland County Sheriff's Department.
- ii. Contact information for the Cumberland County Sheriff's Department:
EMERGENCY: 911
Non-emergency 207-893-2810
Location: 36 County Way. Portland, ME

b. Off-campus Medical Assistance

- i. The Complainant has the option and is urged to seek medical treatment. On-campus, the Health and Wellness Center can provide medical care to individuals during regular business hours; however, the Health and Wellness Center is not equipped for sexual assault forensic examinations (SAFE).
- ii. Individuals can obtain Sexual Assault Forensic Exams at the following locations:

Maine Medical Center

Emergency phone: 207-871-2381
General phone: 207-871-0111

Location: 22 Bramhall Street - Portland, ME 04101

Mercy Hospital

Emergency phone: 207-879-3266

General phone: 207-879-3000

Location: 144 State Street - Portland, ME 04101

- iii. An Advocate from Sexual Assault Response Services of Southern Maine (SARSSM) is available to accompany individuals to access off-campus resources.
- iv. In Maine, the Crime Victim’s Compensation Fund, will pay the hospital for the sexual assault examination. The hospital may not bill you or your insurer for the sexual assault examination. This bill will be paid even if you do not report the assault to law enforcement. For more information visit, https://www.maine.gov/ag/crime/victims_compensation/
- v. General off-campus medical assistance can be accessed on the following agencies:

Mercy Express Quick Care	Maine Medical Center	Mercy Hospital
409 Roosevelt Trail, Windham, ME 04101 Phone: 207-893-0290	22 Bramhall St., Portland, ME 04101 General: 207-871-0111 Emergency: 207-871-2381	144 State St., Portland, ME 04101 General: 207-879-3000 Emergency: 207-879-3266

c. Legal Assistance & Protection Orders

- i. Though not necessary with respect to the College’s Title IX process, circumstances and interests of the involved parties may prompt some to seek legal representation. Specifically, when individuals are interested in pursuing criminal complaints, obtaining a Protection from Abuse/Harassment Order, or have been the subject of a criminal investigation, it is helpful to have resources that assist those involved in understanding the criminal and civil processes.
- ii. The College neither recommends nor refers parties to specific legal providers. Individuals can call Through These Doors and Sexual Assault Responses Services of Southern Maine for legal options.
- iii. Individuals have the right to seek a court-issued Protection Order and/or an SJC No Contact Order against the other party involved. For more information or assistance obtaining either or both orders, individuals can contact the Title IX Coordinator.
- iv. Individuals who have obtained an order of protection or any other temporary restraining order or no contact order may provide such information to the Title IX Coordinator. If provided, the Title IX Coordinator, in conjunction with the Department of Campus Safety, will take all reasonable and legal action to implement the order.

d. Additional Community Resources

Cumberland County District Court	Cumberland County Victim Witness Advocate	Maine Victims Compensation Program
205 Newbury Street Portland, ME 04101 207-822-4200	142 Federal Street Portland, ME 04101 207-871-8380	Office of the Attorney General 6 State House Station Augusta, ME 04333-0006 207-624-7882; 800-903-7882

e. Confidentiality vs. Privacy

i. Confidentiality and privacy are important considerations in matters related to Prohibited Conduct and may affect individuals differently. While closely related, privacy and confidentiality are distinct terms that are discussed below and in more detail in the Policy.

ii. Confidentiality refers to protections provided to information disclosed in legally protected or privileged relationships under Maine state law. Except in very limited situations such as when failure to disclose information would result in imminent danger to an individual or others or otherwise be in violation of Maine state law, the professional in the privileged relationship is legally compelled to protect disclosures of information, including gender-based violence, and as such are exempt from reporting such incidents to the Title IX Coordinator or law enforcement.

iii. Conversations with a Confidential Resource do not constitute a report to the College and will not prompt an investigative response.

iv. Privacy refers to the discretion that will be exercised by those at the College "in a need to know" and during any sexual misconduct report, investigation, or resolution. While not bound by the same constraints of confidentiality, those employees involved in the sexual misconduct process are expected to be discreet, respectful, and take measures to ensure the privacy of all individuals involved. Conversations with individuals designated as private resources constitute a report to the College and will require an inquiry.

f. Individual Rights

The College respects the rights of all individuals, including the right:

i. to information about this Policy;

ii. to report alleged or perceived violations of this Policy;

iii. to not have the name of the Complainant or Respondent publicly released except as necessary to carry out a disciplinary proceeding;

iv. to the protections under the Family Education Rights and Privacy Act (FERPA);

v. to have an advisor of their choosing present at all meetings; and

vi. to participate or to decline to participate in the investigation or disciplinary process.

g. Rights of Complainant and Respondent

i. The College is committed to providing all parties accessible, prompt, thorough, and fair methods of investigation and resolution of incidents reported under this Policy. Throughout the process the Complainant and Respondent are entitled to the following rights:

1. to be treated with dignity by all persons involved in the investigation and disciplinary process;

2. to written notice of all meetings, including the time and place;

3. to be notified of the alleged policy violation being addressed;

4. to a prompt and thorough investigation of the allegations;

5. to equal access to information, evidence, and College resources;

6. to have an advisor of their choosing present at all meetings;

7. to present information and/or suggest witnesses on their behalf during the investigation.⁵

8. to choose not to present information against themselves;⁶

9. to hear and respond to all information presented against them

10. to freedom from having irrelevant sexual history inquired into or discussed during the investigation or disciplinary process;

11. to adequate time to review the investigation report and any evidence used in the report;

12. to freedom of intimidation, harassment, bullying, or other types of retaliation throughout the investigation and disciplinary process;

13. to written notification of the results of the investigation or other case resolution, including any sanctions imposed;

14. to be informed of their right to appeal the outcome, finding, or sanction and will be

- told the process for doing so;
 - 15. to report the incident to law enforcement at any time; and
 - 16. to understand that information collected in the process may be subpoenaed in criminal or civil court proceedings.
- ii.** Anyone who believes there has been an act of discrimination based on sex against any person or group in a program or activity at the College can file a complaint with the Office of Civil Rights (OCR) under Title IX. A complaint should be sent to the OCR enforcement office that serves the state in which the alleged discrimination occurred.

h. Family Education Rights and Privacy Act

Students have the right to confidentiality and protection as set forth by the Family Education Rights and Privacy Act (FERPA). The College will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.⁷

i. Conflict of Interest

- i.** The College requires any individual participating in the investigation, decision making, sanctioning, or appeal determination to disclose to the Title IX Coordinator any potential or actual conflict of interest. If a Complainant and/or Respondent believe that any individual involved in the process has a conflict of interest, they may request the individual be excluded. Such a request must be made in writing, include the nature of the conflict, and be submitted to the Title IX Coordinator within three days of notification of that person's involvement. The Title IX Coordinator will determine the merits of the request and take corrective measures when indicated.
- ii.** If the perceived conflict of interest is with the Title IX Coordinator, the Deputy Title IX Coordinator or a senior College Official will determine the merits of the request and take corrective measures when indicated.

⁵The relevancy of witnesses shall be determined by the Title IX Coordinator and/or their designee.

⁶No negative inference will be made should a student choose not to speak.

⁷One exception to confidentiality under FERPA is publicly available information.

j. Advisors

- i.** The Complainant and Respondent both have the right to and are encouraged to access an Advisor of their choosing. This includes the right to be accompanied by an Advisor at any meeting within the Disciplinary Process under this Policy.
- ii.** Advisors are required for Formal Resolution and serve to guide the Complainant and Respondent through the process and may accompany their advisee to any meeting for Formal Resolution under this Policy. Advisors are also responsible for posing cross examination questions on behalf of their advisees during the Live Hearing.
- iii.** Apart from the Live Hearing, the Advisor may not speak for the Complainant or Respondent or otherwise direct questions or address others present in all meetings.
- iv.** While advisors are frequently members of the Saint Joseph's College Community, any consenting individual may assume this role. If a Complainant or Respondent does not identify an Advisor, the College will appoint someone to serve in that function. An Advisor cannot serve in a different role during the proceedings (e.g. witness).
- v.** Prior to the Live Hearing, an orientation that reviews protocols and expectations will be available to Advisors for both parties.

k. Preservation of Evidence

i. Importance of Preserving Evidence

Regardless of whether an incident of sexual misconduct is reported to the College or the law enforcement, Saint Joseph's College strongly encourages individuals who have experienced sexual misconduct to retain evidence to the greatest extent possible, as this will best preserve legal options for them in the future. Preserving evidence can be helpful in a criminal or disciplinary complaint or in obtaining a Protection from Abuse Order if or when the individual chooses how they would like to move forward.

ii. General Physical Evidence Preservation

Below are suggestions for preserving evidence related to an incident of gender-based harassment, discrimination and/or violence. It is important to keep in mind that each suggestion may not apply in every incident:

1. In order to best preserve evidence, Individuals are advised to not alter, dispose of, or destroy any physical evidence.
2. Individuals should not consider altering, disposing of, or destroying any physical evidence.
3. Electronic communications that may be evidence should be preserved by saving them and/or by taking screenshots of messages, social networking pages and social media posts, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident.
4. Physical injuries should be photographed with a date and time stamp on the photo, ideally by a trained medical forensic examiner or law enforcement agent and only with permission from the individual.

iii. Physical Evidence Preservation Specific to Sexual Assault

Below are suggestions for preserving evidence related to an incident of sexual assault. It is important to keep in mind that each suggestion may not apply in every incident:

1. It is recommended that individuals do not bathe, shower, douche, eat, drink, smoke, brush their teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
2. If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, these articles should not be laundered, should be secured in a non-plastic container (e.g. paper bag or box), and delivered to a hospital or medical facility.
3. If there is suspicion that a drink may have been drugged or if an individual was profoundly impaired or intoxicated at the time of the event, inform a medical provider and/or law enforcement agent as soon as possible so they can attempt to collect possible evidence (e.g. from the drink, through urine or blood sample).

iv. Forensic Examinations

1. Appropriate comprehensive medical assessments and identification of possible life-threatening injuries of the individual are paramount and individuals are urged to seek medical assistance as soon as possible. A medical forensic examination can also be requested by an individual that has experienced sexual assault or rape to help in the preservation of evidence.
2. With the consent of the individual, medical forensic examination should be as soon as possible, or within 5 days as it assists with the preservation of evidence.

Individuals who have been sexually assaulted and wish to preserve evidence are

encouraged to go to a hospital immediately to seek medical treatment, a medical examination and/or evidence collection. Under Maine law, Maine Victims Compensation will pay for the medical forensic exam *if* evidence is collected.

3. In Maine, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement and will be considered ‘anonymous.’ If anonymous evidence is collected it will be stored at the law enforcement agency in the jurisdiction of the hospital where evidence was collected and stored for a minimum of eight years.
4. Individuals undergoing a forensic exam may agree to some parts of the exam and not to other parts, at their discretion. Exams typically include:
 - DNA collection
 - Blood and/or urine samples (especially if alcohol or drugs may be present)
 - Nail clipping or swabs
 - Hair samples (head and pubic)
 - Photographs and/or documentation of any injuries or presence of suspected bodily fluids or secretions
 - STI/STD testing (when indicated) and prophylactic treatment
 - A statement including the history of the event
 - Collection of other evidence (clothing, fibers, debris, etc.)
5. Individuals can obtain Sexual Assault Forensic Exams at the following locations:
 - Maine Medical Center
Emergency phone: 207-871-2381
General phone: 207-871-0111
Location: 22 Bramhall Street - Portland, ME 04101
 - Mercy Hospital
Emergency phone: 207-879-3266
General phone: 207-879-3000
Location: 144 State Street - Portland, ME 04101

1. Timing for Reporting

- i. Individuals are encouraged to report violations of this policy to the Title IX Coordinator promptly to maximize the College’s ability to respond efficiently and effectively. The College does not, however, limit the time frame for reporting.
 - ii. With the exception of those employees who have been designated by the College as confidential, all college employees, including workers who are Resident Advisors or employed by the Department of Campus Safety, (with the exception of other student workers and confidential employees*) are required to report to the Title IX Coordinator any disclosure of gender-based harassment, discrimination, and violence they receive or of which they become aware. Resident Advisors (RA’s) and students working for the Campus Safety department are also required to report to the Title IX Coordinator.
 - iii. If the Responding Party is no longer a current student or employed by the College at the time of the report, the College may not be able to engage the individual directly, but will still seek to meet its Title IX obligations by taking steps to prevent its recurrence and address its effects.
- m. Amnesty (Related Alcohol and Drug Violations)**
- i. Saint Joseph’s College encourages reporting of gender-based harassment, discrimination, and violence and seeks to remove any barriers to reporting. Toward this end, an individual

or group making a good-faith report of gender-based misconduct, violence, or discrimination will not be subject to disciplinary action by the College for personal consumption of alcohol or drugs, at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk.

- ii. The College may, however, initiate or pursue an educational or therapeutic remedy regarding alcohol or other drugs for those individuals. Application of the Amnesty Policy within the College does not preclude or prevent action by police or other legal authorities.

n. Third Party /Anonymous Reports

- i. Apart from employees who are required to report such instances, any individual (e.g. students, family members, visitors) may make an anonymous report concerning an act which violates this Policy.
- ii. While third party and anonymous reports will be reviewed by the Title IX Coordinator, the College's ability to address misconduct, reported by a third party or anonymous party, is significantly limited.
- iii. An individual may report the incident without disclosing their name, identifying the Responding Party, or requesting any action. The College provides two options for non-emergency anonymous reporting:
 - 1. The Department of Campus Safety's Anonymous Tip Form, which can be located online at:
<https://www.sjcme.edu/life-and-community/safety-and-security/anonymous-tip-form/>
 - 2. Calling the Campus Safety Department using *67 from a cell phone to block a phone number.

o. Interim Protective Measures and Accommodations

- Interim Protective Measures and Accommodations are individualized services offered as appropriate to either or both the complainant and responding parties, prior to an investigation, or while an investigation is pending.
- Decisions regarding interim measures and accommodations are made by the Title IX Coordinator and may involve consultation with the Complainant, Respondent, or other parties involved.

p. Rights of Victims

- i. A student or employee may access Interim Protective Measures and Accommodations regardless of whether they plan to participate in a disciplinary process or report the crime to campus police or local law enforcement. These Interim Protective Measures and Accommodations can be provided at the complainant's request and if such accommodations are reasonably available.
- ii. Individuals can request these accommodations by contacting the Title IX Coordinator by phone at 207-893-6606 or by email at titleix@sjcme.edu. The measures requested or required by each party may change over time and amendments to existing measures may be requested as needed.
- iii. The College will provide written notification to victims about available options and assistance and is obligated to comply with reasonable requests for changes. The College may implement Interim Protective Measures without request from the complainant or responding party should the health and safety of an

individual or campus community be deemed at risk.

- iv. Protective Measures and Accommodations will be implemented at the discretion of the College. Potential remedies which may be applied to the Complainant and/or Responding Party include:
 - b. Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus;
 - c. Issuing a No Contact Order between the parties;
 - d. Modifying academic demands (in conjunction with appropriate faculty);
 - e. Providing alternative course completion options (with the agreement of the Department Chair of the appropriate academic department);
 - f. Changing a work schedule or job assignment through on campus employment;
 - g. Changing an on-campus housing assignment;
 - h. Limiting an individual(s) access to certain college facilities or activities pending resolution of the matter;
 - i. Providing a voluntary leave of absence;
 - j. Providing an escort to ensure safe movement between classes, work, and activities;
 - k. Providing medical services;
 - l. Providing transportation services;
 - m. Providing academic support services, such as tutoring;
 - n. Imposing interim suspension or leave;
 - o. Reassignment to a different supervisor or position, or other working accommodation; and
 - p. Any other remedy that can be tailored to the involved individuals to achieve the goals of this Policy.

q. Retaliation

- i. Saint Joseph's College of Maine strictly prohibits retaliation against any member who in good faith asserts their right to bring a complaint under this Policy. Retaliation can include direct or indirect acts or attempted acts to intimidate, threaten, pressure, harass, slander, or continued abuse or violence.
- ii. Neither the College nor any person(s), including the Respondent or Complainant, may retaliate against any individual for the purpose of interfering with any right or privilege secured by the Policy, or because the individual has made a report or complaint, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.
- iii. The exercise of rights protected under the First Amendment does not constitute retaliation.
- iv. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation; provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.
- v. Complaints alleging retaliation may be filed according to the grievance procedures.

r. False Reports

- i. Making a false report or complaint under this Policy, or knowingly providing false or intentionally misleading information during an investigation, may result

in disciplinary action up to and including dismissal from the College or termination of employment.

- ii. A complaint leveled in good faith is not considered a false report even if the evidence is not sufficient to support a formal finding of policy violation.

5. Response Process and Procedures

With some exceptions, the Complainant has the choice to pursue a formal or informal resolution process when a violation of this Policy occurs.

Role of Title IX Coordinator and Title IX Team

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the College's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator oversees the College's response to reports that involve gender-based misconduct, violence, and/or discrimination; monitors outcomes; assesses impact; identifies associated patterns and effects on campus climate; and addresses impact on the College community. The Title IX Coordinator is the person designated to receive complaints of gender-based misconduct, violence, and/or discrimination from any member of the College community.

The Title IX Coordinator, in coordination with other members of the Title IX Team (see below), conducts initial intake investigations, determines, and implements appropriate interim protective measures, handles informal resolutions of appropriate grievances, and directs cases that are not resolved informally to the appropriate body for further investigation and adjudication. The Title IX Team, in conjunction with the Title IX Coordinator, is responsible for reviewing and assessing, on an ongoing basis, this Policy, how effectively the Policy is being communicated to members of the College community, the scope and efficacy of the College's educational programs on sexual assault prevention and bystander intervention, the relationship and communication between Campus Safety and local law enforcement, and the resources available for victims of gender-based harassment, discrimination, and/or violence.

Conflicts of interest, and/or perceived conflicts of interest, should be presented for remedy to the Title IX Coordinator or a member of the Title IX Team.

Personnel of Title IX Team

Title IX Coordinator

Lynne Allen is the College's Title IX Coordinator and can be reached by telephone at 207-893-6606, or by email at lyallen@sjcme.edu or at titleix@sjcme.edu.

The Title IX Coordinator is responsible for overseeing the College's response to all Title IX complaints.

Title IX Deputy Coordinator

Bob Chaddock is the College's Director of Campus Safety & Deputy Title IX Coordinator and can be reached by telephone at 207-893-6686, or by email at bchaddock@sjcme.edu.

The Deputy Title IX Coordinator assists in the coordination of Title IX responsibilities, including intake evaluation, interim accommodation, and investigation support.

Functions and Responsibilities

Training

Members of the Title IX Team shall be trained annually.

Training will address the dynamics of gender-based misconduct, violence, and/or discrimination; complaint intake and evaluation; immediate accommodations; the appropriate manner in which to receive and evaluate sensitive information; the impact of trauma; confidentiality; and the College's policies and procedures.

Conflict of Interest

The College requires any individual participating in the investigation, decision making, sanctioning, or appeal determinations to disclose to the Title IX Coordinator any potential or actual conflict of interest. If a Complainant or Respondent believes that any individual involved in the process has a conflict of interest, they may request the individual be excluded. Such a request must be made in writing, include the nature of the conflict, and be submitted to the Title IX Coordinator within three days of notification of that person's involvement. The Title IX Coordinator will determine the merits of the request and take corrective measures when indicated.

If the perceived conflict of interest is with the Title IX Coordinator, the Deputy Title IX Coordinator or a senior College Official will determine the merits of the request and take corrective measures when indicated.

Investigators

The Title IX Investigator(s) may be a trained College employee or be outsourced by the College. The Title IX Investigator(s) act as a neutral party in the investigation. With general guidance provided by the Title IX Coordinator, Title IX Investigators provide a prompt, equitable and impartial administrative investigation into complaints, including identifying and interviewing parties, and gathering and assessing information relevant to the investigation. By applying relevant policies, the Title IX Investigator's role is to write an unbiased report regarding the findings of the investigation which will inform the outcome of individual cases.

Designated investigators who work with parties involved in these processes are regularly trained on how to obtain, organize, and evaluate information related to formal investigations. Investigators receive ongoing training consistent with professional standards in the field. Such training includes, but is not limited to, federal and local professional development, periodic review of relevant federal and legal cases and related decisions, trauma-informed interviewing, and training related to College policies.

Decision-Maker

The College will identify a Decision-Maker who is responsible for determining whether there has been an infraction of the College Policy, including a Title IX violation. When there is a question of a Title IX violation, the Decision-Maker presides over the Live Hearing associated with the Formal Resolution Process, maintains an orderly, fair, and respectful hearing, and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending person.

The Decision-Maker is regularly trained on how to evaluate information related to formal investigations. The Decision-Maker receives ongoing training consistent with professional standards in the field. Such training includes, but is not limited to, federal and local professional development, periodic review of relevant federal and legal cases and related decisions, standards of evidence, Title IX cross examination processes, and training related to College policies.

Sanctioning Officials

When the Decision-Maker determines that the Respondent is responsible for violating this policy, the Decision-Maker will, prior to issuing a written decision, consult with an appropriate College official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. In cases where the Respondent is a student, the Decision-Maker will consult with the Dean of Student Life; or their designee. In cases where the Respondent is an employee, the Decision-Maker will confer with the Office of Human Resources. The Decision-Maker will also, prior to issuing a written decision, consult with the Title IX

Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant. The College will impose discipline commensurate with the severity or pervasiveness of the offense and the threat it poses to the community. The Code of Conduct, and College policies regarding corrective and/or disciplinary action permit a range of potential disciplinary sanctions for violation of policy, including but not limited to: written or verbal counseling, written or verbal sanction, warning, educational programming, restitution, paid or unpaid leave or suspension, dismissal, termination, and/or other restriction to access, use, and/or other institutional services, privileges, or resources.

Individuals involved in the determination of sanctions shall be trained annually regarding the dynamics of gender-based misconduct, violence, and discrimination, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, the application of the preponderance of the evidence standard, relevant sanctioning precedent, and the College's policies and procedures. The training shall also stress the importance of confidentiality of all parties.

Notice & Timeline of the formal complaint process

“Formal Complaint” means a document filed by a Complainant or signed by the Title IX Coordinator, or designee, alleging Gender Based Misconduct, Violence, and/or Discrimination against a Respondent and requesting that the College investigate the allegation in accordance with this policy. A “document filed by a Complainant” means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.

Within five (5) business days of the Title IX Coordinator or designee receiving a Formal Complaint, the Title IX Coordinator or designee will transmit a written notice to the Complainant and Respondent that includes: • A physical copy of this policy or a hyperlink to this policy; • Sufficient details known at the time so that the parties may prepare for an initial interview with the Investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Gender Based Misconduct, and the date and location of the alleged incident (if known); • A statement that the Respondent is presumed not responsible for the alleged Gender Based Misconduct and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal; • Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice; • Notifying the Complainant and Respondent of their right to inspect and review evidence; • Notifying the Complainant and Respondent of the College's prohibitions on retaliation and false statements; • Information about resources that are available on campus and in the community. Should the College elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the College will provide a supplemental written notice describing the additional allegations to be investigated.

After the written notice of Formal Complaint is transmitted to the parties, the Investigator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the College and not with the parties. The investigation will culminate in a written investigation report that will be submitted to the Decision-Maker during the adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within ninety (90) business days of the transmittal of the written notice of Formal Complaint. This timeframe will vary based upon the complexity of the investigation, the severity and extent of the alleged Gender Based Misconduct, delays caused by a criminal investigation, and the availability of witnesses, particularly where the time frame overlaps with a school vacation or the end of an academic term.

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigator will transmit to each party and their advisor, in either electronic or hard copy form, a notice of evidence review and an evidence packet that includes evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Parties will be made aware of the ability to submit and have evidence considered as part of the investigation, the evidence review period, and again upon final review of the investigation report. The parties will have ten (10) business days in which to submit to the Investigator a written response, which the Investigator will consider prior to completing the investigation report.

After the period for the parties to provide any written response to the evidence has expired, the Investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the Investigator will transmit a copy to the Title IX Coordinator. The investigation report will be transmitted to each party and their advisor, in either electronic or hard copy form at least ten (10) business days prior to a hearing if a hearing is required.

Upon receipt of the final investigation report, the Title IX Coordinator or designee will promptly refer the matter to the appropriate Decision-Maker who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the Decision-Maker is provided a copy of the investigation report and a copy of all evidence and the evidence transmitted to the parties by the Investigator.

After the Decision-Maker is appointed by the Title IX Coordinator or designee, the Title IX Coordinator, or their designee, will promptly transmit written notice to the parties notifying the parties of the Decision-Maker's appointment; setting a deadline for the parties to submit any written response to the investigation report (if it has not already elapsed); setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the applicable hearing procedures. Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten (10) business days from the date of transmittal of this written notice.

Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to come to a determination within fifteen (15) business days of the conclusion of the hearing and to provide notice of that determination within seven (7) business days of the final determination.

Initial Contact and Intake

The Title IX Coordinator (or their proxy) will attempt contact with a complainant within 72 business hours of receipt of a disclosure of prohibited conduct. During initial contact, an Intake meeting will be scheduled at the soonest available time to review the information disclosed. Options, as outlined in this Policy, will be discussed and resources provided.

Complainant Preference

While effort will be made to honor a complainant's wishes with respect to redress of prohibited conduct, the College reserves the right to override a complainant's preferences to ensure the safety of an individual and/or the larger community.

Resolution Options

Informal Resolution

Informal procedures are aimed at stopping the behavior rather than determining culpability or intent. The Complainant may at any time terminate the Informal Resolution process and proceed to a Formal Resolution.

Process/Steps

The Complainant will disclose an incident of prohibited and an intake meeting will be scheduled. During the intake meeting, details of the incident will be reviewed from which a summary will be drafted by the Complainant or on the Complainant's behalf by the Title IX Coordinator. The Complainant will review the drafted document for accuracy, suggest revisions when indicated, and acknowledge the narrative as a final report.

The Title IX Coordinator will meet with the Complainant to discuss the report and general informal strategies that may resolve the situation. Some informal strategies may include:

- (i) Advise the Complainant to address the person, verbally, in writing, or both, that the behavior is unwelcome and to stop;
- (ii) Advise the Complainant to send a copy of this Policy with a note asking the person to stop;
- (iii) The Title IX Coordinator meets with the person who is the subject of the complaint, apprises them that the Complainant is uncomfortable with the behavior and to discontinue objectionable behavior;
- (iv) The Title IX Coordinator facilitates a discussion between the Complainant and the person who is the subject of the Complaint.

The Complainant, after reviewing the options above with the Title IX Coordinator, will identify their preferred method(s) of addressing the complaint. The Title IX Coordinator will conduct appropriate follow-up, usually within a few days. The purpose of the follow-up is to determine if the action taken was successful in stopping the behavior.

The Title IX Coordinator will prepare a written report of the resolution of the complaint, including a summary of the incident, the

informal strategies selected, and the results of the follow-up. If satisfactory resolution is not achieved, the Complainant may pursue other options for informal resolution or may choose the Formal Resolution process.

Formal Complaint Resolution

Formal procedures are aimed at determining responsibility for a violation of College Policy against gender-based harassment, discrimination, and violence and, where violations have been found, determining what appropriate remedial action should be taken. All individuals participating in the formal resolution process, including the Complainant, the Respondent, and any third-party witnesses will be treated with appropriate sensitivity and respect.

Investigation

For all reports that proceed to investigation, the Title IX Coordinator will designate an Investigator to interview and gather relevant information from the Complainant, Respondent, and any witnesses.

The investigation is designed to provide a fair and reliable gathering of the facts.

Investigator

The assigned Investigator will be impartial and free of any conflict of interest.

The Investigator may designate a second individual, who is also impartial and free of any conflict of interest, to be a note-taker and advisor to the Investigator. The Investigator may be a trained College employee or be outsourced by the College.

Advisors

Advisors are required for Formal Resolution and serve to guide the Complainant and Respondent through the process and may accompany their advisee to any meeting for Formal Resolution under this Policy. Advisors are also responsible for posing cross examination questions on behalf of their advisees during the Live Hearing. Apart from the Live Hearing, the Advisor may not speak for the Complainant or Respondent or otherwise direct questions or address others present in all meetings.

While advisors are frequently members of the Saint Joseph's College Community, any consenting individual may assume this role. If a Complainant or Respondent does not identify an Advisor, the College will appoint someone to serve in that function. An Advisor cannot serve in a different role during the proceedings (e.g. witness). Prior to the Live Hearing, an orientation that reviews protocols and expectations will be available to Advisors for both parties.

Investigation Process

The Investigator will gather information from the Complainant, Respondent, and other individuals or entities with relevant information regarding the complaint. The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The investigator will record all interviews to maintain accuracy of the information. A transcription of these interviews will be created and made available for both parties to review for accuracy, but the recordings themselves are not permitted for review in order to maintain a level of privacy for individuals involved in the investigation.

The Investigator will share information collected related to the investigation with the Complainant and Respondent for comment or rebuttal before finalizing the report. Recommended changes or alterations to the final investigation will be considered by the Investigator.

Investigation Methods

Reporter, Complainant and Respondent Interviews

The investigator will interview the reporter, complainant, and respondent separately and may interview everyone more than once if necessary. The Complainant and Respondent may be accompanied by their respective advisors.

Documents/Records Review

In addition to reviewing any documents submitted by the Complainant and Respondent, the investigator will try to obtain such other physical or medical evidence relevant to the investigation including, but not limited to; documents, police records, electronic communications between the parties and/or witnesses, records or other relevant information. In obtaining evidence, the investigator will comply with applicable laws and college policies.

Site Visits

The investigator may visit relevant sites or locations and record observations through written or photographic documentation.

Witness Interviews

The investigator will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation, including those no longer at the College. The investigator may also interview any other individual they find to be potentially relevant to the allegations of the complaint. The investigator may determine that interviews of certain witnesses may be unnecessary because the information the witness is likely to provide would be cumulative or marginally relevant.

The investigator will inform each witness or other individuals interviewed that they are prohibited from retaliating against all parties involved, including other witnesses.

Expert Consultation

The investigator may contact any expert the investigator determines is necessary to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consultation or for a professional opinion regarding information learned from the investigation.

Prior History

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Investigative Report

At the conclusion of the investigation, the investigator will prepare a written investigative report summarizing and analyzing the relevant facts gathered throughout the investigation, referencing any supporting documentation or statements.

The investigative report may include summaries of interviews with the Reporter, Respondent, Complainant, third-party witnesses, experts, and any other individuals with relevant information, photographs or relevant sites or physical evidence, electronic records, or evidence.

Before the report is finalized, the Complainant and Respondent will be given the opportunity to review their own statements and other relevant information collected during the investigation, including the statements of the other party and any witnesses.

To protect the safety and welfare of witnesses, the investigator may remove any personally identifiable information from witness statements before sharing with Complainant or Respondent.

The Investigator will submit their final Investigative Report to the Title IX Coordinator.

If the Title IX Coordinator or Deputy Title IX Coordinator finds the reported violation is within the jurisdiction of Title IX, the process will continue to the Live Hearing and Cross Examination. If the Title IX Coordinator or Deputy Title IX Coordinator does not find the reported violation within the jurisdiction of Title IX, a decision of responsibility will be made by the Decision-Maker.

Live Hearing - Cross Examination

Upon completion of the Investigative Report, the Complainant and Respondent parties will engage in a live hearing outlined that allows for facilitated cross-examination.

Procedure

At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, or the Advisor offered to them, and never by a party personally.

At the request of either party, the College will arrange for the Live Hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and Complainant/ Respondent parties to simultaneously see and hear the party answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or

witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Statements made by parties or witnesses in the course of investigation may be considered and weighed by the Decision-Maker in reaching a determination regarding responsibility, even if those parties or witnesses do not participate in cross-examination at the live hearing.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

The College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

The Decision-Maker shall prepare a summary explaining the facts resulting in the finding.

Standard of Evidence

The College will use the evidentiary standard of Preponderance of Evidence in cases of gender-based harassment, discrimination, and/or violence to demonstrate responsibility for violating this Policy.

A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the reasonable evidence and reasonable inferences from the evidence, that the Respondent violated this Policy.

Sanctions

Should the Respondent be found responsible for a violation of this Policy by the Decision-Maker, the case will proceed to the sanction phase.

The sanctioning procedure is designed to provide a method for ensuring that the sanctions are commensurate with the seriousness of the violation and calculated to ensure that the inappropriate conduct is not repeated.

Sanctions imposed will be:

Fair and appropriate given the facts of the case;

Consistent with precedent;

Adequate to protect the safety of the campus community; and

Proportionate to the seriousness of the offense.

Sanctioning Process

Review of Investigative Report and Findings

The Sanctioning Official shall have access to the investigative report, the final decision made by the Decision-Maker, and all related documents, recordings, and other relevant information to review prior to deciding on an appropriate sanction(s).

The Sanctioning Official may refer the case back to the Decision-Maker for further clarification if they feel more information is required after reviewing the report.

Review of Other Relevant Information and Opportunity to Respond

The Sanctioning Official shall have access to information regarding sanctions imposed on individuals in comparable cases and other relevant information in the Respondent's student or personnel file, including prior conduct history; whether and to what extent the Respondent assumes responsibility for conduct; and other mitigating, aggravating, or compelling circumstances.

Sanction Statement and Suggested Sanctions

The Sanctioning Official may impose any appropriate sanction.

Any individual found responsible for a sexual assault violation will likely face a recommended sanction of suspension or expulsion from the institution.

Any individual found responsible for a non-consensual sexual contact violation (where no penetration has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations.

Any individual found responsible for a sexual exploitation or sexual harassment violation will likely receive a recommended sanction

ranging from warning to expulsion, depending on the severity of the incident, and considering any previous campus conduct code violations.

The Sanctioning Official reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The Sanctioning Official will not deviate from the range of recommended sanctions unless compelling justification exists to do so.

Notification of Outcome

After reaching a determination and consulting with the appropriate College official and Title IX Coordinator, the Decision-Maker will prepare a written decision that will include: • Identification of the allegations potentially constituting Gender Based Misconduct made in the Formal Complaint; • A description of the procedural steps taken by the College upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather nontestimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing; • Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination; • A statement of, and rationale for, each allegation that constitutes a separate potential incident of Gender Based Misconduct, including a determination regarding responsibility for each separate potential incident; • The discipline determined by the appropriate College official any ongoing support measures or other remedies as determined by the Title IX Coordinator; • A description of the College's process and grounds for appeal. The Decision-Maker's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal. Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the College strives to issue the Decision-Maker's written determination within fifteen (15) business days of the conclusion of the hearing.

The Complainant and the Respondent will be notified in writing at (or around in case of email) the same time.

For reports involving sexual violence, the Complainant will be fully informed of any sanctions and remedies that directly relate to the Complainant, including information about the

The Responding Party's presence on campus (or in a shared class or residence hall), may help a Complainant make informed decisions or work with the College to eliminate harassment and prevent its recurrence.

For all other reports under this Policy, the Complainant will be informed of only those sanctions that directly relate to the Complainant, consistent with FERPA and other applicable law.

Sanctions imposed are implemented immediately upon presentation of the Notice of Outcome but are subject to reversal or modification upon appeal.

Types of Sanctions

Narrative Sanctions

Narrative sanctions are official written College responses to misconduct that generally do not require any action by the Respondent. These sanctions (except for suspension and expulsion) generally do not explicitly serve as teaching tools, but instead provide a baseline for sanctions for any future conduct violations.

Examples of Narrative Sanctions include:

Warning

A Warning is notice, orally or in writing, that continuation or repetition of conduct shall be cause for additional disciplinary action. For employees, warnings rendered as a sanction will be assigned and navigated in accordance with the performance management procedures specific to Human Resources operating guidelines at the College.

Loss or Restriction of Privileges

Loss or Restriction of Privileges may be imposed for a period of time or indefinitely.

Loss or Restriction of Privileges may include;

- (i) Loss of campus housing (dismissal from housing) and/or certain on-campus dining privileges;
- (ii) Loss of the privilege to participate in any public function wherein the participant will be thought of as a representative of the College;
- (iii) Loss of privilege to participate in intercollegiate or intramural athletic competition, practice, or team functions or membership for a period of time;

(iv) Loss of privilege to participate in social and/or ceremonial events on campus;

Loss of access to certain campus locations; and/or

Loss of use to certain campus resources.

For employees, loss of office space, ability to visit certain locations on campus, restrictions on email usage, and personal contact with certain students and other staff/faculty may result.

Disciplinary Probation

An individual who is placed on Disciplinary Probation is notified that they are not in good standing with the College. This notification becomes part of their official record at the College.

Violations of the terms of Disciplinary Probation, or any other violation of this Policy or the Student Code of Conduct during the period of probation, shall be viewed as both a violation of this Policy and/ or the Code of Conduct and a violation of a student's probation and shall typically result in suspension.

For employees, disciplinary probation rendered as a sanction, will be assigned and navigated in accordance with the performance management procedures specific to Human Resources operating guidelines at the College.

Restrictive Probation

Restrictive Probation is a notice to a student that their actions are of such a serious nature that removal from the College for a period is required. The College shall refrain from suspending the student if the student meets all sanction requirements established by the Title IX team. Any additional incidents in which the student is found in violation of this Policy or the Student Code of Conduct shall result in immediate removal from the College for a period and the possibility of additional sanctions.

While a student is serving a Restrictive Probation, the student may not represent the College in any official capacity, including; intercollegiate athletics, student exchange policies, student governance, and student organizations.

Suspension

Suspension involves a certain period in which a student may not participate in any academic or other activities at the College. This action shall permanently be recorded on the student's academic transcript.

Expulsion/Removal

Expulsion is the permanent termination of student status and exclusion from College premises, privileges, and activities. This action shall permanently be recorded on the student's academic transcript.

For employees, removal rendered as a sanction by the Sanction Official will be assigned and navigated in accordance with the performance management procedures specific to Human Resources operating guidelines at the College.

Operative Sanctions

Operative sanctions are generally designed to prevent the recurrence of the action and/or offer learning outcomes by the Respondent by providing them with information and/or experiences that help them deepen their understanding of the Colleges' expectations and cause them to reflect on the implications of their own actions.

Operative sanctions may include:

Required on, or off-campus assessment, treatment, and/or counseling, which may incur additional financial charges;
Educational opportunities (e.g. interviews, essays, guided reflection paper, expert interviews, book/article reviews); or
Required community service or restitution hours; or

For employees, this may result in required professional development or professional coaching sessions; or

For employees, this may result in additional projects assigned, designed to prompt the employee to reflect, learn about, and change behaviors, as well as to understand impact.

Other Sanctions:

The following Sanctions also may be imposed in a matter under this Policy:

Changing Respondent's academic schedule or residence

Restricting access to College facilities or activities

Revocation of honors or awards
Dismissal or restriction from College employment
Revocation or withholding of Degree(s)
Other remedial performance management strategies consistent with Human Resource recommendations.

Appeals

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds: • A procedural irregularity affected the outcome; • There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome; • The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally, or against the individual Complainant or Respondent, that affected the outcome. No other grounds for appeal are permitted.

The appeal must be submitted in writing, within ten (10) business days of the notice of determination (decision) or dismissal being sent by the College, and must specifically articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks. Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted grounds for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties. If the appeal officer confirms that the appeal is timely and invokes at least one permitted grounds for appeal, the appeal officer, or a College Official acting on their behalf, will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within ten (10) business days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal. Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted. Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer's written decision within fifteen (15) business days of an appeal being filed or the opposition statement being received, whichever is later.

Appeals should be addressed to the Senior Vice President of Learning & Programs, and emailed directly to the Title IX Coordinator. In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

The Appeal is not a new review of the underlying matter. The decision shall affirm the original findings of the investigator and the sanction imposed by the Sanction Official unless the Vice President sustains one of the grounds for appeal, in which case the Vice President can:

- (i) Refer a case to the original investigator if new evidence is presented or, if there were prejudicial errors, request a new investigator; or
- (ii) Refer a case back to the Sanctioning Official if the sanction is grossly inappropriate.

Appeals are not intended to be a rehearing of the complaint (de novo). This is not an opportunity for the Vice President to substitute their judgment for that of the original Investigator, Decision-Maker, or Sanctioning Official merely because they disagree with the findings and/or sanctions. Appeal decisions are to be deferential to the original officials', except when there is clear error.

If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process. The Appeal decision will include a rationale and shall be presented simultaneously in writing to both the Complainant and Respondent by the Title IX Coordinator or a member of the Title IX Team.

Sanctions which are modified due to the appeal process are implemented immediately. Should the appeal result in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Appeal decisions are final.

6. Training and Prevention

The College will conduct educational programs to address gender-based harassment, discrimination, and violence. Programming will include awareness activities and primary prevention for incoming students and new employees, as well as ongoing awareness and prevention campaigns for the college community.

Attendance at mandatory educational training will be tracked and enforced.

Primary prevention and awareness programs will be specific to SJC, comprehensive, intentional, and integrated initiatives and strategies informed by empirical research and best practices.

Considerations and Components of Programming

To ensure the efficacy of prevention efforts, trainings will be:

Culturally relevant;

Inclusive of diverse communities and identities;

Responsive to community needs;

Research-based; and

Sustainable.

Training will include definitions consistent with this Policy and specify definitions of dating violence, domestic violence, sexual assault, and stalking within the College's jurisdiction. Moreover, programs will discuss safe and positive options for bystander intervention, incorporate information on risk reduction, and review the College's disciplinary process.

Bystander Intervention Strategies

Bystander Intervention involves safe and positive options that might be carried out by an individual or individual(s) to prevent harm by intervening when there is a risk of harm. Bystander intervention education includes:

recognizing situations or potential harm;

understanding institutional structures and cultural conditions that facilitate violence;

overcoming barriers to intervening;

identifying safe and effective intervention options; and

taking action to intervene.

There are many ways an individual or individual(s) might approach bystander intervention. The College encourages the following approaches to bystander intervention:

Direct: Directly interact with someone or intervene in a situation. This may include saying something to the target in the situation or saying something to the person doing the harm as an attempt to stop the act.

Distract: Divert the attention of the people involved to de-escalate the behavior or stop the act.

Delegate: Delegate responsibility to someone suited to handle the situation or a person in a position of power (e.g. Resident Advisor, Staff and/Faculty, Campus Safety).

Risk Reduction

Risk reduction refers to tools/strategies/options that decrease perpetration and bystander inaction and promotes victim empowerment.

Examples of risk reduction programs include self-defense classes, changes to physical space, or facilities to reduce violations of this Policy, and the safe escort program.

Ongoing prevention campaigns

Ongoing prevention campaigns are programming initiatives and strategies that are sustained over time and focus on increasing understanding of and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

Examples of ongoing prevention and awareness campaigns include discussion forums, workshops, guest speaker series, long-term projects with student organizations, community-based learning opportunities, social marketing and norms campaigns, and creating accessible web resources related to college prevention and response policies.

Training for all employees

Annual training is provided through in person training and electronic delivery of the Title IX policy.

New employees will receive Title IX training during the onboarding experience.

Staff participate in onboarding activities, on their first day or week of employment.

Faculty receive training on the designated Faculty Day prior to the start of the academic year in the month of August.

Advanced Training for Employees

Ongoing training is provided to College personnel involved in addressing, investigating, sanctioning, and otherwise engaged in the work of Title IX compliance and is tailored to one's role and responsibilities.

The Title IX Coordinator is responsible for regularly reviewing and coordinating training for the Title IX Coordinators, Investigators, Decision-Makers, Sanctioning Officials, Appellate Officers, Campus Safety Staff, and Responsible Employees.

Investigators

Investigators receive ongoing education on obtaining, organizing, and evaluating information related to formal investigations. Such training is consistent with professional standards in the field and includes but is not limited to federal and local professional development, periodic review of relevant federal and legal cases and related decisions, and instruction related to College policies.

Sanctioning Officials

Sanctioning Officials will be trained annually regarding the dynamics of gender-based misconduct, violence, and/or discrimination, the appropriate manner in which to receive and evaluate sensitive information, the process of deliberation, the application of the preponderance of the evidence standard; relevant sanctioning precedent, and the College's policies and procedures. The training shall also stress the importance of confidentiality of all parties.

Decision-Maker Training

The Decision-Maker is regularly trained to evaluate information related to formal investigations. The Decision-Maker receives ongoing training consistent with professional standards in the field. Such training includes but is not limited to, federal and local professional development, periodic review of relevant federal and legal cases and related decisions, standards of evidence, Title IX cross examination processes, and training related to College policies.

Title IX Coordinator and Deputy Title IX Coordinator

The Title IX Coordinator and the Deputy Title IX Coordinator are regularly trained on best strategies for intake, federal regulations, and resources for individuals. The Title IX Coordinator and the Deputy Title IX Coordinator receive ongoing training consistent with professional standards in the field. Such training includes, but is not limited to, federal and local professional development, periodic review of relevant federal and legal cases and related decisions, standards of evidence, trauma-informed practices, and training related to College policies.

Reporting of Crime and Disciplinary Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires the College to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute prohibited conduct under this Policy.

All Campus Authorities, as defined by the Clery Act, are to notify the Campus Safety Department about such incidents for statistical reporting purposes. These notifications may include the classification and location of the reported crime but do not identify the individuals involved.

The Clery Act also requires the College to issue a "timely warning" when it receives a report of certain crimes that pose a serious or continuing threat. Such reports do not contain information identifying individual students. The College's Annual Security Report is available at <https://www.sjcme.edu/life-and-community/safety-and-security/clery-act/>.

Records Disclosure

Disciplinary proceedings conducted by the College are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information.

FERPA generally limits disclosure of student information outside the College without the student's permission; but it does allow for release of student disciplinary information without a student's consent in certain circumstances. For example, Title IX requires that the College inform the Complainant whether a violation of this Policy occurred, any individual remedies offered or provided to the Complainant, or any sanctions imposed on the Respondent that directly relate to the Complainant, as well as other steps the school has taken to eliminate the hostile environment caused by the Respondents actions and to prevent recurrence.

Any information gathered during the investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct or required to be produced through other compulsory legal processes.

7. Appendices

Appendix A: On-campus Resources

Appendix B: Off-campus Resources

Appendix C: Formal Complaint Procedure (Flow Chart)

Appendix A: On-campus Resources

IN AN EMERGENCY: Emergency Dispatch: 911

SJC Campus Safety:

Phone: 207-893-6687

Anonymous Tip Form: www.sjcme.edu/life-and-community/safety-and-security/anonymous-tip-form/

Location: 1st Floor- Standish Hall

PRIVATE REPORTING & RESOLUTION

Lynne Allen

Title IX Coordinator

Phone: 207-893-6606

lyallen@sjcme.edu

Bob Chaddock

Director of Campus Safety/ Deputy Title IX Coordinator

Phone: 207-893-6686

bchaddock@sjcme.edu

FOR CONFIDENTIAL CONVERSATION & SUPPORT

Counseling Center

Phone: 207-893-6631

Email: CounselingCenter@sjcme.edu

Location: Putnam Hall, Door B

Health and Wellness Center

Phone: 207-893-6634

Email: healthcenter@sjcme.edu

Location: 1st Floor O'Connor Hall

Athletic Trainers Employed by the Athletic Department

((does not apply to coaches and other staff))

Contact: TiffanyMiller-Gagnon

Phone: 207-893-6677

Email: tgagnon@sjcme.edu

Location: Harold Alfond Center

Appendix B: Off-campus Resources

IN AN EMERGENCY

Emergency Dispatch: Call 911.

Cumberland County Sheriff's Office:

Phone: 207-693-3369

Location: 36 County Way, Portland, ME 04102

VICTIM SUPPORT SERVICES

Through These Doors

Relationship violence and stalking support

24/7, free & confidential helpline: 1.800.537.6066

Sexual Assault Response Services of Southern Maine

Sexual violence support

24/7, free & confidential helpline: 1.800.871.7741

MEDICAL SUPPORT SERVICES

Maine Medical Center

Emergency phone:

207-871-2381

General phone:

207-871-0111

Location:

22 Bramhall Street

Portland, ME 04101

Mercy Hospital

Emergency phone:

207-879-3266

General phone:

207-879-3000

Location:

144 State Street

Portland, ME 04101

Mercy Express Quick Care

Phone:

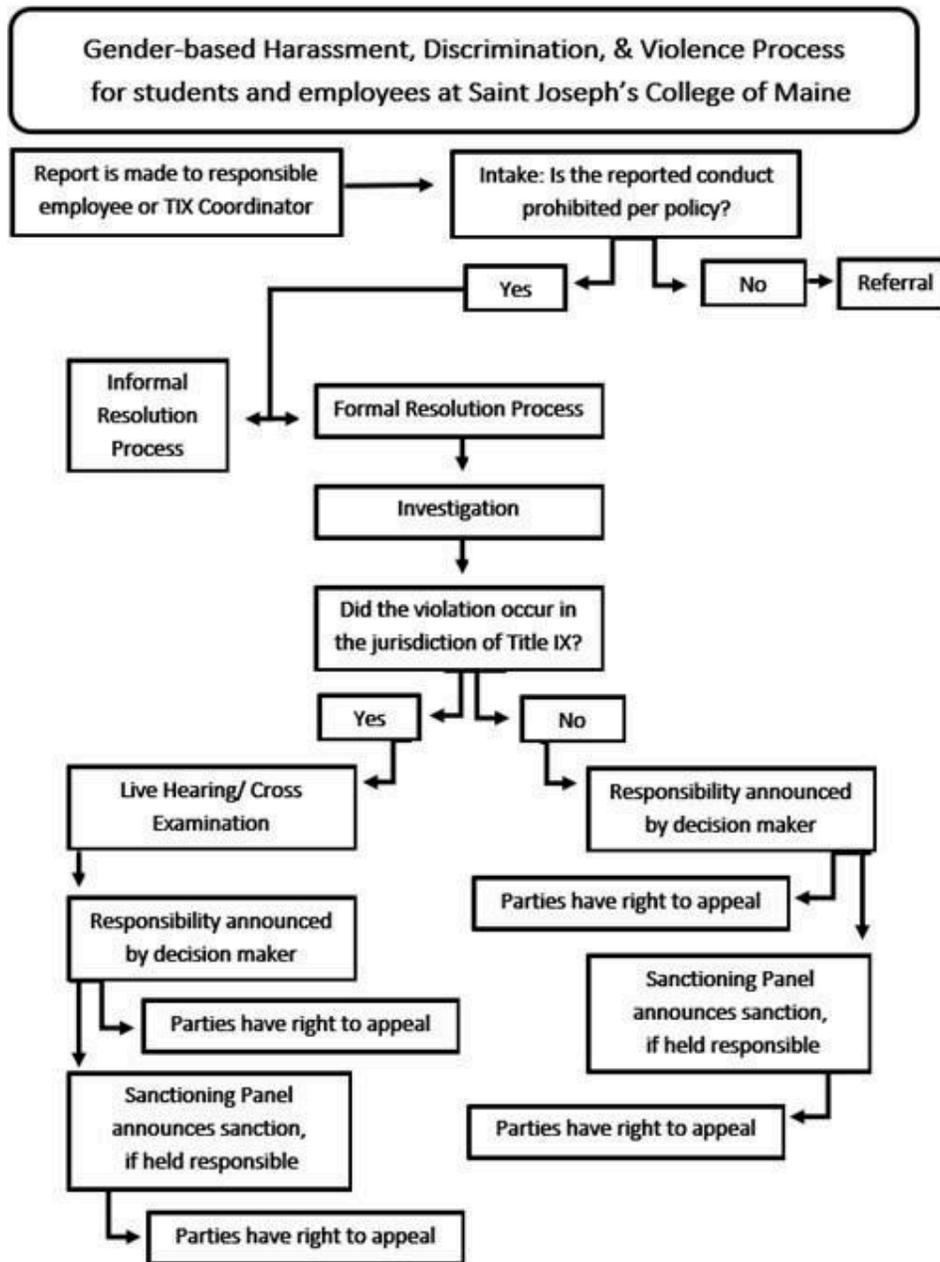
207-893-0290

Location:

409 Roosevelt Trail

Windham, ME 04101

Appendix C: Formal Complaint Procedure (Flowchart)



Student Right-to-Know and the Campus Security Act

In accordance with the Federal Student Right-to-Know and Campus Security Act (Clery Act, S. 580), each institution of higher education is required to annually prepare a Uniform Campus Crime Report (UCCR) consistent with the FBI's Uniform Crime Reporting System (UCR). The report is to reflect the crime statistics on the property of the institution. The statistical crime categories to be reported are homicide, rape, robbery, hate crimes, aggravated assault, arson, and motor vehicle theft, as well as arrests for: liquor law violations, drug abuse violations, and weapons possession violations.

Fire Safety Statistics

The Student Right-to-Know Act includes a provision for the annual reporting of campus fire safety statistics and policy disclosures (much like the Clery crime statistics). The Campus Safety Department has published these statistics in a separate annual report which may be accessed from the Security page of the campus website.

Crime Definitions

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

Manslaughter – The killing of another person through negligence.

Forcible Sex Offenses – 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.

Forcible sex offenses include:

Forcible Rape – the carnal knowledge of a person, forcibly and/or against a person's will; or not forcibly or against a person's will where the victim is incapable of giving consent because of his/her temporary, permanent or physical incapacity (or because of his/her youth).

Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against that 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 slight, 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.

Criminal Sexual Conduct – The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

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

Non-forcible Sex Offenses include:

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

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

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

Aggravated Assault – An unlawful attack by one person upon another where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

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

Arson – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Liquor Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possessing or use of intoxicating alcoholic beverages.

Drug Related Violations (Sale and Possession) – The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, or the unlawful manufacture, sale, purchase, possession or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

Weapon Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Geography Definitions

Campus – (a) 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 halls; and (b) Any building or property that is within or reasonably contiguous to the area identified in paragraph (c) 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).

Residence Halls – 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 – (a) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (b) 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.

Saint Joseph's College of Maine has no properties matching the "Non-campus Property" classification, this category is included in this ASR as a point of reference only and no required policy statements as such.

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.

Crime Statistics 2024	On-Campus			Non-Campus Property	Public Property
	Res. Facility	Other	Total	Total	Total
Murder & Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	5	0	5	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence*	0	0	0	0	0
Dating Violence*	1	0	1	0	0
Stalking*	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
WEAPONS LAW VIOLATIONS					
Arrest	1	0	1	0	0
Disciplinary referral	0	0	0	0	0
DRUG LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
LIQUOR LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
Hate Crimes**	0	0	0	0	0

For Weapons, Drugs, and Liquor Law Violations, Clery reportable crimes are those incidents only where the incident was a violation of the law. Decriminalized infractions are subject to the student conduct process, but are no longer considered Clery reportable offenses.

* VAWA - Violence Against Women's Act

** Hate Crimes:

No hate crimes reported in 2024

Crime Statistics 2023	On-Campus			Non-Campus Property	Public Property
	Res. Facility	Other	Total	Total	Total
Murder & Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	3	0	3	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence*	0	0	0	0	0
Dating Violence*	4	0	4	0	0
Stalking*	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
WEAPONS LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary referral	0	0	0	0	0
DRUG LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
LIQUOR LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
Hate Crimes**	0	0	0	0	0

For Weapons, Drugs, and Liquor Law Violations, Clery reportable crimes are those incidents only where the incident was a violation of the law. Decriminalized infractions are subject to the student conduct process, but are no longer considered Clery reportable offenses.

* VAWA - Violence Against Women's Act

** Hate Crimes:

No hate crimes reported in 2023

Crime Statistics 2022	On-Campus			Non-Campus Property	Public Property
	Res. Facility	Other	Total	Total	Total
Murder & Non-Negligent Manslaughter	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0
Rape	4	0	4	0	0
Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence*	0	0	0	0	0
Dating Violence*	0	0	0	0	0
Stalking*	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
WEAPONS LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary referral	0	0	0	0	0
DRUG LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
LIQUOR LAW VIOLATIONS					
Arrest	0	0	0	0	0
Disciplinary Referral	0	0	0	0	0
Hate Crimes**	0	0	0	0	0

For Weapons, Drugs, and Liquor Law Violations, Clery reportable crimes are those incidents only where the incident was a violation of the law. Decriminalized infractions are subject to the student conduct process, but are no longer considered Clery reportable offenses.

* VAWA - Violence Against Women's Act

**** Hate Crimes:**

No hate crimes reported in 2022



FOR EMERGENCIES CALL 207-893-7911

SAINT JOE'S EMERGENCY PROTOCOL

EMERGENCY SITUATIONS



FIRE

- **EMERGENCY ACTION: EVACUATE**
- Feel for heat on all doors prior to opening- if hot- DO NOT OPEN
- If smoke is present, cover nose and mouth with clothing, stay as low to the ground as possible and exit
- DO NOT USE ELEVATOR
- Proceed to fire alarm gathering location (see map)

ACTIVE SHOOTER

- **EMERGENCY ACTION: SECURE-IN-PLACE**
- Proceed to a room that can be secured, shut and lock the door, close windows, get down on the floor where you are not visible
- Silence your devices- DO NOT TURN YOUR CELL PHONE OFF
- Immediately call Campus Safety 207-893-7911
- If the shooter is in your area, remain calm, follow orders, and call Campus Safety when it is safe to do so

SEVERE WEATHER

- **EMERGENCY ACTION: SHELTER-IN-PLACE**
- Move to an interior room or hallway on the lowest floor and get beside a sturdy piece of furniture
- Stay away from windows. DO NOT OPEN windows
- Remain in safe area until danger has passed

MEDICAL EMERGENCY

- Immediately call Campus Safety 207-893-7911
- DO NOT move the seriously injured
- Provide CPR/Basic First Aid only if trained to do so



FOR EMERGENCIES CALL 207-893-7911

SAINT JOE'S EMERGENCY PROTOCOL

EMERGENCY ACTIONS



🔒 SECURE-IN-PLACE

Ordered when necessary to place a locked door or barricade between you and the associated danger

- If outside seek cover in the nearest unlocked building
- If the buildings have been locked, continue to move away from danger, seek cover, move to another building, or exit campus if it is safe to do so
- Once inside, find an interior room, lock/barricade doors
- To minimize vulnerability, turn off lights, silence phones, draw blinds, and move away from windows
- Await further instruction from emergency personnel
- Do not exit until "All Clear" is received
- Be silent and still

🏠 SHELTER-IN-PLACE

Ordered when protection is necessary from hazardous weather

- Immediately seek shelter inside the closest sturdy building. Do not wait until you physically see severe weather event to react
- Once inside, stay away from windows, and unsecured objects that may fall
- Seek shelter in interior rooms and corridors
- Do not use elevators
- Await further instruction from emergency personnel
- Do not exit until "All Clear" is received

➤➤➤ EVACUATE

Ordered when people must exit the building due to unsafe circumstances

- Take with you only important personal items such as your keys or phone
- Follow instructions from emergency personnel
- Check doors for heat before opening. Do not open if it feels hot
- Walk – do not run
- Head to your assembly point, unless otherwise instructed
- Keep roadways and walkways clear for emergency vehicles
- Do not return to building until notified that it is safe to do so

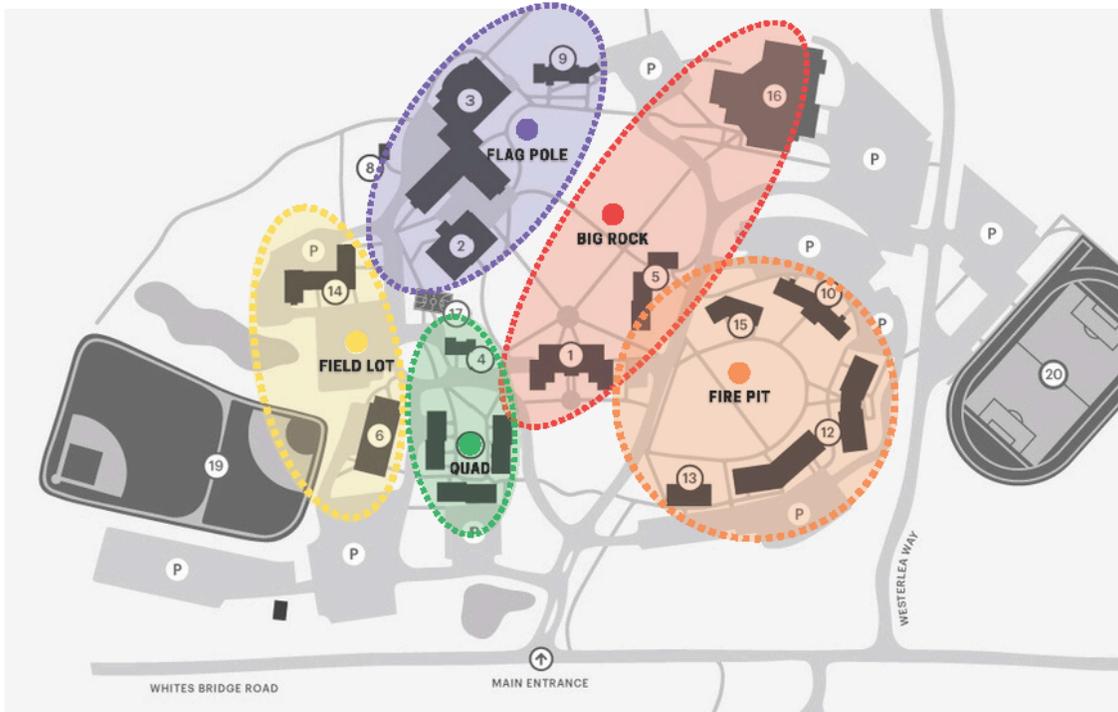
Appendix C: Emergency Locations Protocol



FOR EMERGENCIES CALL 207-893-7911

SAINT JOE'S EMERGENCY PROTOCOL

EVACUATION LOCATIONS



FIELD LOT

- 6 Service Building
- 14 Saint Joe's Hall

FLAG POLE

- 9 Xavier
- 4 Mercy Hall
- 3 Heffernan

QUAD

- 4 Admissions
- X Quad Apartments

BIG ROCK

- 16 Alford Center
- 5 Scully/Putnam
- 1 Alford Hall

FIRE PIT

- 15 Standish Hall
- 10 Carmel Hall
- 12 Feeney/Currier
- 13 O'Connor

