

## **York County Community College Annual Security Report for 2013**

In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, York County Community College (YCCC) distributes an annual security report to all current faculty, staff, and students and provides notice of its availability to prospective students, faculty and staff.

The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, or property owned or controlled by YCCC, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional procedures concerning campus safety and security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and others. These processes are reviewed annually to assess their effectiveness and compliance with applicable statutes.

You can obtain a copy of this report by contacting Safety and Security at [security@yccc.edu](mailto:security@yccc.edu) or call 216-4443, or going to [www.yccc.edu/AboutUs](http://www.yccc.edu/AboutUs) click on YCCC 2013 Security Report.

### **Campus Alerts**

York County Community College (YCCC) is committed to promoting a safe and secure environment for all members of the College community. In compliance with the Clery Act of 1998, the YCCC will provide a timely warning (Campus Alert) to the College community of any immediate threat to the health or safety of students or employees occurring on campus.

YCCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification process 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 an emergency.

Campus Alerts will be promptly and properly disseminated to the College community, and other entities deemed relevant, through the College's website ([www.yccc.edu](http://www.yccc.edu)), electronic mail, voice mail, text messages via RAVE (the Emergency Alert Notification System) and/or any other means that are available and appropriate as determined by any member of the Emergency Response Team (ERT). Students and employees can sign up for RAVE notifications on the YCCC website located at: Portal: [https://my.yccc.edu/ICS/Emergency\\_Alert\\_Info.jnz](https://my.yccc.edu/ICS/Emergency_Alert_Info.jnz) or <http://www.yccc.edu/alert>.

YCCC will also utilize bulletin boards and portable message boards to convey timely security and safety alerts and warnings.

### **Reporting Crimes**

Victims or witnesses of a crime should contact YCCC Safety and Security Manager at (207) 216-3463 or the uniformed First Protection Officer at (207) 251-6820 (cell phone) or through the receptionist desk at (207) 216-4413 and/or the respective police department having jurisdiction as soon as they are aware that a crime has been, or is being committed on or near campus. At a student's request, officers or administrators will assist in the notification of local law enforcement.

**A crime may be reported for YCCC Wells Campus:**

- In person with the Safety and Security Manager - located in the Business Office.
- By calling Safety and Security at (207) 216-4443.
- By calling Wells Police Department at 911 for emergencies or at (207) 646-9354 for non-emergencies.
- Or, in person at the reception desk from 8:00 a.m. to 9:00 p.m. Monday – Thursday; to Safety and Security in the Business Office on Fridays from 8 a.m. to 4:30 p.m. and at the reception desk security office on Saturday from 8:00 a.m. to 4:00 p.m.

**A crime may be reported for the Sanford Campus:**

- By calling the YCCC Safety and Security at (207) 216-4443
- By calling the Sanford Police Department at 911 for emergencies or (207) 324-3644 for non-emergencies.

**Reporting Suspicious Activity**

Students and employees are urged to contact YCCC Safety and Security and/or the respective police department having jurisdiction if they notice unusual, suspicious or criminal activity.

Suspicious individuals should be reported to Safety and Security, especially if they are seen:

- entering a class, office or lab without apparent purpose;
- loitering in a parking lot;
- trying to force entry into a car, window or door;
- attempting to solicit funds;
- acting in a loud, disruptive or threatening manner.

**Voluntary and Confidential Crime Reporting**

If you are the victim of a crime and do not want to pursue action within York County Community College or the Criminal Justice systems, you may still want to consider making a confidential report. With your permission, the Safety & Security Manager or Dean of Students (or their designees) can file a report on the details of the incident without revealing your identity or the identity of others.

The purpose of a confidential report is to allow the College to take steps to provide a safe environment for yourself and others. With this information, the College can keep accurate records of the number of crimes involving students on campus, determine if there is a pattern of

crime, and alert the Campus Community to potential danger. Reports of crimes filed in this manner are counted and disclosed with the College's annual crime statistics report.

The Director of Counseling and Wellness, acting in the capacity of a professional counselor, is not considered to be a campus security authority and is not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, s/he is encouraged to do so if and when deemed appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

## **Building Security and Access**

YCCC Wells campus is accessible to the campus community, guests and visitors during normal business hours, Monday through Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 4:30 p.m. and Saturdays 8:00 a.m. - 4:00 p.m. Exterior doors in the B & C wings are secured at 6:00 p.m. Monday – Thursday; all entries come through the main entrance. Guests and visitors sign in with the receptionist or security upon entering the building.

Security conducts building patrols every hour, and routinely checks all rooms, offices, café, restrooms, function rooms, as well as exterior patrols, escorts to cars, etc.

YCCC Safety and Security services are available during business hours at (207) 216-4413 and after hours at (207) 216-3463.

YCCC is committed to maintaining a safe environment for students, faculty, and staff that extends to maintenance issues such as campus landscaping, lighting, and door locks. Safety and Security Officers and Facilities/Maintenance staff routinely check the campus for maintenance, safety, and security issues. All members of the campus community are encouraged to report any issues to Facilities Management by calling (207) 216-4454.

## **Campus Safety and Security Authority**

YCCC Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the campus. Campus security personnel are not authorized to arrest.

Criminal incidents are referred to the respective police departments who have jurisdiction at YCCC and to the Office of the Dean of Students for possible disciplinary action. YCCC works collaboratively with the Wells Police Department and maintains a highly professional working relationship between campus security and police departments. All crime victims and witnesses are strongly encouraged to immediately report any crime to Campus Safety and Security and/or the respective town police departments. Prompt reporting will assure Campus Crime Alerts for the campus community and the accurate disclosure of Clery Act crime statistics.

When a YCCC student is involved in an off-campus offense, Campus Safety and Security may assist with the investigation in cooperation with the local police department and business areas surrounding our campus.

## **Emergency Response**

Emergency situations at YCCC campus are responded to as follows:

- Wells Police, Fire and EMS Departments will respond to the Wells Campus.
- Sanford Police, Fire and EMS Departments will respond to Precision Machine Technology (PMT) located at 1 Eagle Drive, Sanford, ME. Note: YCCC leases a portion of the building. All Evacuation and safety drills are conducted by the landlord.

Depending upon the situation, other emergency services may be provided by the community in which the campus is located as well as county, state, and federal emergency response services.

YCCC has an Emergency Response Team (ERT) composed of key management personnel. ERT members on site during business hours and respond to all emergencies.

The Safety and Security Manager schedules several training sessions throughout the year to include fire drills, Safety & Security training, and testing of the RAVE Notification System.

## **Evacuation Procedures**

The decision to immediately evacuate the campus will be made by a member of the ERT. However, in the case of a fire, building evacuation *will begin immediately* upon sounding of the alarm without waiting for the order from campus staff. YCCC has various systems in place for communicating information quickly that may include the public announcement (PA) system, audible and visual alarms, telephones, e-mail, the YCCC website, and/or verbal directives and may include the RAVE notification system. Evacuation of the College will generally include the entire campus, unless directed otherwise.

- In general, you should plan ahead for possible evacuations. Know evacuation routes from your office or classroom and the campus.
- If the fire alarm is activated, leave the building immediately. Do not assume it is a false alarm.
- Assist people with disabilities and special needs in exiting the building!
- Do not return for personal items.
- Do not go into the restrooms.
- Do not use the elevators.
- Direct visitors or anyone needing assistance to stairwells and exits.
- When you are outside, check in with your supervisor, department personnel or instructor so everyone can be accounted for.
- If faculty, assure that all students in attendance in class that day have evacuated.
- If a department head, make sure that all staff present that day are accounted for and visiting students have been evacuated.

## **Campus Evacuation**

If the campus is evacuated:

- All persons (students and staff) are to vacate the building immediately to the Evacuation Assembly areas located at the far end of the parking lot (farthest away from the building). YCCC assists to evacuate individuals with special needs.
- Students and staff will be informed by RAVE Emergency Notification System, email, by a campus administrator or security staff member, or other forms of communication as required by the College.

## **In the Event of a Fire**

- Go to the nearest fire alarm pull station and pull the lever.
- Evacuate the building, check if any individuals need assistance.
- Call 911 as soon as you are in a safe area. Provide as much information as possible.
- Assemble in the designated Evacuation Assembly Areas (across the parking lot)
- Remain in that location for further instructions

Questions pertaining to emergency procedures should be referred to Safety and Security at (207) 216-4443.

## **Crime Prevention and Safety Programs**

Crime prevention at YCCC is based on minimizing or eliminating criminal opportunities and encouraging students and employees to be responsible for their own safety/security and the safety/security of others. YCCC's Safety and Security Manager conducts training sessions, and new student orientation programs, sends emails, newsletters, and Campus Safety Tips, and promotes a Neighborhood Watch approach realizing that Security is everyone's job. Programs are offered and informational tables set up in the Lobby area relating to domestic violence, dating violence, sexual assault and stalking.

There are emergency call boxes in the parking lots and inside hallways. Security conducts escorts to cars upon requests.

## **Drugs and Alcohol**

The use, possession, sale or distribution of alcoholic beverages or illegal drugs are prohibited on College property or at College related events, as is being under the influence or knowingly in the presence of drugs or alcohol while on College property, or at College related events. Such actions may be addressed through the Student Code of Conduct. A range of sanctions can imposed as a result of violations of the Code of Conduct up to and including dismissal from the College.

For more information on the Maine Community College System and YCCC policies on alcohol and other drugs is available in the *Student Handbook* on pages 40 – 42 at <http://www.yccc.edu/StudentResources/StudentHandbook>.

YCCC recommends individuals (who have alcohol or other substance abuse issues) contact their medical provider, a certified substance abuse counselor, or, if in crisis, the Maine Statewide Crisis Hotline at 1-888-568-1112.

## **YCCC Procedure on Sexual Assault**

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of sexual assault that involves any vaginal, oral, anal, or urethral penetration with any body part or object without consent. Consent is an active event that requires mutually understandable and communicated words and/or actions demonstrating agreement to participate in the proposed sexual act. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (from alcohol or drug use, for example), or where the victim is physically helpless (from being asleep, for example). Consent can also not be given where there is intimidation (resulting from, for example, the aggressor's language, size, or threatened or actual use of force) that silences the victim. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the respective police departments and/or the College's Safety and Security Department or the Office of the Dean of Students. Reports made to Safety and Security Manager are shared with the Office of the Dean of Students for possible disciplinary action.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, it is recommended that all victims seek counseling and emotional assistance. A full range of support services can be initiated through Sexual Assault Response Services of Southern Maine by calling 1-800-313-9900. In addition, a complete listing of services available throughout the State of Maine to victims is provided on pages 76 – 81 of the *Student Handbook*, <http://www.yccc.edu/StudentResources/StudentHandbook>.

YCCC standards of conduct and the student disciplinary process are outlined on pages 26 – 32 (for the Student Code of Conduct) and pages 71 – 81 (for handling Student Sexual Misconduct and Assault) in the *Student Handbook*, <http://www.yccc.edu/StudentResources/StudentHandbook>. The College's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA: the accuser and the accused are entitled to the same opportunity, if any, to have others present during the investigative interview and/or during a Stage Two hearing and attendant proceedings. For further information about the disciplinary system, contact the Dean of Students at (207) 216-4399.

### **Important phone numbers for victims of sexual assault:**

- ❖ Sexual Assault Response Services of Southern Maine: 1-800-313-9900
- ❖ Wells Police Department: Emergency – 911; Non-emergency number – (207) 646-9354
- ❖ YCCC Safety and Security: (207) 216-3463

The College strongly recommends that victims of sexual assault:

- Seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection.
- Report such acts to the College's Safety and Security Manager.
- Filing a report with the police provides the opportunity for collection of evidence helpful in prosecution that cannot be obtained later.
- Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam and sexual crimes investigation kit administered by trained hospital personnel.
- At the victim's request, security officers or college administrators will assist in the notification of local law enforcement.
- The College's disciplinary system may proceed against any alleged violator of YCCC policy, whether or not state or federal criminal proceedings exist or are pending.
- Seek counseling and/or emotional assistance and support. Speaking with a trained counselor can be critical to the emotional or mental well-being of the victim following a trauma.

The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution.

### **Registered Sex Offenders**

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the York County Community College may contact the Maine Sex Offender Registry at their website <http://sor.informe.org/sor/> for information concerning registered sex offenders.

<b>Criminal Offenses - On campus</b>		Total criminal offenses on campus		
Criminal offense	2011	2012	2013	
a. Murder/Non-negligent manslaughter	0	0	0	0
b. Negligent manslaughter	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0	0
e. Robbery	0	0	0	0
f. Aggravated assault	0	0	0	0
g. Burglary	0	0	0	0
h. Motor vehicle theft	0	0	0	0
i. Arson	0	0	0	0
<b>Caveat:</b>				

<b>Criminal Offenses - Noncampus</b>		Total criminal offenses on noncampus		
Criminal offense	2011	2012	2013	
a. Murder/Non-negligent manslaughter	0	0	0	0
b. Negligent manslaughter	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0	0
e. Robbery	0	0	0	0
f. Aggravated assault	0	0	0	0
g. Burglary	0	0	0	0
h. Motor vehicle theft	0	0	0	0
i. Arson	0	0	0	0
<b>Caveat:</b>				



<b>Criminal Offenses - Public Property</b>		Total criminal offenses on public property		
	Criminal offense	2011	2012	2013
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
<b>Caveat:</b>				

<b>Hate Crimes – On Campus</b>		Total hate crimes on campus		
	Criminal offense	2011	2012	2013
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Simple assault	0	0	0
k.	Larceny-theft	0	0	0
l.	Intimidation	0	0	0
m.	Destruction/damage/vandalism of property	0	0	0
<b>Caveat:</b>				

**Hate Crimes - Noncampus**

Criminal offense	Total hate crimes on noncampus		
	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Intimidation	0	0	0
l. Larceny - Theft	0	0	0
m. Simple Assault	0	0	0
n. Destruction/damage/vandalism	0	0	0

**Caveat:**

<b>Hate Crimes – Public Property</b>		Total hate crimes on public property		
	Criminal offense	2011	2012	2013
a.	Murder/Non-negligent manslaughter	0	0	0
b.	Negligent manslaughter	0	0	0
c.	Sex offenses - Forcible	0	0	0
d.	Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e.	Robbery	0	0	0
f.	Aggravated assault	0	0	0
g.	Burglary	0	0	0
h.	Motor vehicle theft	0	0	0
i.	Arson	0	0	0
j.	Any other crime involving bodily injury	0	0	0
k.	Intimidation	0	0	0
l.	Larceny - Theft	0	0	0
m.	Simple Assault	0	0	0
n.	Destruction/damage/vandalism	0	0	0
<b>Caveat:</b>				

<b>Arrests - On campus</b>		Total arrests on campus		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Arrests Noncampus</b>		Number of persons referred for disciplinary action on campus		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Arrests - Public Property</b>		Total arrests on public property		
	Crime	2011	2012	2013
Do NOT include drunkenness or driving under the influence in Liquor law violations.				
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Disciplinary Actions - campus</b>		Total arrests on noncampus		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Disciplinary Actions - Noncampus</b>		Number of persons referred for disciplinary action on noncampus		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Disciplinary Actions - Public Property</b>		Number of persons referred for disciplinary action on public property		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				

<b>Disciplinary Actions – Residence Halls</b>		Number of persons referred for disciplinary action in residence halls		
	Law Violation	2011	2012	2013
a.	Illegal weapons possession	0	0	0
b.	Drug law violations	0	0	0
c.	Liquor law violations	0	0	0
<b>Caveat:</b>				