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Campus Security and Drug-Free Campus/Workplace Report

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**Campus Security and Drug-Free Campus/Workplace
(Without Student Housing)**

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CAMPUS SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

GENERAL EMERGENCY RESPONSE and EVACUATION PLAN

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, senior executives, and the general public.

Should an event occur, either on or off campus, which, in the judgment of the Chief Operating Officer and/or the Campus Director, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community (an “Emergency”), a campus-wide notification would be issued. A message notification is sent to employees, students, and designated persons in the larger community in the event of an Emergency. In the event of an Emergency, the Chief Operating Officer and/or Campus Director would craft a notification containing a basic description of the time and form of the Emergency.

Prior to making an Emergency announcement, the Chief Operating Officer and/or Campus Director will determine (1) whether, in his or her judgment, the information suggesting that an Emergency has occurred is credible, and (2) whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency. If the Chief Operating Officer and/or Campus Director is unable to carry out the duties described above, they will be carried out by the management staff.

In the event that an Emergency announcement is made directing an evacuation, all persons on campus should exit the building immediately by way of the nearest exterior door, marked with a lighted red exit sign, exiting to the outside and quickly proceeding to the designated area. If the nearest exterior door is blocked by smoke, individuals should use another exterior door. Please see posted evacuation routes for each office or classroom space. It is the responsibility of all able staff to assist any persons with disabilities.

Those persons who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the Chief Operating Officer and/or Campus Director will confirm that appropriate emergency personnel have been contacted, congregate all employees in the safe area location and confirm that all employees and visitors are out of the building, and meet with

emergency personnel at the front entrance to provide additional information. Bangor campus safe area for the staff and students is designated as the area to the far back right hand corner of the school parking lot. Wilton campus safe area for the staff and students is designated as the back left corner of the downhill parking lot, located on the backside of the building, near the dumpster. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as needed.

Once outside, individuals should not re-enter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Chief Operating Officer and/or Campus Director has agreed to permit persons to re-enter.

Should an Emergency occur, either on or off-campus, which, in the judgment of the Chief Operating Officer and/or Campus Director, constitutes an ongoing or continuing concern, follow-up information would be issued to the campus community as needed. This information would be issued through the University's e-mail and text messaging system to students, faculty, and staff. Related information also would be posted in classrooms, campus library, student bulletin boards, and student lounges as appropriate.

A test of the University's Plan is publicized and conducted at least once annually. Documentation of any such test is maintained at the University, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Emergency Communications

When an emergency condition exists, the Chief Operating Officer and/or Campus Director will notify the necessary members of the Emergency Plan Team to respond to their areas of assignment. Notifications must be given in plain language. Code words should not be used. The methods of communication will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.) or by word of mouth depending upon the unique circumstances of the emergency.

SECURITY and ACCESS TO FACILITIES

- The campus limits access to the campus facilities to authorized personnel, students, and visitors.
- Unauthorized persons will be considered "trespassers" and will be dealt with accordingly.
- Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours.
- Only authorized vehicles are allowed to park in the designated parking areas.
- The campus maintains its relationship with local police through campus in-services and collection of statistical data. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

CRIME AWARENESS and PREVENTION

- All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for

reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.

- Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website. This information on crime awareness is readily available upon request, and is updated and re-distributed to all existing students and staff on an annual basis.
- The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.
- The campus does not maintain any off-campus student organizations.
- Students performing externship or off-campus clinical practice are expected to practice safety and security procedures as if the site were an extension of the campus.

Crime Prevention

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report suspicious individuals to the management staff.
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your initials into your valuables.
- Attend university-sponsored programs led by law enforcement officials.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

VOTER REGISTRATION

You can register to vote for federal, state, and local elections by mail; at your county, city, or township clerk's office; or by visiting any Secretary of State Branch office. In addition, the following State agencies offer voter registration services to their clients: Department of Human Services, the Department of Community Health and the Department of Career Development. Military recruitment centers also provide voter registration services.

You must register at least 30 days before the election. This gives the clerk time to process the forms and send you a Voter Identification Card. You must also re-register to vote whenever you move to a new city or township. If you move within a city or township, you must update your address. This can be handled through your local clerk, at a Secretary of State Branch office, by mail, or at any other location where voter registrations are accepted. For more information, you can visit the University's website for registration information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Based on the Family Education Rights and Privacy Act (FERPA), Beal University students (if under 18 years of age, their parents) may request to inspect their academic records by submitting a written request to the Academic Department. Beal University will make records available for review within 45 days of receipt of the request. Students may then request amendment of their academic records by notifying the Academic Department in writing. After evaluations of these requests, students will be notified in writing of the outcome.

In compliance with FERPA, Beal University will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, Beal University awards for high school seniors, academic award and commencement information. Students may consent to release additional personally identifiable information in their academic records and/or decline release of directory information by completing the form titled Authorization to Release Information.

Beal University will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Beal University may release student information without student consent to school officials. This includes Beal University officials and those officials of other institutions who have a legitimate educational interest and need the information in order to fulfill their professional responsibilities. The University is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Beal University will release student information to protect the health and safety of students, staff and faculty.

Beal University’s responses to student requests for academic record amendments may be appealed in accordance with the University’s Grievances and Appeals Policy. After exhausting all appeals, students who have a grievance regarding the release of their personally identifiable information may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

VIOLENCE AGAINST WOMEN ACT (VAWA)

On March 17, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) which amended the Jeanne Clear Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act).

The U.S. Department of Education has issued final regulations. Beal University is making a good faith effort to comply with the statistics regarding VAWA.

Each year, beginning in 2013, the campus will report statistics for domestic violence, dating violence and stalking in accordance with the definitions used in section 4002 (a) of the Violence Against Women Act of 1994. Beginning in 2014, the campus has added VAWA to our institutional crime log and will begin reporting the information.

Beal University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Each of these offenses are defined as follows:

- Domestic Violence
 - A felony or misdemeanor committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurs.
 - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating Violence
 - Violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
 - Includes but is not limited to, sexual or physical abuse or the threat of such abuse that does not include acts covered under the definition of domestic violence.
 - Felony or misdemeanor crime of violence committed
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- Sexual Consent
 - Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes,"

verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

- **Stalking**

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress

Bystander Intervention

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice with friends and family about what you would say and how you would say it.
- When intervening, be respectful, direct and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention (<https://www.nsvrc.org/organizations>)
- If you see or hear something and you do not feel safe, contact the police.

Risk Reduction and Ongoing Awareness

Beal University provides risk reduction and ongoing awareness through orientation of new staff and prospective and ongoing students. In our orientation programs, staff and students are provided the required consumer information disclosures from the University's website to download and review. The disclosures contain information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

Sanctions

Students found responsible for violating any of the University's policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the University's effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. Mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals' presence or return. The sanctions listed below is not meant to be exhaustive.

- Suspension from campus
- Dismissal from the University

The final determination of the appropriate sanction is done by the Academic Advisory Committee.

Employees found responsible for violating the University's policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the University's policies. The final determination for employees is decided by the management staff.

Preserving Evidence after a Sexual Assault

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect "date rape" drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven't changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

REPORTING CRIMES

1. Students and staff should report criminal acts to the Chief Operating Officer and/or Campus Director at the campus or a member of the management staff.
2. Reporting crimes is on a voluntary, confidential basis.
3. The Chief Operating Officer and/or Campus Director is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.

4. The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes. The campus community includes all campus buildings and grounds, and all adjacent public property.
5. Timely warnings to the campus community will include but are not limited to text messaging, email, voicemail, postings on social media (Facebook etc.), postings in the University's learning management system or by word of mouth depending upon the unique circumstances of the emergency.
6. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
7. The statistics are collected centrally for each campus each MOD and reported to the Department of Education annually.

Students and staff who report crimes will be provided with an explanation of your rights and options.

CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on 12 crimes that may occur on-campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report.

Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and prospective) via the campus website or at the campus location(s).

Definitions for Crimes (as defined by the FBI Uniform Crime Report)

1. **CRIMINAL HOMICIDE:** The willful (non-negligent) killing of one human being by another. In general, (1) any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is considered **Murder and Non-negligent Manslaughter** and (2) any death caused by the gross negligence of another is considered **Criminal Homicide-Manslaughter by Negligence**.
2. **SEXUAL ASSAULT:** Any sexual act directed against another person, forcibly and/or against the person's will; not forcibly or against the person's will when the victim is incapable of giving consent.
 - a. Forcible Rape – Rape by Force is defined as the carnal knowledge of a female forcibly and against her will. "Against her will" includes instances in which the victim is incapable of giving consent because of her temporary or permanent mental or physical incapacity (or because of her youth).
 - b. Forcible Rape – Attempts to Commit Forcible Rape is defined as assaults or attempts to forcibly rape.
 - c. Non-Forcible Rape – Incidents of unlawful, non-forcible sexual intercourse classified as (1) Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law and (2) Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent according to state statutes.

Note: By definition, sexual attacks on males are excluded from the rape category and must be classified as assaults or other sex offenses depending on the nature of the crime and the extent of injury.

3. **SIMPLE ASSAULT:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor 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.

Included are offenses such as minor assault, hazing, assault and battery, and injury caused

by culpable negligence. As with Aggravated Assault, there are no attempted Simple Assaults.

Simple, Not Aggravated includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries. Agencies must classify as simple assault such offenses as assault and battery, injury caused by culpable negligence, intimidation, coercion, and all attempts to commit these offenses. In addition, Reporting Agencies must classify the offense as simple assault if the injuries are not serious (abrasions, minor lacerations, or contusions) and require no more than usual first-aid treatment. Under certain circumstances, offenses of disorderly conduct, domestic violence, or affray must be classified as simple assault.

4. **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Examples include:

- Firearm includes all assaults in which a firearm of any type is used or is threatened to be used. (Examples: revolvers, automatic pistols, shotguns, rifles, etc.).
- Knife or Cutting Instrument includes assaults wherein weapons are used as cutting or stabbing objects or their use is threatened. (Examples: knives, razors, hatchets, scissors, etc.).
- Other Dangerous Weapon includes assaults resulting from the use or threatened use of any object as a weapon in which serious injury does or could result. (Examples: Mace, pepper spray, clubs, bricks, etc.). Attacks by explosives, acid, lye, poison, scalding, burnings, etc. are also included in this category.
- Hands, Fists, Feet, Etc. – Aggravated Injury includes only the attacks using personal weapons such as hands, arms, feet, fists, and teeth that result in serious or aggravated injury. Reporting agencies must consider the seriousness of the injury as the primary factor in establishing whether the assault is aggravated or simple. They must classify the assault as aggravated if the person injury is serious, for example, there are broken bones, internal injuries, or stitches required.

Often the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing aggravated from simple assault. To classify an assault, consider the following:

1. The type of weapon employed or the use of an object as a weapon
 2. The seriousness of the injury
 3. The intent of the assailant to cause serious injury
5. **ROBBERY:** Taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Examples include:

- Firearm includes robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear.
- Knife or Cutting Instrument includes robberies in which a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear.
- Other Dangerous Weapon includes robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened.
- Strong-arm – Hands, Fists, Feet, etc., includes muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists, and teeth are employed or their use is threatened to deprive the victim of possessions.

6. **LARCENY/THEFT:** The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession (where one does not have physical custody or possession, but is in a position to exercise control over a thing), of another person.

Larceny and theft mean the same thing in the UCR Program. Motor vehicle theft is not included and is counted separately because of the great volume of such thefts. Agencies must report local offense classifications such as grand theft, petty larceny, felony larceny, or misdemeanor larceny as larceny-theft.

Examples include:

- Pocket-picking – This includes wallets, purses, pockets, etc. If the victim is manhandled or if force beyond simple jostling is used to overcome the resistance of the victim, the offense becomes a strong-arm robbery and must be so classified.
- Purse-snatching – This includes purses, handbags, etc. If more force is used than actually necessary to snatch the purse from the owner, or if the victim resists the theft in any way, then the offense is classified as a strong-arm robbery.
- Shoplifting
- Theft from motor vehicles whether locked or unlocked (Except theft of motor vehicle parts and accessories) *If a theft from a motor vehicle occurs in conjunction with a motor vehicle theft, reporting agencies must classify the incident as a motor vehicle theft.
- Theft of motor vehicle parts and accessories (attached to vehicle)
- Theft of bicycles
- Theft from buildings
- Theft from Coin-Operated Machine or Device
- All other larceny-theft not specifically classified – All thefts which do not fit the definition of the specific categories of larceny listed above. This includes theft of furniture, tools, etc.

7. **BURGLARY:** The unlawful entry (breaking or entering) with intent to commit a felony or theft, breaking and entering with intent to commit a larceny, breaking into a home, safecracking, and all attempts at these offenses as burglary.

The definition of a structure includes, but is not limited to, any residence, business, campus or classroom, other buildings, public buildings, etc.

An incident must meet three conditions to be classified as a Burglary:

- There must be evidence of unlawful entry (trespass). Both Forcible Entry and Unlawful Entry – No Force are counted.
- The Unlawful Entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The Unlawful Entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Examples include:

- Forcible Entry is any offense where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. (Examples: Using tools, breaking windows, master keys, or picks to gain entry). Agencies must also include this category burglary by concealment inside a building followed by exiting the structure.
- Unlawful Entry – No Force is considered when the entry of a structure is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings, and open or unlocked common basement areas in apartment houses where entry is achieved by other than the tenant who has lawful access.
- Attempted Forcible Entry includes those situations where a forcible entry burglary is attempted but not completed. Once the thief is inside a locked structure, the offense becomes a Burglary – Forcible Entry. Agencies must classify attempts to enter an unlocked structure as well as actual trespass to an unlocked structure as Burglary – Unlawful Entry – No Force. Only situations in which a thief has attempted to break into a locked structure are classified as Burglary – Attempted Forcible Entry.

Note: If a forcible or unlawful entry of a building is made to steal a motor vehicle, the reporting agency must count the offense and the value of the vehicle under burglary, not motor vehicle theft.

8. VANDALISM: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying campus records, tipping over gravestones, and defacing library books. Reporting agencies must include attempts to commit any of the above.

9. MOTOR VEHICLE THEFT: Motor Vehicle Theft includes the theft or attempted theft of a motor vehicle, which the UCR Program defines as a self-propelled vehicle that runs

on land surface and not on rails; for example, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, and snowmobiles are classified as motor vehicles. Joyriding should be included as Motor Vehicle Theft.

Note: If a motor vehicle is stolen in conjunction with another offense, each offense must be classified accordingly.

Examples include:

- Trucks and Buses include the theft of those vehicles specifically designed (but not necessarily used) to commercially transport people and cargo. Pickup trucks and cargo vans, regardless of their use, are included in this category. The UCR Program considers a self-propelled motor home to be a truck.
- Other Vehicles includes all other motor vehicles that meet the UCR definition such as snowmobiles, motorcycles, motor scooters, trail bikes, mopeds, golf carts, all-terrain vehicles, and motorized wheelchairs. Obviously, all situations cannot be covered, so the classifier's decision must be based on UCR standards and the results of law enforcement investigation.

10. INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. Intimidation involves an offender making some type of threat to the victim without actually using or displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

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

Include as arson only structural fires determined through investigation to have been willfully or maliciously set. Attempts to burn are included in this offense, but fires of suspicious or unknown origins are not.

Examples include:

- Structural includes single occupancy residential (houses, townhouses, etc.), other residential (apartments, tenements, hotels, etc.), storage (barns, garages, etc.), industrial/manufacturing, other commercial (stores, restaurants, offices, etc.), community/public (churches, jails, campuses, colleges, etc.), all other structure (out buildings, monuments, buildings under construction, etc.). Structures are further divided into two subcategories: residential and nonresidential.
- Mobile includes motor vehicles (automobiles, trucks, buses, motorcycles, etc.) and other mobile property (trailers, recreational vehicles, airplanes, boats, etc.).
- Other subcategory encompasses arson of all property not classified as structural or mobile. Willful or malicious burnings of property such as crops, timber, fences, signs, and merchandise stored outside structures are included in this category.

Incidents in which persons are killed as a direct result of arson are classified as both

criminal homicides and arson. Similarly, the number of persons severely injured during arson must be reported as aggravated assaults along with the arson.

12. HATE CRIMES: In general, “hate” or “bias” crime is often defined as unlawful actions designed to frighten or harm an individual because of his/her race, religion, disability, ethnicity, national origin, or sexual orientation. A hate crime is classified as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crime involving bodily injury reported to local law enforcement agencies or a campus security authority, that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias.

An important distinction is required when reporting a hate crime. The mere fact that an offender is biased against a victim’s race, religion, disability, ethnicity, national origin, or sexual orientation is not sufficient to deem the offense a hate crime. Rather, it must be determined that the offender’s criminal act was motivated, in whole or in part, by the offender’s bias.

DISCIPLINARY REFERRALS

The following are the FBI Uniform Crime Report’s definition of crime for which arrests and disciplinary referrals must be reported:

Liquor Law Violations

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

The campus will report the following in its annual statistics:

1. The number of campus violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

Drug Abuse Violations

Violations of laws Prohibiting the production, distribution and/or the use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates

Benzedrine).

The campus will report the following in its annual statistics:

1. The number of campus violations
2. The type of sanction for violations
3. The number of arrests
4. The number of fatalities

Weapons: Carrying, Possessing, Etc.

Defined as the violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature, which include manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above. . If a weapon is utilized during any of the categories above, a separate weapon violation will be recorded in the campus statistics.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry.

Sex Offenses

In order to prevent the occurrence of rape, acquaintance rape, and other forcible and non-forcible sex offenses, Beal's policy includes the following:

- In conjunction with the campus bi-annual in-services, the campus will address awareness and prevention of rape and sex offenses. These in-service programs are conducted by local law enforcement officials twice a year. Notice of the programs is given to faculty, employees, and students via email from the University's student management system, the learning management system, and Outlook.
- If a sex offense occurs, the victim should immediately notify the campus authorities and local police. Any evidence that may support the offense should be meticulously preserved for police identification. To preserve evidence, you should not bathe or change clothes or

do any cleaning up in any manner prior to receiving medical assistance.

- Students have the option to report rape or sex offenses to the proper law enforcement authorities. The campus staff will assist the student in reporting these offenses at the student's request.
- Information on local and national counseling agencies may be obtained from the Chief Operating Officer and/or Campus Director. The local and national counseling agency information is attached as an addendum.

Filing a Complaint

Anyone can report a violation of this Policy. You may report alleged violations of this Policy in the following ways:

1. Submit a Formal Complaint to the appropriate Title IX Coordinator. You may submit a Formal Complaint in person during business hours or at any time by using the email or mailing address listed for the Title IX Coordinator.
2. Submit an informal complaint in person during business hours or at any time by using the telephone numbers, email addresses, or mailing address listed for the Title IX Coordinator or the Chief Operating Officer.

Formal Complaint Resolution/Grievance Process

The University is committed to equitably and promptly responding to reports of Sexual Harassment. Once a Formal Complaint is submitted, the University will proceed through the following steps:

1. Supportive Measures will be offered to the Complainant and the Respondent;
2. The Title IX Coordinator will provide notice of the Formal Complaint, including the allegations contained therein, to the Respondent;
3. The Respondent will be presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;
4. The Title IX Coordinator will determine if removing the Respondent on an emergency basis is warranted; and if such action is taken, the Respondent will be given the opportunity to meet with the Title IX Coordinator to offer reasons for why the Respondent believes the action is not warranted;
5. Both the Complainant and the Respondent will be offered an Advisor by the University and informed of their right to choose their own Advisor;
6. The Title IX Coordinator will assign an Investigator to gather all relevant evidence (both inculpatory and exculpatory) and prepare a report detailing their investigative findings;
 - a. The burden of gathering evidence and the burden of proof rests with the University, not with either the Complainant or the Respondent;
 - b. Respondent will be given written notice setting forth the date and time of any interviews with the Investigator;
 - c. The Complainant and Respondent have the right to be accompanied by an Advisor during interviews with Investigators;
 - d. The Complainant, Respondent, and their Advisors, will be given a copy of the investigative report and given at least ten (10) days to review and respond;
 - e. The Investigator may then amend their report to include the additional evidence;

- f. Investigations are conducted in an expeditious manner, usually within thirty (30) days; however, depending on a variety of factors (e.g., complexity of case, availability of witness, etc.), additional time may be required when good cause is shown.
7. The Title IX Coordinator will review the investigative report and any responses to the report provided by the Parties, and then make a determination as to whether evidence exists that Sexual Harassment occurred within the University's educational program or activity.
 - a. If the Title IX Coordinator determines that there is evidence that Sexual Harassment occurred within the University's educational program or activity, the Formal Complaint will be scheduled for hearing; or
 - b. The Title IX Coordinator will dismiss the Formal Complaint and provide the Complainant and Respondent a written explanation describing the reasons for the determination (*Note: Dismissal of a Title IX Formal Complaint does not mean that the responsible individual cannot be held responsible for conduct that violated any University policy or code of conduct*).
8. When a Formal Complaint is referred to hearing, the hearing process will proceed as follows:
 - a. The Parties and their Advisors will be given at least ten (10) days' advance notice of the hearing date and time;
 - b. The hearing notice will contain specific information about the hearing process, however, all hearings will allow for the following:
 - (1) The presence of the Parties' Advisors;
 - (2) The opportunity to present evidence, present witnesses, and to cross-examine the other party's witnesses;
 - (3) An impartial adjudicator who will run the hearing and make written findings consistent with the evidence presented and applying the preponderance of the evidence standard; and
 - (4) The impartial adjudicator will make a Final Determination that will, among other things, detail their conclusions, rationale, and summarize the evidence considered (including credibility determinations), and any disciplinary sanction or remedies the University will impose on the Respondent.
9. The Title IX Coordinator will be responsible for the effective implementation of any remedies contained in the Final Determination. The range of potential sanctions include, up to and including suspension or dismissal from school.
10. Any party may request an appeal of a Final Determination to the Chief Operating Officer within three (3) days following receipt of the Final Determination. The Final Determination will only be overturned if the appellant cites to a procedural irregularity that affected the outcome, new evidence that was not available at the time of the hearing, or presents evidence that the Title IX Coordinator or adjudicator had a conflict of interest that affected the outcome.

Additional Provisions

A Complainant may withdraw their Complaint at any time and the University will respect such request unless the Title IX Coordinator determines that investigating the allegations is necessary for the maintenance of a safe and discrimination free educational environment and is otherwise

reasonable in light of the circumstances.

The University recognizes that Sexual Harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this Policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

Title IX and this Policy do not alter the University’s commitment and obligations not to discriminate on the basis of sex imposed by Executive Order 11246, as amended; section 704 and 855 of the Public Health Service Act (42 U.S.C. 298b-2); Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e *et seq.*); the Equal Pay Act (29 U.S.C. 206 and 206(d)); any rights guaranteed by the United States Constitution, any other Act of Congress or Federal Regulation; any applicable State or local law or regulation; or any other University policy, rule, or regulation.



2023

**Drug and Alcohol Abuse
Prevention
Policy and Procedures**

A Guide for Beal University Students, Faculty and Staff
Published September 2023

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PURPOSE OF DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In an effort to maintain a campus environment that supports and encourages the dissemination of knowledge, the University will provide a drug and alcohol abuse prevention program in compliance with the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendment of 1989. All students and employees share in the responsibility for protecting our environment and are expected to exemplify high standards of professional and personal conduct. The unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; or controlled substances by members of the Beal University community adversely affects the educational environment. Therefore, the University is committed to having a drug-free campus.

The following material will provide you with information concerning:

- Standards of conduct that clearly prohibit the unlawful use of alcohol, illegal drugs or controlled substances by students and employees on its property or any University activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illegal drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illegal drugs or the abuse of alcohol.
- And a clear statement that Beal University will impose disciplinary sanctions on students and employees for violations of this policy.

All employees and students are expected to adhere to this policy during the course of employment and/or enrollment at Beal University.

DRUG AND ALCOHOL ABUSE POLICY

In accordance with the Drug-Free Schools and Communities Act Amendment of 1989 and Drug-Free Workplace Act of 1988, Beal University supports and maintains a drug-free living and learning environment and workplace for its students, faculty and staff. As a result, the University strictly prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol; illegal drugs; and controlled substances, and possession of drug paraphernalia by students and employees, including volunteers and guests, on University property or at any University-sponsored event on or off campus. Alcohol may be served at University events with prior authorization. The consumption of alcohol at events when the University has authorized such use is permitted only by individuals of legal drinking age.

Any student failing to comply with the policy constitutes a violation of the Beal University Student Code of Conduct and offenders will be subject to sanctions, consistent with local, state, and federal law, up to and including suspension or dismissal.

Any employee in violation of the policy will be subject to disciplinary action up to and including termination of employment. Employees are required to report any drug- or alcohol-related convictions occurring in the workplace to the University no later than five (5) days after such conviction. Such conviction may also result in termination of employment.

The University reserves the right to pass on information regarding possession, use and/or distribution of illegal drugs and drug paraphernalia by any member of its community to local, state, and federal authorities as required.

STUDENTS

Beal University Student Code of Conduct

Upon enrollment to Beal University, students pledge to uphold and abide by the Student Code of Conduct. All students are bound under this code and any violation of the Student Code of Conduct will be dealt with accordingly. The Student Code of Conduct has been established in an effort to promote a balance between the interests of the individual and those of the Beal University community. The regulations contained within the Student Code of Conduct regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the University.

Student Alcohol Violations

Beal University recognizes that some responsible individuals consume alcohol and realizes that there are members of the Beal University community of legal drinking age, the following policy has been established.

Any failure to comply with the following policy constitutes a violation of the Beal University Student Code of Conduct.

1. Age limitations. The laws of the state of Maine pertaining to the possession and use of alcoholic beverages shall be followed specifically. It is illegal for persons under the age of 21 to consume or possess alcohol or for persons of legal drinking age to supply alcoholic beverages to those who have not reached the age of 21. Alcohol may not be consumed or possessed in a room where either student is under the legal drinking age.
2. Closed containers. Students may not loiter in public areas while in possession of alcoholic beverages. (A closed container is one on which the seal has not been broken).
3. Public display of alcoholic beverages on campus or University property. Alcoholic beverages may not be possessed or consumed by persons of any age outside on University property, unless at an approved, University-sponsored event.
4. Purchase of alcohol with University funds. Neither the University nor any group, which owes its existence to Beal University, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds derived from or held by the institution for the purchase of any kind of alcoholic beverage.
5. Social functions. Beal University does not permit alcoholic beverages at student-sponsored events on or off campus. All members of the Beal University community are responsible for abiding by this policy and the enforcement thereof.
6. Alcohol abuse. Unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is not acceptable in the Beal University community. Alcohol abuse is considered any use of alcohol by a student which leads to medical consequences or inappropriate behavior. Examples of such include but are not limited to: alcohol poisoning, blackouts, gastritis (vomiting), alcohol-related physical injuries, verbal abuse, physical abuse, property damage, failure to comply with University officials, reoccurring episodes of intoxication or a single episode of intoxication in which the Chief Operating Officer/Campus Director or his/her designee believes that the level of intoxication posed a risk to the student's or other students' health or well-being.

7. Binge drinking. Any drinking game or common container found on campus or at a University sponsored off campus event shall be considered to be used for binge drinking. Pong tables/set ups, Beer kegs, bongos/funnels and other common containers are considered a violation.
8. Off-campus violations. Although Beal University cannot and does not accept responsibility for the conduct of students while they are off University property and cannot regulate the sale of alcoholic beverages to members of the Beal University community by the management of off-campus businesses, the University reserves the right to make off-campus conduct by its students a matter of the judicial policy under the Student Code of Conduct.

Student Illegal Drugs, Drug Paraphernalia and Substance Abuse Violations

1. Substance abuse. Beal University has a zero-tolerance policy for the use of illegal drugs, drug paraphernalia, and substance abuse of any type. Therefore, any substance, legal or otherwise, that is used for the intention of intoxication/impairment, or misused regardless of intent, and is deemed harmful or potentially harmful to self or others, will be considered substance abuse.
2. Illegal drugs. The possession, use and/or distribution of illegal drugs and drug paraphernalia.
3. Drug paraphernalia. Prohibited and illegal items include, but are not limited to: any amount of an illicit drug (including seeds), bongos, pot pipes (bowls), rolling papers, scales (electronic or hand-held), blow tubes, etc.

* While the use of marijuana is legal in the state of Maine, it is not federally legal and not allowed on our campus.

Sanctions Imposed on Students for Violations

1. Disciplinary reprimand
2. Educational sanction
3. Community restitution
4. Required substance abuse assessment and/or counseling
5. Disciplinary/Social Probation
6. Suspension or dismissal

Violation of the rules with the Drug Free Schools and Communities Act Amendment of 1989 may lead to dismissal from the University. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, disciplinary reprimand, educational sanction, community restitution, required substance abuse assessment and/or counseling, disciplinary/social probation, suspension or dismissal. The finding will become part of the student's permanent file, possibly affecting a recommendation from Beal University to future employers. Beal University reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students, and/ or the University.

EMPLOYEES

Beal University Employee Conduct Code

Upon employment to Beal University, employees pledge to uphold and abide by the Employee Conduct Code. All employees are bound under this code and any violation of the Employee Conduct Code will be dealt with accordingly. The Employee Conduct Code has been established in an effort to promote a balance between the interests of the individual and those of the Beal University community. The regulations contained within the Employee Conduct Code regarding alcohol, drugs, paraphernalia and controlled substances apply to all students, faculty, staff, alumni, and visitors or guests of the University.

Violations by Employees

All employees of Beal University are responsible for compliance with the Drug-Free Workplace Policy as a condition of continued employment. Violations will be subject to discipline, up to and including immediate termination of employment.

Sanctions Imposed on Employees for Violations

1. Disciplinary reprimand
2. Community restitution
3. Required substance abuse assessment and/or counseling
4. Disciplinary/Social Probation
5. Suspension or dismissal

Violation of the rules with the Drug Free Schools and Communities Act Amendment of 1989 may lead to dismissal from the University. All disciplinary matters will come before the Administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, disciplinary reprimand, community restitution, required substance abuse assessment and/or counseling, disciplinary/social probation, suspension or dismissal. The finding will become part of the employee's permanent file.

Drug and Alcohol Testing for Employees

Reasonable Cause

Employees who are reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances will be required to undergo an alcohol and/or drug test. "Reasonable cause" exists when an employee exhibits behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug or alcohol test if management officials or supervisors have a reasonable belief that the employee's faculties are impaired while at work due to drug or alcohol use.

Post-accident

Employees may be subject to drug and/or alcohol testing when he/she cause or contribute to accidents that seriously damage a Beal University vehicle, equipment or property or result in an injury to himself/herself or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner.

Follow-up

Employees who have tested positive for drug and/or alcohol, or otherwise violated this policy, are subject to discipline, up to and including termination. Depending on the circumstances and the employee's work history/record, Beal University may offer an employee who violates the policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Beal University for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee does not comply with the agreed upon terms and conditions, the employee will be subject to immediate termination from employment.

Consequences

Employees who refuse to cooperate in required tests, who use, possess, buy, sell, manufacture or dispense any illegal drug in violation of this policy, or who tests positive for alcohol or illegal drug use under this policy, will be disciplined, up to and including termination. Employees will be paid for time spent in alcohol or drug testing and then subject to unpaid suspension pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include the supervisor and Human Resources. Should the results prove to be negative the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to Human Resources will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee.

Inspections

Beal University reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to disciplinary action, up to and including termination.

Annual Dissemination

The Office of Student Services will provide all Beal University students an electronic copy annually. An electronic copy is provided to all new students during student virtual orientation. A link to the Drug and Alcohol Abuse Prevention Policy and Procedures is available on the Beal University website.

An electronic copy of the Drug and Alcohol Abuse Prevention Policy and Procedures is provided during the onboarding process to each newly hired employee at the beginning of their employment. Annually the policy is distributed via electronic copy to all Beal University employees.

Additionally, a hard copy of the Drug and Alcohol Abuse Prevention Policy and Procedures will be available upon request to students and employees.

Annual Review

In an effort to comply with Drug-Free Schools and Campuses Regulations an annual review will be conducted by Beal University. The purpose of the review is to:

- Determine the effectiveness and implement changes to the program if needed
- Ensure that the disciplinary sanctions described in the program are consistently enforced

The Chief Operating Officer, Campus Director, VP-Finance/Human Resources, and Compliance Officer will meet biennially to discuss documented instances where the Drug and Alcohol Abuse Policy has been violated. They will submit their findings to the President and present improvements and/or changes to the program. A report of the biennial review will be available in the Office of Human Resources and the Office of Student Services.

Drug and Alcohol Health Risks

Informational links on health risks

- [Alcohol Use and Your Health](#) – from the Centers for Disease Control and Prevention website
- [Commonly used drugs charts](#) - from the National Institute on Drug Abuse website
- [Drugs of Abuse Resource Guide](#) – from the U.S. Drug Enforcement Administration (DEA) website
- [Drug Fact sheets](#) – from Campus Drug Prevention website

	Signs & Symptoms	Health Effects
<p>Alcohol Alcohol is a depressant that may affect judgment and decision- making abilities, slow down the central nervous system and brain functions, and reduce coordination and reflex actions.</p>	<p>Dulled mental processes Lack of coordination Slowed reaction time Poor judgment Reduced inhibitions</p>	<p>Liver cancer, fatty liver, hepatitis, cirrhosis Increased risk of cancer Kidney disease Ulcers Increased acid in the stomach High blood pressure and strokes Heart muscle disease or heart failure</p>
<p>Marijuana Marijuana is a derivative of the cannabis plant and is used for its intoxicating effects and dreamy state of relaxation and euphoria.</p>	<p>Bloodshot eyes Dry mouth and throat Increased appetite Impaired or reduced short-term memory and comprehension Altered sense of time Alter ability to perform tasks requiring concentration and coordination</p>	<p>Emphysema-like symptoms Respiratory track and sinus infections Lowered immune system response Damage to lungs and pulmonary system</p>
<p>Inhalants Inhalants are mood paltering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed.</p>	<p>Nausea Sneezing Coughing Nosebleeds Fatigue Poor Coordination Loss of appetite Decrease heart and respiratory rates</p>	<p>Hepatitis Brain damage Debilitating effects on the central nervous system Weight loss Fatigue and Muscle fatigue Electrolyte imbalance Permanent damage to nervous system Disorientation, violent behavior, unconsciousness or death</p>
<p>Cocaine Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Crack is a form of cocaine.</p>	<p>Dilated pupils Insomnia Loss of appetite Tactile hallucinations Paranoia Seizures Anxiety, agitation Wide mood swings Difficulty in concentration</p>	<p>Elevated blood pressure Elevated heart rate Elevated respiratory rate Elevated body temperature Death by cardiac arrest or respiratory failure</p>

	Signs & Symptoms	Health Effects
<p>Other Stimulants Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Examples are amphetamines, khat or methamphetamine.</p>	<p>Mood changes Impaired concentration Impaired mental functioning Swings between apathy and alertness Restless, anxious and moody behavior Poor coordination Sleeplessness and anxiety</p>	<p>Increased heart and respiratory rates Elevated blood pressure Sweating, headaches, dizziness Blurred vision Rapid or irregular heartbeat Tremors Physical collapse</p>
<p>Depressants Depressants are drugs that depress the central nervous system, resulting in sedation and a decrease in bodily activity. Examples are barbiturates, GHB, rohypnol® or benzodiazepines.</p>	<p>Slurred Speech Staggered walk Altered perception Mental clouding and drowsiness Respiratory depression</p>	<p>Physical and psychological dependence Tolerance to the drug, leading the user to increase the quantity consumed Coma and death</p>
<p>Hallucinogens Hallucinogens are drugs that distort the senses and often produce hallucinations— experiences that depart from reality. Examples are Ecstasy/MDMA, K2/Spice, Ketamine, LSD, Peyote & Mescaline, Psilocybin, Marijuana/Cannabis, Steroids or Inhalants.</p>	<p>Impaired concentration Confusion and agitation Muscle rigidity Profuse sweating A sense of distance and estrangement Muscular coordination worsens Blocked and incoherent speech Dilated pupils Elevated body temperature Loss of appetite Sleeplessness Tremors</p>	<p>Persistent memory problems Speech difficulties Mood disorders—depression, anxiety and violent behavior Paranoid and violent behavior Hallucinations Increased heart rate and blood pressure Convulsions and coma Heart and lung failure</p>
<p>Narcotics Narcotic analgesics are the most effective compounds used for pain relief. Examples are Opium, Opiates (morphine, codeine, percodan, heroin and dilaudid) and Opioids (Vicodin, Darvon, demerol and methadone).</p>	<p>Feeling of euphoria Drowsiness Nausea and vomiting Constricted pupils Watery eyes and itching Low and shallow breathing Clammy skin Impaired respiration Convulsions</p>	<p>Coma Possible death</p>
<p>Bath Salts or Designer Drugs Bath Salts are a synthetic stimulant made up of chemicals that stimulate the central nervous system. These substances are usually marketed with the warning “not intended for human consumption.”</p>	<p>Agitation, irritability Insomnia, depression and dizziness Paranoia, delusions Nausea and vomiting Sweating Suicidal thoughts Panic attacks Impaired perception of reality Reduced motor control Decreased ability to think clearly</p>	<p>Nosebleeds Chest pains Rapid heart rate Heart attack Seizures Stroke</p>

Federal Trafficking Penalties

Federal penalties for drug trafficking in the United States can be found on the U.S. Drug Enforcement Administration (DEA) and the campus drug prevention website here:

[Federal Drug Trafficking Penalties](#)

Maine Uniform Controlled Substance Act

<https://legislature.maine.gov/statutes/22/title22ch1603sec0.html>

Code of Ordinances

Bangor, Maine

<https://www.bangormaine.gov/content/2037/1885/1915/default.aspx>

Wilton, Maine

<https://wiltonmaine.org/town-services/town-ordinances/>

Referral Information for Student and Employee Assistance

Bangor Campus

<p>Bangor Area Homeless Shelter</p> <ul style="list-style-type: none"> Emergency Shelter with a vision of moving all guests into stable housing in 30 days or less 	<p>263 Main St, Bangor, ME 04401 (P) 207-947-0092 Email: info@bangorareashelter.org Bangorareashelter.org</p>
<p>PCHC- Hope House and Living Center</p> <ul style="list-style-type: none"> Emergency low barrier emergency shelter for adults Transitional Housing to help residents move towards independent living Health Center offering regular medical care, sick care, lab services, psychiatric med management, therapy for individuals and groups and care management services. 	<p>179 Corporate Drive, Bangor, ME 04401 (P): 207-217-6713 HopeHouse.pchc.com</p>
<p>Wellspring</p> <ul style="list-style-type: none"> Residential and outpatient Substance Abuse Treatment Services 	<p>255 Hammond St, Bangor, ME 04401 (P) 207-941-1612 Wellspringmaine.com</p>
<p>BARN (Bangor Area Recovery Network)</p> <ul style="list-style-type: none"> Provides recovery resource and support to those in Eastern and Central Maine 	<p>142 Center St, Brewer, ME 04412 (P) 207-561-9444 Bangorrecovery.org</p>
<p>211- Maine</p> <ul style="list-style-type: none"> Offers resources, helpline, and referral services for variety of Health and Human Services programs throughout the state 	<p>(P) 2-1-1 211maine.org</p>

<p>Good Shephard Food Bank</p> <ul style="list-style-type: none"> • Mission to eliminate hunger in Maine by improving access to nutritious food 	<p>11 Penobscot Meadow Dr, Hampden, ME 04444 (P) 207-989-4672 Gsfb.org</p>
<p>The Salvation Army</p> <ul style="list-style-type: none"> • Christian faith-based human services committed to serving the whole person, body, mind and spirit • Offering services to include: soup kitchen, food pantry, holiday assistance, youth programs, and direct assistance 	<p>65 South Park Street, Bangor, ME 04401 (P) 207-941-2990 Nne.salvationarmy.org/bangor</p>

Wilton Campus

<p>MAS Community Health</p> <ul style="list-style-type: none"> • Offering behavioral and mental health services for both children and adults. MAS Community Health envisions a statewide presence focused on helping individuals and families build natural supports to enhance life and a positive future. We provide innovative behavioral Health therapies and exceptional service by listening and adapting to the needs we see in the Maine communities we proudly serve. 	<p>284 Main St. Suite 210, Wilton, ME 04294 (P) 207-645-7070 mascommunityhealth.com</p>
<p>Western Maine Community Action Program</p> <ul style="list-style-type: none"> • Social service agency that has been providing assistance to low- and mid-income families living in the western mountain region of Maine for over 50 years. Services include: Energy & Utilities, Cell Phone Assistance, Health & Nutrition, and Housing Service 	<p>20 Church St., East Wilton, ME 04234 (P) 207-645-3764 wmca.org</p>
<p>Safe Voices</p> <ul style="list-style-type: none"> • The Mission of Safe Voices is to support and empower those affected by Domestic Violence and engage the community in creating social change in Androscoggin, Oxford and Franklin counties. 	<p>200 Livermore Falls Rd., Farmington, ME 04938 (P) 207-778-6107 safevoices.org 24/7 Hotline 1-800-559-2927</p>
<p>Care and Share Food Closet</p> <ul style="list-style-type: none"> • Serves – residents from the towns of Farmington, West Farmington, Farmington Falls, New Sharon, Chesterville, Temple, New Vineyard, New Portland and North New Portland who meet federal eligibility guidelines for food insecurity. • Provides – a 4-5 day supply of food per household once a month. 	<p>508 Fairbanks Rd., Farmington, ME 04938 (P) 207-778-0508 faemchurches.org/care-and-share-food-closet</p>
<p>United Way of the Tir-Valley Area</p> <ul style="list-style-type: none"> • United Way of the Tri-Valley Area seeks solutions to meet immediate basic human needs, and create long lasting positive change. 	<p>218 Fairbanks Rd., Farmington, ME 04938 (P) 207-778-5048 uwtva.org</p>
<p>Rumford Family Shelter</p>	<p>346 Pine St., Rumford, ME 04276 (P) 207-364-4474</p>

<p>Rumford Group Homes</p> <ul style="list-style-type: none"> • RGH is a community-based non-profit social service agency. We serve abused, neglected, and homeless youth and their families from throughout the state of Maine with an emphasis on the tri-county region of Oxford, Androscoggin, and Franklin Counties. Founded by locals with a sincere interest in the welfare of children at risk, RGH has continued to grow and respond to the changing needs of the State of Maine and our local community. • Services include: Housing, Emergency Shelters, Children & Adolescents, and Adult Case Management 	<p>201 Knox St., Rumford, ME 04276 (P) 207-364-3551 rumfordgrouphomes.org</p>
<p>211-Maine</p> <ul style="list-style-type: none"> • Offers resources, helpline, and referral services for variety of Health and Human Services programs throughout the state. 	<p>(P) 2-1-1 211maine.org</p>
<p>Maine Behavioral Healthcare – Farmington</p> <ul style="list-style-type: none"> • Provides case management services to the Farmington community as well as emergency department crisis assessment services at Franklin Memorial Hospital. 	<p>131 Franklin Health Commons #A, Farmington, ME 04938 (P) 207-779-2398 mainehealth.org/Maine-Behavioral-Healthcare/Hospitals-Locations/Farmington</p>

Self-Help and Informational Resources

<p>AA - Alcoholics Anonymous</p>	<p>24 Hour Helpline 207-479-1779</p>
<p>NA – Narcotics Anonymous</p>	<p>1-800-974-0062 Namine.org</p>
<p>AI – Anon Family Groups</p>	<p>1-800-498-1844 Email: als@maineafg.org Maineafg.org</p>
<p>Maine Crisis Line</p>	<p>711 1-888-568-1112 Maine.gov/suicide</p>
<p>Maine Hotlines/Crisis Numbers</p>	<p>Hotlines/Crisis Numbers</p>
<p>National Institute on Drug Abuse</p>	<p>drugabuse.gov</p>
<p>SAMHSA – Substance Abuse and Mental Health Services Administration</p>	<p>800-662-4357 (24-hour Helpline) samhsa.gov</p>
<p>Suicide & Crisis Lifeline (Formerly called National Suicide Prevention Hotline)</p>	<p>988 (call or text) 1-800-273-TALK (8255) 988lifeline.org</p>

CAMPUS SECURITY AUTHORITY CHART

Individuals to contact in case of emergency:

1. Receptionist
2. Instructor / Program Director
3. Student Services
4. VP of Enrollment / Admissions Office
5. Campus Director
6. Chief Operating Officer

QUESTIONS?

Please direct any questions or concerns to the Chief Operating Officer and/or the Campus Director.

ADDENDUMS

CAMPUS CRIME STATISTICS

The addenda labeled *Campus Crime Statistics* contain the criminal offenses and disciplinary instances as reported to each of the campuses and/or each of the local law enforcement as occurring on campus, off campus, or on public property within close proximity of each of the campuses. The *Campus Crime Statistics* include the number of offenses or instances for the last three completed calendar years for the Beal University (Bangor) campus and for the initial calendar year of operation for Beal University (Wilton) campus, which was approved in November 2021 and opened for students January 2022.

Campus Crime Statistics 2020, 2021, 2022

Reported in Accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Campus: **Beal University (Bangor)**

Crime Category	On-Campus			Off Campus/Public Property *			Total Crimes		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Criminal Offenses									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligent	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes**									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Unfounded Crimes	0	0	0	0	0	0	0	0	0

* Off Campus / Public Property includes information report to local authorities. Statistics from local authorities are not included as statistics included in the entire city. The data is specific to public property adjacent (maximum 1 mile) to the school as required by federal regulations.

** To be considered a Hate Crime, a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following 8 categories of bias are as follows: Race, Religion, Gender, Gender Identity, Sexual Orientation, Ethnicity, National Origin, or Disability.

Campus Crime Statistics 2022

Reported in Accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Campus: **Beal University (Wilton)**

Crime Category	On-Campus	Off Campus/ Public Property *	Total Crimes
	2022	2022	2022
Criminal Offenses			
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligent	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Hate Crimes**			
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Do not include theft from a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
Violence Against Women Act			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Unfounded Crimes	0	0	0

* Off Campus / Public Property includes information report to local authorities. Statistics from local authorities are not included as statistics included in the entire city. The data is specific to public property adjacent (maximum 1 mile) to the school as required by federal regulations.

** To be considered a Hate Crime, a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following 8 categories of bias are as follows: Race, Religion, Gender, Gender Identity, Sexual Orientation, Ethnicity, National Origin, or Disability.

Local and National Counseling Agencies

This list is not intended to be complete, but represents a variety of alternative locations.

Maine Crisis Numbers

711

1-888-568-1112

Maine.gov/suicide

[Hotlines/Crisis Numbers](#)

National Organization for Victim Assistance

800-TRY-NOVA

www.trynova.org

VictimConnect

(855) 4-VICTIM (855-484-2846)

victimconnect.org

National Domestic Violence Hotline

(800) 799-7233

www.thehotline.org

National Sexual Assault Hotline

(800) 656-HOPE (800-656-4673)

www.rainn.org

988 Suicide and Crisis Lifeline

988 will route callers to (800) 273-TALK (800-273-8255)

988lifeline.org

NotAlone.Org

<https://www.notalone.gov/resources/>

(This web site can provide resources in the neighboring communities)