

# **Annual Security Report for Calendar Year 2024**

**University of Maine School of Law**

**300 Fore Street, Portland, ME 04101**

**Published October 2025**

## **Emergency Contact Information**

**All Emergencies: Call 911**

**Security Desk: (207) 780-4178**

**Crime Log Requests: [fore.safety@maine.edu](mailto:fore.safety@maine.edu)**

**Chief Operating & Business Officer: (207) 780-4178**

## **Introduction and Compliance Statement**

The information in this report is provided annually as part of the commitment of the University of Maine School of Law (Maine Law) to safety and security and follows the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990). In 2013, the Violence Against Women Act required additional categories be tracked as part of the crime statistics.

Maine Law is committed in its efforts to ensure that the campus remains safe and secure. To do so requires not only the efforts of our security personnel, but also the cooperation and understanding of everyone at Maine Law. We ask that everyone does their part to help protect yourself and others. Please carefully review this report and take notice of all the services available to you and then make informed decisions regarding your personal safety while here at the Maine Law.

## **Campus Information & Geography**

The University of Maine School of Law is located at 300 Fore Street in Portland, Maine. As of fall 2023, Maine Law operates as a separate campus and no longer receives security services from the University of Southern Maine. While Maine Law shares an OPEID (Office of Postsecondary Education Identification) with USM, and USM includes Maine Law data in their required annual report to the United States Department of Education, Maine Law is also required to maintain and publish its own Annual Security Report pursuant to federal law.

The campus consists of the main law school building housing classrooms, faculty offices, the law library, student services, and administrative offices. Maine Law does not maintain any on-campus residential facilities.

A detailed list of the Maine Law campus geography including on-Campus property, off- Campus property and adjoining public property is maintained with our security records and is available upon request.

## **Information Gathering and Preparation of the Annual Security Report**

The Chief Operating & Business Officer compiles this report for Maine Law. This report includes policies and procedures, as well as crime statistics for the Maine Law campus.

Once a year, written requests for crime statistics are sent to all Campus Security Authorities (as defined by federal law) and to appropriate staff members. The information gathered is included in the Annual Security Report as appropriate.

Once a year, the staff contacts the Portland Police Department in writing to request the required statistics under the Jeanne Clery Act for crimes occurring on or near our campus.

Reports are forwarded to administration throughout the year. During the preparation of the Annual Security Report, Campus Security Authorities are contacted to ensure that all reports for the year have been received.

A review of the statements, policies and procedures, and the programs described in the previous year's Annual Security Report is completed annually by the appropriate departments.

## **Campus Safety & Security**

### **Security Personnel**

Maine Law contracts with Securitas to provide a Safety Officer for every hour that the building is open to students. Securitas assigns three rotating Safety Officers who are responsible for front desk coverage, building security, and campus safety during business hours. Their responsibilities include monitoring building access from 7:00 AM to 10:00 PM, Monday through Friday, assisting with campus emergencies, handling security issues, providing escort services, and securing campus buildings.

The Securitas Safety Officers do not have law enforcement authority. For all crimes and emergencies, the Portland Police Department, Portland Fire Department, and emergency medical services respond to calls for service.

## **Security Officer Training and Protocols**

All Securitas Safety Officers complete comprehensive training including a 3-4 hour orientation program that covers Securitas culture, professional responsibilities, GHS, Hazard Communication, and Harassment and Discrimination. Additional training components include:

- Role of Security Officer and Legal Powers and Limitations
- Emergency Situations and Communications
- Access Control and Public Relations
- Loss Prevention Techniques and Client Service Skills
- Bloodborne Pathogens and Hazardous Communications

- Active Shooter Training (annual recertification)
- Preventing Workplace Violence (annual recertification)
- Anti-Terrorism Training (annual recertification)
- Ethics and Conduct

## **Security Officer Authority and Limitations**

Securitas Safety Officers operate under "observe and report" protocols with limited intervention authority. Their primary functions are to:

- **Observe:** Maintain awareness of surroundings and monitor for suspicious activity
- **Report:** Document and communicate incidents to proper channels
- **Intervene:** Take reasonable action within policy limits to deter or de-escalate situations

Security Officers have no law enforcement powers and cannot arrest or detain individuals beyond the rights of a private citizen. They cannot conduct criminal investigations, use excessive force, or impose penalties beyond client policy. All situations requiring law enforcement intervention are referred immediately to Portland Police Department, which is located a block away.

## **Incident Reporting Procedures**

Securitas maintains standardized incident reporting procedures using SecuritasVision, their secure reporting system. All incidents are documented with complete details including date, time, location, individuals involved, description of events, and actions taken. Critical incidents are escalated immediately to Maine Law administration via phone, text, or email. Completed reports are available to the University in real-time for transparency and rapid communication.

## **Crime Log**

Maine Law maintains a daily crime log of all reported crimes and incidents. This report includes the nature of the crime, date and time, general location, along with the status of the complaint. Entries or updates are made within two business days. A copy of the daily crime log may be requested by emailing [fore.safety@maine.edu](mailto:fore.safety@maine.edu) or contacting the Chief Operating & Business Officer.

All crimes and other emergencies must be reported by calling 911.

Maine Law does not have a procedure in place for crimes to be reported in a confidential manner, except as provided through Title IX procedures.

A list of the current Campus Security Authorities for Maine Law is kept with the Crime Log.

## **Access to Campus Facilities**

The University of Maine School of Law welcomes the opportunity to make facilities available to the University community, guests, and visitors during normal hours of operation. Access at other times will be permitted when advance arrangements are made.

Exterior doors are locked and secured during normal operating hours, when entry is obtained by use of coded cards and observed by a Securitas Officer at a welcome desk. Visitors are required to sign in. All campus buildings are routinely checked by Securitas Safety Officers during their shifts.

Keys to Maine Law facilities are distributed to faculty and staff whose job responsibilities require that they have access during times when the buildings might not otherwise be open to the public and students and are not protected by a Securitas Officer. When no longer needed, keys must be returned. Lost keys present a significant security problem. In the event keys are lost, a report must be filed immediately with administration. Persons who find keys should promptly return them to the front desk or administration.

The University of Maine School of Law does not have any officially recognized student organizations with a non-campus location.

The campus community is advised not to admit unknown persons into the building and not to allow unknown persons to follow students into the buildings. Propping doors, disabling building locks and similar activities are also violations of the student code of conduct and should be reported to the Maine Law administration.

## **Emergency Procedures**

### **Emergency Action Plan**

Maine Law has developed emergency procedures to protect the safety and welfare of students, faculty, staff, and visitors. All emergencies must be reported by calling 911.

### **Alarm Systems**

The evacuation alarm is sounded with an audible alarm and smoke detectors throughout the building.

### **Building Evacuation**

When there is an emergency, there are two immediate options for protecting life and well-being. The first is "Evacuation" and the second is "Shelter in Place."

### **Evacuation Procedures**

In the event of an emergency requiring evacuation, these procedures should be followed:

- Remain calm.
- Close doors and windows in your area as you exit, if safe to do so.
- Assist those with special needs to areas of refuge and close fire doors.

- Walk quickly to the nearest marked exit and advise others to do the same. Do not use elevators.
- Proceed to the designated regrouping area.
- Report the name and location of individuals waiting for assistance to Fire/Police/Security officials.
- Do not reenter the building.
- Keep all walkways and roadways clear for emergency vehicles.

### **Rally Point**

Rally point for all Maine Law occupants is the parking lot at Portland Regency Hotel & Spa.

At the rally point, an accounting of occupants will be taken by the most senior staff member available. If people cannot be accounted for, inform the Emergency Responders immediately.

### **Shelter in Place**

"Shelter in Place" means going to and remaining in a building, away from the threat. This could be used in situations such as hazardous materials spills or an active threat on campus.

If directed to shelter in place:

- If outdoors, go inside and into a room.
- Close and lock the door (if possible).
- Close and lock all windows.
- Stay out of window and door openings.
- Turn off fans/air conditioners.
- Remain calm and quiet.
- Do not unlock doors or windows and do not exit, until directed by a public safety officer or university official.

## **Medical Emergencies**

If it becomes necessary to provide medical treatment to an individual on campus, students, faculty, and staff are advised not to transport the individual to the hospital. The procedure to follow is:

### **Step 1: Dial "911"**

State the following slowly and clearly:

- State you have a medical emergency,
- Describe the nature of the injury or illness,
- Describe the location of the victim,
- State your name and phone number, and
- Stay on the telephone until told to hang up.

**Step 2:** Call (207) 780-4178 to report the emergency to Safety &

Security **Step 3:** Have someone stand outside the building to meet

emergency personnel **Step 4:** Don't move the victim unless conditions

pose further injury

## **Emergency Notification**

To protect the safety of students, faculty, staff and visitors, Maine Law makes timely reports to the campus community of crimes and other emergencies considered to be a threat to the community. The decision to issue notifications is made by the Chief Operating & Business Officer or designee in coordination with other administrators.

Emergency notifications are distributed via email to all Maine Law community members and posted on the Maine Law website at [mainelaw.maine.edu](http://mainelaw.maine.edu). Additional methods may include verbal communication, posted notices, and coordination with local media when appropriate.



In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Maine Law administrative leadership will post timely warnings for the campus community to notify members of the community about serious crimes that occur on campus and/or university property. Knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act/Clery Handbook. The decision is made by Maine Law administrative leadership in consultation with the Portland Police Department, considering all available facts, whether the crime is considered a serious threat to students or employees and the risk of compromising law enforcement efforts. When Crime Alert notices are posted in the Maine Law building, they are posted in the lobby/affected area(s) for at least seven days. Depending on the circumstances of the crime, the Maine Law administration may also use a variety of other means to communicate the timely warning.

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### **Law Enforcement Authority and Inter-Agency Relationships**

Maine Law does not maintain a law enforcement office and our Securitas Safety Officers do not have law enforcement authority. Maine Law maintains a working relationship with the Portland Police Department, which has jurisdiction over the campus.

All crimes and emergencies occurring on campus are handled by calling 911, which connects directly to Portland Police Dispatch. The Portland Police Department responds to all criminal matters, and the Portland Fire Department and emergency medical services respond to all fire and medical emergencies.

Maine Law coordinates with the Portland Police Department on security matters and crime prevention as needed. Information about crimes affecting the campus

community is shared between Maine Law administration and Portland Police as appropriate.

## **Reporting Procedures and Crime Prevention Programs**

All members of Maine Law community are encouraged to report all crimes, unsafe and/or potentially hazardous conditions. These reminders are delivered periodically to the Maine Law community.

Employees and students are required to report crimes and other emergencies by calling 911. Additional reporting information can be found on the Maine Law Safety & Security web pages.

All new employees and students are informed of their reporting responsibilities. The University of Maine System offers online annual safety training for all employees.

## **Campus Security Authorities**

Campus Security Authorities (CSAs) are individuals who have significant responsibility for student and campus activities and who are required to report crimes for Clery Act purposes. Maine Law CSAs include:

- Administrative officials with significant responsibility for student and campus activities,
- Security personnel (Securitas Safety Officers),
- Individuals designated by the institution to receive crime reports, and
- Student Affairs personnel.

## **Alcohol and Drug Policies**

The University of Maine School of Law complies with all state and federal laws pertaining to both the possession and consumption of alcoholic beverages and the possession and use of illegal drugs. In compliance with the Drug Free Workplace Act

and the Drug-Free Schools and Communities Act Amendments, the University maintains policies that inform all employees and students of substance abuse policies, sanctions for violations, and state and federal laws regarding alcohol and drugs.

### **University Policy on Alcohol and Drugs**

University of Maine System policy recognizes that substance abuse is a complex problem that may require professional assistance and/or treatment. Students, faculty, and staff members with substance-abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. However, employees and students will not be granted special privileges and exemptions from standard conduct requirements. Maine Law will not excuse acts of misconduct committed by individuals whose judgment is impaired due to substance abuse.

### **Alcoholic Beverages**

The sale, possession, and use of alcohol on campus must comply with the laws of the state of Maine and with University policies. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age is prohibited.

Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their own behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community.

### **Illegal Drugs**

The possession, use, manufacture, dispensing or distribution of illegal drugs is prohibited at any time on University property and as part of any University activities. This does not include the use of drugs under a valid prescription. Employees and students known to use, possess, manufacture, dispense, or

distribute illegal drugs are liable to public law-enforcement actions and University disciplinary actions.

## **Sanctions**

Employees and students who violate Maine Law or University of Maine System policy will be subject to disciplinary action. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions deemed appropriate.

## **Sex and Gender Based Discrimination and Sexual Violence**

Maine Law and University of Maine System policy prohibits sex and gender-based discrimination, harassment, and violence, including acts of sexual assault, dating and domestic violence, and stalking, which may also constitute crimes. While Maine Law and the University of Maine System policy uses different standards and definitions than provided by the laws of the State of Maine, sex and gender-based incidents often overlap with the crimes of rape, sexual assault, stalking, dating violence, and domestic violence.

Acts of violence and harassment based on sex or gender, including sexual orientation, gender identity, and gender expression, may also constitute crimes. Individuals who have experienced incidents involving one or more of these behaviors are protected by federal laws, specifically Title IX, and the Clery Act, which mandates the contents of this report.

## **Prevention Education**

Educational efforts to promote the awareness of sexual assault, dating and domestic violence, and stalking include:

- Mandatory online training for all incoming students and employees,
- Educational activities including informational displays, brochures, and

programming,

- Information about community resources and support services, and
- Bystander intervention training and awareness campaigns.

### **What to do if you Experience Sexual Violence, Dating Violence, Domestic Violence or Stalking**

If you experience sex or gender-based discrimination, harassment, or violence, some or all these safety suggestions may guide you:

- Go to a safe place and speak with someone you trust. If there is any immediate danger, call 911.
- Consider securing immediate professional support (counseling, victim advocacy, medical services) to assist you in the crisis.
- For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, ideally within 120 hours, is important in cases of sexual assault.
- To preserve evidence, it is recommended that you do not bathe, shower, eat, drink, smoke, brush teeth, or change clothes before receiving medical attention.
- Contact the Deputy Title IX Coordinator if you need assistance with university- related concerns such as no-contact orders or other supportive measures.

## **Reporting**

### **University Reporting**

Students, staff, and guests are encouraged to report incidents of sexual discrimination or sexual harassment using the Sex Discrimination & Title IX Sexual Harassment Incident Reporting Form available online. Reports can also be made to:

- Deputy Title IX Coordinator

- Chief Operating & Business Officer
- Dean of Students
- Any Campus Security Authority

## **Law Enforcement Reporting**

It is the policy of the University of Maine System not to notify law enforcement when sex or gender-based discrimination, harassment, or violence occurs, unless a complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or to be assisted in doing so by campus authorities.

## **Confidential Resources**

Confidential resources are available on and off campus:

### **On Campus:**

- Confidential Resource Advisor
- University Health & Counseling Services at the University of Southern Maine

### **Off Campus Sexual Assault Support:**

- Sexual Assault Response Services of Southern Maine: 1.800.871.7741 (24-hour Helpline)
- Planned Parenthood – Portland Health Center: 207.797.8881

### **Off Campus Dating and Domestic Violence Support:**

- Through These Doors: 1.800.537.6066 (24-hour Helpline)
- Safe Voices: 1.800.559.2927 (24-hour Helpline)

## **Protection Orders**

Maine Law does not issue orders of protection. Orders of protection, restraining orders, or similar lawful orders may be obtained through the court system and can be enforced by the University. Individuals who have obtained a protection order are encouraged to provide a copy to campus security as soon as possible.

The University may issue administrative No Contact Orders upon request after appropriate determination and process.

## **Definitions of Prohibited Conduct**

The University of Maine System prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined by Federal Clery regulations and Maine State law:

## **Federal Clery Regulations**

**Dating Violence:** Violence committed against a person by an individual who is or has been in a social relationship of a romantic or intimate nature with that person.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, or by a person cohabitating with the victim as a spouse or intimate partner.

**Sexual Assault:** An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

## Maine State Law Definitions

Maine Law also follows state definitions as outlined in Maine Revised Statutes for these crimes, which may differ from federal definitions in scope and application.

### Crime Statistics

The following statistics represent crimes reported to Maine Law security personnel, local police agencies, and designated campus officials for the calendar years 2022, 2023, and 2024. These statistics are compiled in accordance with the definitions used in the FBI's Uniform Crime Reporting system.

Note: This is the first year that Maine Law has compiled and published its own independent Annual Security Report since separating from the University of Southern Maine in Fall 2023. Maine Law shares an OPEID with USM, so our crime data is also included in USM's annual report to the U.S. Department of Education, but we are required to maintain our own separate Annual Security Report and publication as well.

Offense	2022	2023	2024
<b>Criminal Offenses - On Campus</b>			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Rape	0	0	0
Sex Offenses - Fondling	0	0	0
Sex Offenses - Incest	0	0	0
Sex Offenses - Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0



Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Violence Against Women Act (VAWA) Offenses - On Campus</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests - On Campus</b>			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Carrying, Possessing, etc.	0	0	0
<b>Disciplinary Referrals - On Campus</b>			
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Carrying, Possessing, etc.	0	0	0

**Public Property and Non-Campus Statistics:** Maine Law does not have non-campus properties or officially recognized student organizations with off-campus facilities. No crimes were reported on public property adjacent to campus during the reporting period.

**Hate Crimes:** No hate crimes were reported during the 2022, 2023, or 2024 calendar years.

### **Fire Safety**

Maine Law does not maintain residential facilities; therefore, a fire safety report for residential facilities is not applicable. However, the campus maintains appropriate fire safety equipment and procedures for the academic building.

## **Fire Safety Equipment and Systems**

The Maine Law building is equipped with fire detection and suppression systems as required by local fire codes. Regular inspections and maintenance of fire safety equipment are conducted by qualified personnel.

## **Fire Safety Education**

Fire safety information is provided to all students, faculty, and staff as part of orientation and safety training programs. Emergency evacuation procedures are posted in all classrooms and common areas.

## **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 8, 2000, requires institutions to issue a statement advising the campus community where law enforcement information concerning registered sex offenders may be obtained. Information regarding registered sex offenders in the State of Maine may be obtained at the State of Maine Sex Offender Registry at: <http://sor.informe.org/sor/> or by contacting our security desk at (207) 780-4178.

This report is available on the Maine Law website at [mainelaw.maine.edu](http://mainelaw.maine.edu). Paper copies are available upon request by contacting the Chief Operating & Business Officer at (207) 780-4178.

**Revised: October 2025**

**Questions concerning this document can be referred to:**

**Chief Operating & Business Officer**

**University of Maine School of Law**

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