



Eastern Maine Community College

Residential Life Handbook

All policies and rules contained in this handbook govern and apply to any student who resides on the Eastern Maine Community College campus and their guests.

**Residential Life Department
354 Hogan Road; Bangor, ME 04401**

Phone: (207) 974-4690

Fax: (207) 974-4837

Email: life@emcc.edu

The Residential Life Department is committed to the educational mission of Eastern Maine Community College. An integral part of each student's total education is the learning that takes place outside of the classroom. That learning involves the acquisition of personal and social skills necessary to the achievement of academic goals and, upon leaving Eastern Maine Community College, the pursuit of a career. Residential programs, staffing patterns, lifestyles and procedures are designed to carry out and support the educational mission and ensure that learning takes place.

Our Residence Halls

EMCC provides housing for around 250 full-time students in Acadia and Kineo Halls. Both residence halls offer wireless internet, on-site laundry facilities, mail service, vending machines, and common areas with flat-screen TVs, microwaves, game tables, and other amenities.

Kineo Hall – houses students in “blocks” (two double-occupancy rooms with four people of the same gender) or triple-occupancy rooms. Each room is individually climate controlled and shares a common bathroom with double sinks, a shower, and a toilet stall.

Acadia Hall - houses students in corridor-style double or triple occupancy rooms. Floors are usually single-gender communities and have bathrooms on each floor that are cleaned and maintained by Housekeeping Staff. Acadia Hall houses our Gender Inclusive Housing living community.

Gender Inclusive Housing – Gender Inclusive Housing (GIH) has been available at EMCC since 2018 as a space wherein students of any gender can live together. The first floor of Acadia Hall is designated as GIH. Upon request, and as space is needed/permits, GIH may also be available on a by request basis, as space permits, in Kineo Hall.

Residential Life Staff

Residential Staff are the key to representing student needs and concerns in the hall. One of the most important roles of Residential Staff is to serve as a guide for students as they navigate the transitions and challenges they face in college. They, as school officials, are charged with upholding all school policies and state laws and are bound to deal with violations. Students may not interfere with, mistreat, or otherwise abuse and/or undermine staff's responsibility and authority.

Resident Assistants – Each floor of each residence hall is assigned a Resident Assistant (RA), a current student who has shown academic leadership and personal success. They assist residents with transitioning to college, implement programming and activities, and advocate for resident rights and responsibilities.

Resident Directors – A Resident Director is a live-in professional staff member responsible for the overall health and safety of each resident. RDs provide referrals, guidance, disciplinary actions, and activities.

McKinnlee Sickles (he/him) msickles@emcc.edu, 207-974-4795 (cell: 207-735-8261) (Kineo Hall)

Autumn Mallett (she/they) amallett@emcc.edu, 207-974-4696 (cell: 207-852-4693) (Acadia Hall)

The Director of Student Engagement and Residential Life – The Director of Student Engagement and Residential Life oversees all aspects of Residential Life at the College, including staffing, programs, appeals & assignments.

Kris Kelley, he/they, kkelley@emcc.edu, 207-974-4690 (Maine Hall 126)

The Residential Life Department assists students in successfully completing their educational objectives and growing both as a student and an active member of the community. Typical assistance that they provide include adjusting to college life, homesickness, mediating problems with roommates, enforcing policies and procedures, or being available to talk or listen.

Resident Bill of Rights

All residents of Eastern Maine Community College have the following rights:

1. The right to read and study in their room
2. The right to sleep without undue disturbances from noise, guests, roommates, etc.
3. The right to expect that belongings will be respected by roommates, residents and guests
4. The right to live in a safe, clean, alcohol, tobacco, and drug-free environment
5. The right to free access to their assigned room without pressure from roommates
6. The right to personal privacy
7. The right to be free from fear of intimidation, physical and emotional harm
8. The right to expect reasonable cooperation in the use of residence hall equipment, and a commitment to honor the agreed upon payment procedure.

Civility Statement

The dictionary describes civility as polite, reasonable, and respectful behavior. We are all human and know that there will be times that each student, administrator, faculty member or staff personnel will experience frustration to a high degree. When this occurs, and it will, we encourage each person experiencing this high level of frustration to step back, walk away, and return later to discuss the situation. Seek out someone to act as a third party with respect to conflict resolution. Eastern Maine Community College wants to be:

- A college where respect is expected and obvious
- A college where we all treat each other as we would wish to be treated
- A college where conflict resolution is the rule of thumb
- A college where we all feel that someone is available to assist when needed
- A college where all community members have the same goal – a peaceful and tranquil campus to pursue an education.

Residential Life Principles of Diversity

The Residential Life Department believes that diversity is integral to the development of a healthy living/learning community. As members of this community, we must all strive to understand and respect the individuality and life choices of those among us. These may include ethnic, racial or religious identifiers; gender and/or gender identification; sexual orientation, age or disabilities. These differences could lead to individuals being consciously or unconsciously discounted, excluded, abused or otherwise discriminated against. Therefore, we all must be open to learning from one another and creating an atmosphere of positive encouragement, acceptance and respect.

The Residential Life Department:

- Offers a safe and secure environment in which to welcome and celebrate the expression of diversity
- Encourages everyone to be actively engaged in the process of exploring diversity
- Expects all members of the community to confront those individuals who intimidate or harass members of diverse populations
- Could exclude people from this community for harassing or intimidating behavior

MOVING IN, AROUND & OUT

Room Assignments & Changes

Residents are assigned to either a double or triple occupancy room. Due to the number of students wishing to reside on campus, usually the only single rooms we can provide are for residents who require accommodation due to a disability. These requests must be approved by Accessibility Services which can be reached by calling (207) 974-4868 or emailing access@emcc.edu. Students requesting accommodations related to housing should note that full documentation is required to be submitted to the Director of Student Learning Support by May 1st for summer term, August 1st for fall term, and December 1st for spring terms. Accommodations requests and documentation submitted after these deadlines will be evaluated on a case-by-case basis. Students experiencing new or temporary medical conditions while living on campus should contact Accessibility Services as soon as possible to determine whether any housing accommodations are needed.

If vacancies exist, and Director of Student Engagement and Residence Life determines it appropriate, single rooms may be offered to residents. These "purchased singles" are billed at a higher rate than that of a double, triple or ADA-approved single.

Rooms and roommates are assigned for the semester; however, the college reserves the right to cancel any room assignment or reassign any individual when a cancellation, vacancy or reassignment is deemed necessary or advisable.

Students may only change rooms with written permission from their Resident Director or the Director of Student Engagement and Residence Life. If a student is found to be living in a location to which they are not assigned, they may be charged double room fees. Unless extenuating circumstances exist, **no room change requests will be accepted or granted during the first two weeks of the semester.** This allows residents the opportunity to settle in and learn about each other, rather than making rash assumptions and judgments. After that time, the procedure below must be followed in order to streamline the room change process.

- The Room Change Request Form can be found on my.emcc.edu under the "Campus Life" tab.
- Interviews and/or mediation sessions with all parties may be required before a room change is made
- Once this form is completed and returned, the request will be reviewed by the Residential Life Staff and the student will be provided with written notification of the decision.

Residential staff reserve the right to approve, deny or change any room assignment due to disciplinary infractions, irreconcilable differences, or any other reason deemed necessary. No room assignment will be made or changed based on race, creed, color, national origin or sexual orientation.

Breaks & Vacations

Our residence halls will remain open on all 3-day weekends, but will be closed for Thanksgiving, Winter, Spring, and Summer Breaks. As Residential Life staffing is available, students do have the option of remaining on campus during vacations and breaks provided they meet additional qualifications and pay an additional fee. Payment arrangements must be made prior to the start of vacation/break. No meal services are included during Thanksgiving, Winter, Spring & Summer breaks. More specific information regarding breaks will be discussed via floor meetings/door drops. Break housing, when available, costs \$20/night or \$120/week. Questions regarding break contracts can be directed to Resident Directors as breaks approach.

Move Outs

Residents are required to check out of the residence halls within 24 hours of their last final, but no later than 6pm on the evening of the last day of final exams. To appropriately check out, the following procedure must be followed. Failure to complete part or all of this procedure may result in additional fines being assessed. All residents must follow the same check out procedure when moving out of the building:

- Meet with a Resident Assistant or Resident Director to inspect your room after all personal belongings have been removed; trash/bottles/cans disposed of; the room has been cleaned and rearranged to the original set-up including bed assembly (no bunk beds).
- Fully clean the room and bathroom (in Kineo). This includes emptying and wiping down furniture (including drawers), sweeping and mopping the floors, cleaning sinks, toilets and showers, etc. Residents are expected to assign cleaning responsibilities amongst themselves.
- Complete the check-out portion of the Room Inventory Contract and return all keys.

Cleaning fees will be charged to those who do not clean their rooms at the end of the academic year/semester. Additional fees will be billed to those students creating messes in public areas and restrooms or who do not dispose of their trash, belongings or cardboard appropriately and may impact one's ability to live on campus in the future.

Damages & Security Deposits

Each semester, resident students are assessed a \$50 security deposit when they move into the residence hall. All, or part, of this fee is refundable at the end of the academic year, provided:

1. The resident's room, furnishings and public areas are in the same condition as they were during move in, all belongings have been removed and room has been cleaned
2. The resident follows the proper checkout procedure as outlined on the Room Inventory Form, including a room inspection by the Resident Director
3. The resident leaves for reasons other than a violation of the Student Code of Conduct or the Residence Life Housing Agreement

Residents will be responsible for damage beyond normal wear and tear to the buildings and their rooms and furnishings. Charges will be determined based on the costs of repairs, including labor. In addition, community damages and fines will be deducted as follows:

1. To any individual accepting responsibility or is found to be responsible for the damage;
2. To the occupants of a room where the damage was done and when direct responsibility cannot be placed

In public areas such as lounges, hallways, elevators, Common Rooms, Acadia bathrooms, stairwells, etc. where damage or littering occurs and responsibility is not assigned to an individual, the occupants of the floor or building will be held responsible. These damages will be assessed at the discretion of the Resident Director and charges will be prorated among the occupants.

Public furniture is provided for all residents and must be left in its usual place. Residents of the building/floor will be fined a minimum of \$25/day if any public room furniture is found to be missing by a Residential Life staff member.

All security deposits are processed at the end of the academic year. Any charges which exceed a student's security deposit will be added to the student's account with the Business Office. In addition, the Business Office reserves the right to retain any security deposit to cover other charges on the student's account.

AMENITIES

Activities & Programming

All residents are assessed a recreation fee of \$65/semester which makes it possible for the Residential Life Department to offer variety of programs and activities, as well as wireless internet. These efforts help ensure students feel connected to our campus community; therefore, residents are encouraged to communicate their interests to the Residential Life Staff for planning purposes. Board games, cards, and game systems are available for check-out from your Resident Director or Resident Assistant. Some require a contract or an ID, etc. to be held while the item is being used. Students are welcome to suggest programs and activities to Residential Life staff.

Counseling

Eastern Maine Community College strives to attend to the mental health needs of EMCC students by providing free and confidential counseling services for its students. To schedule an initial counseling appointment, call (207) 974-4858 or send an email to counseling@emcc.edu. For privacy reasons, our counselor may be unable to answer the phone at the time a call is placed. Students are encouraged to leave a detailed message, including their call-back number so that the counselor can get in touch.

If you find yourself in crisis, please speak with a member of the Residence Life staff. They will be able to help connect you to the EMCC counselor or another support service.

Additionally, EMCC has made available tele-counseling through BetterMynds. Students who may be interested in this resource can learn more and sign up by emailing counseling@emcc.edu.

Other helpful support resources include:

- National Suicide Prevention Lifeline 988
- Domestic Violence 1-866-834-4357
- Mental Health Crisis Hotline (24-Hour Hotline) 1-888-568-1112
- Rape Response Services 1-800-871-7741
- Statewide Sexual Assault Crisis & Support 1-800-871-7741
- Trans* Lifeline 1-877-565-8860
- The Trevor Project (LGBTQ+) 1-866-488-7386
- Maine Office of Substance Abuse Information 1-800-499-0027
- Veterans Crisis Line 1-800-273-8255

Dining Services & Meal Plans

Eastern Maine Community College contracts with FLIK Dining Services to provide meal service to the College community. All students residing on campus are required to have a 5-day or 7-day meal plan. Commuters, staff and guests may purchase snacks and meals using cash. Dining is open during the following times:

Weekdays: Open from 7:00am-7:00pm (Breakfast 7-10am, light offerings until 10:30am, Lunch 11am-2pm light offerings until 4pm, Dinner 4:30-7pm)

Saturday & Sunday: Brunch - 10:00am-12:00pm, Dinner – 4:00pm – 6:00pm

Holidays & Snow Days: Brunch - 10:00am-12:00pm, Dinner – 4:00pm – 6:00pm

No evening meals will be provided on the last day of classes before a vacation or holiday weekend. On the day the halls reopen after vacation or holiday weekends, only dinner will be served. If you have comments, concerns, suggestions, need special meal arrangements, or want to share praise about your dining experience, or if you need any special assistance, please email gthrift@emcc.edu.

Printing and Copying

Wireless printing is available in both residence halls. In Acadia, the printer is located in the study lounge. In Kineo, the printer is in the common room. Wireless printing services are available across campus by connecting to <https://print.emcc.edu> - Use your student account to login, create a new print job and upload a document with a supported file extension (PDF, DOC, DOCX, etc.)

IT Help Desk

For IT assistance, Contact the Information Technology (IT) Help Desk - located in Maine Hall, room 116 for help with connecting to the Internet, email, etc. The IT Department is open Monday - Friday, 8:00am to 4:00pm. Students can email helpdesk@emcc.edu for further information and assistance.

Internet

EMCC provides Wi-Fi Internet service in the residence halls and throughout campus buildings and exterior spaces. EMCC does not provide wired Ethernet connections for students.

Computers are available for student use in the Library and in Maine Hall. All internet and computer use is subject to the Computer Use Policy. Residents are prohibited from installing their own wireless networks using hubs, bridges, hot spots, access points and other networking devices or practices that may adversely impact access to the Internet by other residents. If you are unable to connect to the "EMCC" network, you can temporarily use the "EMCC Guest" network. Students experiencing issues with the internet should visit the IT department.

1. Connect to the "EMCC" network.
2. Use your EMCC student account log in information for the username and password.
3. Game consoles and other home wireless network devices may be registered at <https://device.emcc.edu> prior to connecting.

Laundry

Laundry rooms with washers and dryers are located off the lobby of Acadia Hall and on the first floor of Kineo Hall. Residents are responsible for their own laundry detergent. Report all problems with the washers and dryers to the Resident Director or your Resident Assistant so that the problem can be corrected as soon as possible. The laundry machines run "free of charge," meaning no coins or cards necessary, as laundry is one of the amenities provided to residents through housing fees.

Mail & Packages

Mail is collected from the Campus Mailroom once a day and delivered to the residence halls Monday through Friday, usually in the evening. **Mail is not delivered on Saturday and Sundays**, or on any day that the college is closed. Mail for residents may be sent to:

Student Name
Kineo/Acadia Hall
354 Hogan Road
Bangor, ME 04401

There is a receptacle for stamped outgoing mail in Maine Hall, near the Safety and Security Kiosk. Residents are expected to plan for their mail service upon vacating the residence halls. This may include a change of address form with the United States Postal Service, contacting solicitors and creditors, etc. EMCC does not forward resident mail.

Residents can receive packages through USPS, FedEx and UPS (please note that students may need to see an RD to retrieve large packages from the mailroom). The College does not provide for the mailing of packages except for those with pre-paid mailing labels. College staff will sign for any package delivery unless the sender requires otherwise. Residents are expected to refrain from ordering or having perishable items sent over breaks and vacations as mail service is not regularly conducted during this time.

Vending Machines

Vending machines are provided as a convenience to all residence hall occupants. These are maintained and provided by third party vendors and are monitored by camera. Tampering with them and repeated misuse may result in the removal of these services and charges/sanctions being assessed to the parties involved. Any malfunction of these machines should be reported to the Resident Director. Any refunds would be issued by the EMCC Business Office and is the resident's responsibility to request.

Parking

All students and employees at EMCC are required to have a current EMCC parking decal. Vehicle registration must be done at the Safety and Security kiosk in Maine Hall (near the Business Office). You must bring proof of registration when picking up your decal.

Overnight parking (any resident student) is permitted only in Lot A. The area behind Acadia Hall and the circle of Kineo Hall are fire lanes and should be used for loading/unloading only. Any student failing to abide by this may be issued a ticket by Campus Security.

Guests staying overnight in the residence halls must register their vehicles with a Resident Assistant. Unregistered or inoperative vehicles are not allowed anywhere on EMCC property. No off-road motorcycles, snowmobiles, ATVs, etc. are allowed on college property unless approved by the Vice President of Student Affairs. **Finally, for safety and security purposes, loitering in the parking lot is prohibited.**

There are times during the winter months when Maintenance and Housekeeping Staff will need to conduct snow removal in the parking lots. A combination of text messages, emails, and/or posters will be posted in advance to notify residents when their vehicles need to be moved to allow for this process.

HOW TO MAKE YOUR SPACE “YOURS”

What to Bring:

Each resident in **Acadia Hall** is provided with an extra-long twin bed, three-drawer dresser (or armoire, if the room is a triple), desk and wooden desk chair. There is also a built-in closet space with a shelf in most rooms. Each resident in **Kineo Hall** is provided with an extra-long twin bed, armoire (with hanging space and two drawers), desk and wooden desk chair.

The following list is one compiled from our department's experience with residents – what they find essential, helpful, and what they may immediately realize they need after a brief time.

Academic supplies	Towels/washcloths	Blankets/comforters
Mattress topper	Alarm Clock	Box/oscillating fan
Toilet paper (Kineo Hall)	Power Strips	Storage crates/shelves
Desk/floor lamps	TV with HDMI cable	Extra-long twin sheets & pillows
Extra batteries	Mini-sewing kit	Laundry detergent/basket
Computer	Superglue	Calendar/planner
Cell phone/charger	Dishes/Silverware	Trash can & trash bags
Dish soap, cloth & sponge	Shower caddy & shoes	Mini-fridge/refrigerator
Night Light	Tape Measure	First Aid Kit
Whiteboard & Markers	Screwdriver	

Cleaning Supplies – broom, dustpan, mop, bucket, Clorox wipes, paper towels (Students living in Kineo Hall will also need appropriate cleaning supplies for their shared bathrooms)

What to Not Bring (Restricted/Prohibited Items):

The following restrictions are important for the safety and security of all residents and assist in the conservation of energy. If you have questions regarding a specific item, please contact the Residential Life Department. **The following items are strictly prohibited** from resident rooms:

Microwaves	Frying pans	Toasters/toaster ovens
Stoves/grills/griddles	Hot pots	Space heaters/Immersion heaters
Tires/automotive parts	Air compressors	Engines
Chainsaws	Sun lamps	Items with open coils or elements
Soldering irons	Air conditioners	Air Fryers
Skateboards/Hoverboards	RC cars/drones	Crockpots/Rice Cookers
Tool Kits	Hubs/routers, bridges and/or networking devices	Darts/Dartboards
Electrical music equipment (bass, amplifiers, etc.)		

In addition, drug/alcohol paraphernalia is not permitted or allowed to be displayed or used as decoration in the residence halls. These items include, but are not limited to hookahs, glass pipes/bongs, alcohol bottles/shot glasses, bottle caps, etc.

Hanging items from the ceiling and blocking or disarming smoke detectors/sprinklers is also prohibited.

Curling irons, curlers, electric blankets, and irons should be unplugged, as well as turned off, when not in use.

The use of microwaves is restricted to the lobbies of each residence hall. The College provides these for the use of all residents.

Residents may have a refrigerator (not to exceed 3.3 cubic feet) and hot air popcorn poppers in their rooms.

Coffeemakers - Coffeemakers or “Keurig's” are permitted so long as they have automatic shutoffs and residents use them appropriately.

Candles/Incense - Burning candles and incense is not allowed anywhere on the EMCC campus including resident rooms. Decorative candles must have a non-burned wick or be wickless. Candle warmers are permitted as long as residents are conscious of their placement and other items surrounding them.

Food Preparation - Preparation of meals should be limited to common room/lounge areas where microwaves are provided for resident use. No hot plates, rice cookers, microwaves, toaster ovens, crockpots, etc. are permitted in resident rooms. Perishable foods may not be stored in rooms except in refrigerators.

Knives - Possession of knives on campus is restricted to pocketknives with a blade that is 4 inches or shorter. Samurai swords, daggers, machetes, switchblades, or any other implement with a blade is prohibited, regardless of use or intent. Exceptions will be granted to culinary art students who have knives for academic purposes.

Firearms & Weapons - Since firearms and ammunition create a potential safety hazard, they are not permitted on the Eastern Maine Community College campus. The use or possession of firecrackers, fireworks, gun powder, BB guns, fusion caps, primers, chemicals, or any other type of explosive in the residence halls or other buildings and areas of the campus is prohibited. Furthermore, shooting guns or other firearms, or the use of other forms of weapons, is not permitted on campus, the nearby wooded area, or anywhere else within the Bangor city limits. Weapons include, but are not limited to: bows, slingshots, swords, stun guns, airsoft guns, paint guns or pellet guns.

Pranks - Pranks that result in disturbances or distress to others, or cause damage to college or personal property, are prohibited. Depending on the severity, violators of this policy will be charged for any mess or damage which occurs and may face additional sanctions from the College or local law enforcement.

Projectiles - For obvious reasons, propelling devices such as rockets, slingshots, or any device whether homemade or purchased is prohibited. Dartboards and darts are not permitted in the residence halls. In addition, residents may not throw anything out residence hall windows.

Recreational Sports & Equipment - Sports and activities that are meant to be engaged in outdoors may not occur within the residence halls. This includes but is not limited to skateboarding, rollerblading, biking, throwing balls, RC cars, etc. Students who bring bicycles to campus are responsible for their security. EMCC recommends students invest in bike locks, as bicycles cannot be stored in lounges, hallways, or resident rooms.

Room Alterations:

You are encouraged to decorate your room within the limits of good judgment and safety. No resident may install equipment, paint, or make unauthorized alterations to their room without permission from the EMCC Campus Operations Director. If you feel your room needs repairs of any kind, please speak with your Resident Director to fill out a Facilities Work Order.

1. Poster putties, command strips, nails, screws, glue, tacks, LED strip lights, and tape (Scotch, Duct & masking) may cause damage to the walls which will result in repair charges being assessed from your security deposit.
2. Do not drill holes in any walls or doors.
3. All our beds are height-adjustable and can accommodate some storage underneath. Beds cannot be "lofted" in any manner and are only permitted to be raised using plastic risers that can be purchased at most department stores. The riser cannot exceed 8". In addition, we recommend discussing with your roommate whether to bunk your beds if you are interested in doing so.
4. You are not allowed to hang posters, flags or other means of advertising alcohol or drugs in your windows or on the outside of your doors. Political, racist, sexist, or offensive materials are not to be displayed on doors, windows or in hallways, which includes whiteboards in the hallways of Acadia and Kineo Halls. Such inappropriate materials will be removed immediately, and disciplinary action may take place.
5. Residents may not remove windows or screens, nor tamper, cover or hang anything from any sprinkler or smoke detector. In addition, all ceilings must be free of flammable materials. Residents are also prohibited from throwing or dumping things from windows in the residence halls.
6. Residents are responsible for the furniture assigned to their rooms and are not permitted to move furnishings from one room to another. Students will be assessed and charged for any damaged or missing furniture if it is not present at the time of their room inspection at the end of the year. This includes window blinds which are provided to ensure resident privacy. Residents may, within the limits of good judgment and safety, add furnishings to their room, however, no storage is available so original assigned furnishings must remain in your room.

SUBSTANCE, GUEST, & PET POLICIES

Chem-Free Campus, Smoking, Alcohol/Other Drug Policies:

The Residential Life Department is committed to providing a safe living environment, free from alcohol and drugs. Like the rest of the EMCC campus, our residence halls are chemical-free environments. All resident students sign and agree to a Residential Life Agreement. Violations of the Eastern Maine Community College Alcohol and Drug Policy is a violation of this Agreement and will be dealt with accordingly. Students, and their guests are not permitted to possess, use, distribute, manufacture and/or consume alcoholic beverages or illegal drugs anywhere on the Eastern Maine Community College campus or at any college-sponsored activity regardless of their age. At the President's discretion, alcohol may be provided at special campus events, fundraisers, and celebrations, both on and off campus. Resident students attending these events must ensure they remain in compliance with the expectations of the Alcohol and Drug Policies.

Intoxication on campus will not be tolerated. Any person who is suspected to be "under the influence" may have disciplinary action taken against them. In addition, intoxication, on or off-campus, resulting in police or security officer intervention, will lead to disciplinary sanctions by the College.

Smoking, which includes electronic devices of any kind, and "dipping", is prohibited on EMCC property and in any EMCC building, including residence halls. Further, vaping is prohibited in residence halls and on campus. Residents who return to campus or whose rooms have distinguishable odors of marijuana, alcohol or other substances, will be handled accordingly following Residential Life and College disciplinary procedures.

Residential Life Staff, Safety and Security, and Administration has the right to inspect bags, packages, and rooms at their discretion to ensure prohibited items are not on the premises. In addition, drug/alcohol paraphernalia is not permitted in the halls (for display/decoration or otherwise). These items include, but are not limited to hookahs, glass pipes, bongs, alcohol bottles, shot glasses, bottle caps, etc.

Additional information regarding alcohol and drug policies/procedures can be provided by the Resident Directors, Director of Student Engagement and Residence Life, and the Vice President of Student Affairs & Dean of Students, as well as in the EMCC Student Handbook and the MCCS (Maine Community College System) Code of Conduct.

Guest Policy

Residents are permitted to have visitors in the residence halls, both during the day and overnight. Having guests visit the residence hall is a privilege and it is expected that all residents will be responsible for their guests and their guests' conduct while in the residence hall.

Guests (any non-resident or resident of another hall) may visit Acadia and Kineo Halls between the hours of 7am and 11pm. Residents are responsible for signing in guests who will be in the building between the hours of 11pm and 7am, and for ensuring the following expectations are met. Please note that EMCC may need to temporarily suspend or adjust guest policies in response to public health concerns. Additionally, in the interest of safety, no more than six people are allowed in a resident room at any time.

1. No overnight guests are permitted during move-in weekend, or the first and last two nights of each semester. (Example: If classes begin Monday, overnight guests are not permitted until Wednesday night.)
2. Residents are permitted to have two (2) overnight guests per week but cannot entertain an overnight guest more than two (2) consecutive nights. They may choose to have two (2) guests the same night or one (1) guest for two separate nights.
3. Guests are permitted to stay overnight two (2) nights per week but cannot stay more than two (2) consecutive nights.
4. For the purposes of the guest policy, our week starts on Sunday and ends on Saturday. This means a guest may stay Friday and Saturday nights, but they may not stay again on Sunday and Monday, because Sunday and Saturday are consecutive days.
5. Guests must be at least 18 years old and have a valid photo ID (State-issued or College). Exceptions may be made for underage family members with advanced, written, parental permission and approval from the Resident Director.
6. Residents must complete an Overnight Guest Pass and turn it into the Resident Assistant on duty by 11:00pm.

- a. Both roommates must sign the Overnight Guest Form regardless of whether both residents will be present for the night. Advanced signatures can be obtained on guest forms if a roommate is not present on the day of the visit. Verbal consent and text messages cannot be accepted.
 - b. The guest must sign the Overnight Guest Pass to acknowledge they will abide by the policies and procedures of Eastern Maine Community College. Their photo ID will be copied and placed in the Guest Log. Any guest who fails to present a State or College-issued photo ID will be denied the privilege to stay overnight.
7. Guests with vehicles parked overnight on campus must register with a Resident Assistant to receive a Guest Parking Decal. This decal must be displayed in a prominent and visible in their vehicle while parked on campus.
 8. In addition, Residents are responsible for their guest's behavior; therefore, if a guest violates any Eastern Maine Community College policy it may result in disciplinary action being taken against both the resident and the guest. Any disrespect towards Residential Staff by any guest or non-resident of the building may result in the individual being removed from campus and denied access to the residence halls.

Exceptions to this policy are at the Resident Director's complete discretion and they may extend or deny the privilege to have guests as they deem necessary. All residents are expected to escort their guests in and around the residence halls. Failure to register guests may forfeit a resident's privilege to have overnight guests. Violations of the Guest Policy may result in the Resident's guest privileges being suspended or limited, or the guest being denied or restricted access to the residence halls.

Policy Violations (Guests)

Any non-resident found in possession of alcohol or other drugs on campus property will be asked to leave campus immediately and will receive a written and/or verbal notice prohibiting them from entering both residence halls for one calendar year. Hosts of guests may also be held accountable for their guests' violations. Incidents involving non-resident students will be reported to the EMCC administration where further disciplinary action may be taken through the Student Code of Conduct.

Pet Policy

For health, sanitation, and safety reasons, no pets are allowed in the residence halls. This includes pets visiting with family members. The only animals permitted inside our residence halls are fish and the tank/aquarium may not exceed 20 gallons. Residents with Emotional Support Animals and Service Animals must be approved by EMCC's Director of Student Learning Support prior to the animal's arrival on campus.

YOUR RESPONSIBILITIES

Criteria for Campus Housing

To be eligible for campus housing, students must meet the following requirements:

1. Be enrolled as a full-time student at EMCC (12+ credits per semester)
2. Maintain a minimum cumulative GPA of 2.0
3. Live according to the Residential Life Goals and have a clean conduct record
4. Have no outstanding balance with the EMCC Business Office
5. Up to date vaccinations
6. Pay a \$100 Housing Deposit (or receive a waiver of the deposit – email life@emcc.edu for more info)

The Residential Life Department recognizes that sometimes there are circumstances that make it impossible for a student to meet all the requirements listed above and are willing to engage in a discussion regarding them. Residents not meeting one or more of the points above may request an exemption by emailing life@emcc.edu and submitting any supporting documentation to the Residential Life Department. In some cases, residents may be required to participate in study sessions or weekly meetings, and/or submit progress reports to staff throughout the semester.

Accidents and Illness

Students with specific medical conditions that may be important for our staff to know as we work together to sustain a healthy and safe living environment should relay these issues to their Resident Director when they initially move into the residence hall. If you are ill or have an accident, you must report it to the Resident Director or your Resident Assistant immediately. If transport to a medical facility off campus is necessary, staff will call EMS. Residential Life Staff will not accompany or provide transportation to any student who is ill or

injured. Any injury on-campus **must** be reported to Campus Security, or a member of the Residential Life Staff immediately. This will ensure that the proper documentation is completed, as well as that the catalyst for the injury has been evaluated and/or corrected.

Resident students are responsible for reporting extremely contagious illnesses and diseases to Residential Staff so precautionary measures may be taken so other students are not infected. This may include relocating a resident, arranging for meal trays to be delivered or requiring a resident to leave campus for a period.

Mandatory Floor Meetings & Door Drops

Resident Assistants are responsible for holding floor meetings on a regular basis or conducting "door drops" with essential information. Both are designed to keep residents informed of any policy changes and announcements, as well as to discuss any concerns, issues, programs, or activities for the floor, building or campus wide. It is the responsibility of every resident to be aware of the material covered. Residents who are unable to attend must notify their Resident Assistant ahead of time, and then follow-up after the meeting to find out what transpired. These meetings will be posted in advance and failure to attend may result in assessment of Non-Compliance charge.

Room Entry & Inspections

The Eastern Maine Community College Residential Life staff reserves the right to inspect residence hall rooms and to regulate the use of the premises in accordance with the college and residence hall rules and regulations.

All rooms and bathrooms must be maintained in compliance with health standards defined by the Residential Life and Housekeeping/Maintenance Departments. The cleaning of individual rooms is the responsibility of the residents assigned to occupancy of the room. Failure to maintain the room in a safe & sanitary condition may result in termination of the Housing Agreement and/or fines being assessed to the resident's account.

Room inspections may be made by the Director of Student Engagement or Resident Director, or their designee, to ensure that rooms and bathrooms are being properly kept, to check for maintenance needs, and to inspect for health and safety violations. In the event a resident's room requires attention, the occupants will be provided with the opportunity to perform the maintenance and cleaning required. If it is not conducted in a timely manner, the resident will be billed for the cleaning of their living space and assessed a fine for failure to comply.

Room inspections may be done in any of the three capacities below:

- Vacation inspections – to make sure everything is unplugged, windows are closed, etc.,
- Health and safety – ensuring spaces are being kept in safe and healthy ways,
- For cause, usually due to concern about immediate danger, fear of harm, excessive noise, missing students, etc., or due to evidence or suspicion of a policy violation

We do, when appropriate, announce room inspections in advance, please note, however, that not all room inspections can be announced in advance.

Compliance with College Officials

Failure to comply with a request, or any action or conduct towards a College employee or authority (including Resident Assistants or Directors) which is inappropriate or disrespectful in nature, may result in disciplinary action.

Room Cleanliness & Hygiene

Student rooms are to be kept neat and clean by occupants. Excessive clutter, which is deemed a safety or fire hazard, intense smells, bugs, mold, other issues considered unsafe, and issues that may damage the room may result in documentation through the conduct system.

Failure to keep your room in a sanitary condition can result in custodial staff cleaning your room. You will be billed for any labor costs incurred and may face disciplinary action and/or termination of Housing. Upon move out, if rooms are not in the original condition, the occupants will be billed for any damage or excessive cleaning.

Excessive cans, bottles, or trash of any kind should not be kept in student rooms. Residents are responsible for disposing trash and recycling in the appropriate receptacles.

Trash Disposal

All residents are asked to use the proper receptacles for discarding their trash. Littering is against state law and will not be tolerated. Violators will be subject to community service sanctions and/or fines.

All personal trash must be brought to the dumpsters behind each residence hall. Resident trash cannot be thrown in trash receptacles in common areas (common room, lobby, bathrooms, etc.) or left in the hallways. If an area-in or around the buildings becomes littered and no party can be assigned responsibility, the residents of that building, floor or area will be billed for the cost of cleaning. Therefore, it is in everyone's best interest to report to those responsible or to clean up the area.

Students who are unable to access trash and recycling bins should notify a Resident Assistant or Resident Director who can assist in developing a plan to provide alternative arrangements for trash and recycling.

Custodial Services

Lounges, hallways, Acadia Hall bathrooms, and other public areas are maintained by our custodians, however, residents are required to keep these areas clean. Any mess or damage, beyond general everyday use, will result in charges being assessed to resident security deposits. Residents are required to clean their own rooms and must provide their own cleaning supplies, including brooms, dustpans, and mops. Some supplies are available through the Resident Assistants and Resident Directors. Residents of Kineo Hall are responsible for the cleaning and supplies of their bathrooms. All students are responsible for taking their trash to the dumpsters located behind the residence halls.

Maintenance requests can be made to your Resident Director who will submit work tickets to the maintenance team promptly. Please be aware that by reporting an issue, maintenance staff is given the right to enter a room with or without the resident being present.

For emergency maintenance issues (overflowing toilet, etc.) please call the On-Duty Resident Assistant or Resident Director immediately. Should it be found that an issue was caused from conduct beyond normal wear and tear; the student(s) will be billed for the cost of the repair.

Abandoned & Confiscated Items

Items that are left in the residence hall after a student moves out of that room are considered to be abandoned. Items that are seized by staff because they are prohibited are considered to be confiscated items. All abandoned items that are unclaimed will be donated or disposed of 30 days after move out. Students may contact their Resident Director to collect items that are confiscated due to safety regulations. Confiscated items that are unclaimed will be donated or disposed of 30 days after moving out. Any alcohol, drugs, or drug paraphernalia confiscated by staff will be disposed of by the professional Residence Life Staff and/or Campus Safety.

CONDUCT & DISCIPLINARY ISSUES

Business Activities, Solicitation & Advertising

Operating an unauthorized business from any student room is prohibited, including online businesses. In addition, no door-to-door activity (solicitation, sales, etc.) for any purpose is permitted in the residence halls. This does not include student organizations, with approval from Resident Directors, from extending invitations to campus activities and events.

Students may not advertise any business by posting ads on doors or bulletin boards. With Resident Director permission, appropriate materials may be posted in approved areas such as bulletin boards or hallway walls.

Gambling

A State of Maine statute prohibits gambling; therefore, no gambling is permitted at EMCC.

Harassment, Assault & Discrimination

EMCC has adopted a "zero tolerance" for any and all forms of harassment, discrimination, intimidation or assault of any nature towards any student, employee, or individual of the campus community. This includes verbal or written harassment, threats, violence, stalking, creating a hostile environment, sexual advances, etc.

Vandalism

Vandalism to EMCC facilities or property, as well as the property of other residents, will not be tolerated. Residents who are found responsible for any vandalism will be subject to disciplinary action and will be held responsible for restitution of the damaged items.

Quiet Hours, Noise and General Disruption

Sound carries easily in a community. Voices, TVs, bouncing balls, and stereos are easily heard in other rooms. While minimum quiet hours have been established for both residence halls, residents are expected to foster an environment with a focus on academic success. This means that residents must always maintain appropriate noise levels as a courtesy to others. Yelling or playing music at a high volume or out any residence hall windows is prohibited. Quiet hours for both residence halls are as follows:

- Weeknights (Sunday – Thursday) 10:00pm – 9:00am
- Weekends (Friday & Saturday) 11:00pm – 10:00am

Finals Week Quiet Hours

Extended quiet hours during finals are established to promote a positive studying environment. Quiet Hours are in effect 24 hours a day and begin 48 hours before finals begin and last throughout the week. Violations of this policy will result in immediate dismissal from campus housing.

Conduct, Policy Violations, & Appeal Process

The policies and procedures set forth within the Residential Life Handbook and the Student Code of Conduct exist to ensure the health, safety and well-being of every member of the college community. Sanctions for policy violations may depend on the policy violation or the number of incidents the student has been involved in and may range from written warnings to removal from campus housing and Code of Conduct charges.

Sanctions – to be assessed in addition to fines/restitution.

- a. Housing Probation
- b. Tutoring/Studying Requirements
- c. Activity Participation/Involvement
- d. Verification of attendance and work completion from instructors
- e. Loss/Suspension of Guest Privileges
- f. Community Service Hours
- g. Letters of No Trespass
- h. Counseling Requirements
- i. Curfews/Restricted Access to Residence Halls/Campus
- j. Written Success Plans
- k. Parental Notification
- l. No Contact orders
- m. Other behavior modifications or restrictions as determined applicable by the College.

Restitution/Fines – to be assessed in addition to other sanctions. Other fines may be deemed appropriate by Residential Staff. Additional Health & Safety fines are listed in another section of this handbook.

Alcohol/Drug Violation.....	First Offense.....	\$50.00-\$100.00
	Second Offense.....	Dismissal
Guest Policy.....	First Offense.....	Warning
	Second Offense.....	\$25.00
	Third Offense.....	\$50.00
Improper Check-Out		\$25.00 + any additional cleaning fees
Non-compliance.....	First Offense.....	Warning
	Second Offense.....	\$25.00
	Third Offense.....	\$50.00
Noise.....	First Offense.....	Warning
	Second Offense	\$25.00
Pets.....		\$100.00
Prohibited Equipment.....		\$25.00
Use of Tobacco in/Directly around the Residence Hall.....		Fine up to \$200.00
Improper disposal of trash/Littering.....		\$20.00-\$50.00
Vandalism.....		\$100.00 fine plus cost to replace/repair damaged items (including labor)

Appeals – Residents who are found to have violated Residential Life policies and procedures are subject to the following appeal process.

1. After sanctions or responsibility has been assigned in writing, by Resident Directors:

- a. Within 48 hours, Student must file, in writing, an appeal to the Director of Student Engagement and Residential Life.
2. Sanctions or responsibility assigned in writing, by the Director of Student Engagement & Residential Life are final except those imposing suspension from, or dismissal from, housing. If a student wishes to appeal such sanctions, they must:
 - a. Within 48 hours, in writing submit their appeal to Vice President of Student Affairs
 - b. The decision of the Vice President of Student Affairs (or their designee) is final.

Students must also know that egregious conduct or violations of campus policies and procedures may be adjudicated through the MCCS Student Code of Conduct.

Appeal hearings will only be granted if the student can provide evidence of one or more of the following issues:

1. Procedural error
2. New evidence not available at the time of the initial hearing
3. The sanction is not proportionate to the violation

SAFETY & SECURITY

EMCC continues to work hard to maintain a safe environment and has a great relationship with the Bangor Police Department. Both of our residence halls are locked 24 hours a day for the safety of our residents. Staff offices are off the lobby in both halls, with Resident Assistants conducting duty from 7pm – midnight, 7 days a week. Security patrols are scheduled every two hours Friday-Sunday and frequently throughout the week. Additionally, Campus Safety is present in and around our residence halls and campus through the late evening and early morning hours.

Ultimately, most crimes which do occur in any residence hall are crimes of opportunity and are preventable with common sense and awareness.

1. Always keep the door to your room locked. Do not prop or “bolt” the door open when you leave your room for ANY length of time.
2. Never allow unauthorized individuals into your residence hall or room.
3. Do not leave books, backpacks/duffle bags, devices, etc. unattended in public places. If you must leave an area for any length of time, take these items with you.
4. Protect valuables in your room such as jewelry, medications, credit cards, cash, and electronics.

Campus Crime Reporting - In compliance with the Student Right to Know and Campus Security Act, which was signed into law in November 1990, Eastern Maine Community College is required to make available to all prospective students and employees information regarding crime statistics on the College campus and all off-campus locations. This information is available in the following department offices: Enrollment Center, Library, Residential Life, Student Services, Human Resources; and on the EMCC website at www.emcc.edu. To report a crime, contact Campus Security at (207) 974-4853 or (207) 745-6090. In an emergency, dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Answer all the questions and let the operator hang up first.

Personal Property, Theft & Possession of Stolen Property - The college is not responsible for loss, theft or damage to any personal property, and does not carry any insurance on student or resident property. Many homeowner's insurance policies cover student belongings while at college. It is recommended that residents verify that coverage exists for their personal belongings before moving onto campus and that residents keep a personal record of serial numbers and other identifying information on all items brought to campus. Taking an individual's personal property without permission is prohibited. Any resident who suspects they may have had something stolen should promptly report the theft to Campus Security at (207) 974-4853 or (207) 745-6090.

Safety & Security Fines

The College has established fines regarding behaviors which may jeopardize the health and safety of its students and residents. These fines include, but are not limited to the following:

Exiting/Allowing others to enter through alarmed door.....	\$50.00
False Activation of Fire Alarm (deliberate)	Dismissal
Fire Drill Violation (failure to vacate building).....	\$50.00
Propping of any outside door in residence halls without RD permission.....	\$50.00
Removing or tampering with any residence hall window or screen.....	\$100.00

Other fines are listed under appropriate sections of this handbook.

Doors and Keys

Each resident will be issued a key or Student ID to access their residence hall and their assigned room. These keys/key cards are the property of Eastern Maine Community College and are NOT to be duplicated or loaned to anyone. Because it is a safety issue, lost keys must be reported immediately to the Residential Staff of your hall. All keys must be turned in at the end of the year, or when the student moves out of the residence hall. The student's account will be billed for any lost keys. If the keys are located, the charges may be removed. Lost key charges are as follows: (Acadia Room key: \$50.00, Student ID card: \$35.00)

We want to ensure the safety and security of all residents and their belongings. Students are asked not to permit "tailgating" by allowing individuals without a valid key to follow them into the residence halls. Residential staff cannot provide anyone access to a resident's room under any circumstance, except for lockouts, health, safety or maintenance inspections, and/or cases of policy violations. If a resident locks themselves out of their room, they can contact the RA on duty or Campus Security for access to their room. Excessive lockouts will result in charges being assessed to the resident's account.

RAVE Emergency Alert System - Eastern Maine Community College uses the RAVE Emergency Alert System. The RAVE system is also used to contact students when their instructor has cancelled a class, snow days, or to inform the community of other important information.

To register for RAVE, visit the home page of MyEMCC. For assistance, please contact IT.

Building Evacuation - If a College staff instructs you to evacuate or if an emergency alarm sounds, you must leave the residence halls immediately.

- Remain calm. Walk, do not run, to the nearest exit. Close all doors as you leave.
- Do not jam or crowd exits.
- Use the stairwells for evacuation. Except for medical emergencies, elevators should not be used for emergency evacuation.
- Individuals with special health problems or needs (such as a handicapped accessible means of evacuation) should be addressed in advance by contacting Campus Security.
- Proceed to the designated assembly area –
 - Acadia Hall = PRIMARY: Katahdin Hall – McCorkill Dining Hall area
SECONDARY: Maine Hall – Student Success Center
 - Kineo Hall = PRIMARY: Johnston Gymnasium
SECONDARY: Maine Hall – Student Success Center

Elevator Emergency – If an elevator gets stuck between floors, call, or ring the bell for assistance. If you hear someone calling for help from an elevator, call Campus Security at (207) 974-4853 or (207) 745-6090.

Fire Procedures -

To protect the lives and safety of those living in the residence halls, the use of fire extinguishers, fire alarms and all other equipment necessary for fire protection must be limited to emergencies and fire drills only. Alarm stations are located throughout the hallways in all buildings on campus. These alarms are connected to the local fire department. The following procedures should be followed in responding to a fire alarm, conducting fire drills, etc.

Upon the ringing of the fire alarm (an uninterrupted, loud buzzer), the building will be evacuated immediately in an orderly manner utilizing the routes designated on the evacuation maps placed in each building/room.

Arson is a Class A crime. In addition, tampering with, damaging, or inhibiting the use of emergency equipment (including signage) and the propping of exterior doors is prohibited.

Unauthorized use or tampering with fire equipment will result in the termination of your Residence Hall Agreement and is punishable by law. Filing a false public report (pulling a fire alarm) in the State of Maine is a criminal offense punishable by imprisonment. Eastern Maine Community College will make every effort to see that the guilty parties are found and convicted.

Power Failure – In the event of a power failure, the building fire alarm system, exit signs, electronic key systems, and emergency lights will be temporarily powered by an emergency source. In most cases, evacuation of a building will not be necessary, however students will be informed by College staff if power cannot be restored and evacuation is necessary.

Lock Down/Shelter in Place – In the event an incident occurs which requires a full or partial lockdown of the EMCC campus, such as an individual with a weapon or any other scenario identified by campus security, the following protocols must be followed.

1. Stay calm and as low to the ground as possible.
2. Turn off all lights, including computer monitors and televisions.
3. Keep your mobile phone on but silence it and turn off its vibration. Monitor updates via RAVE but refrain from sharing any information on social media to maximize your personal safety.
4. Close and lock all windows, blinds, and doors. Sit away from them and **do not** open them.
5. Go to a corner of the room and sit on the floor. Remain in the building unless instructed to evacuate or until the "all clear" notice has been given via RAVE.
6. If outside, seek refuge in a secure building and avoid remaining in the open.

Sexual Assault, Domestic/Dating Violence & Stalking - Eastern Maine Community College does not tolerate sexual assault, domestic violence, dating violence, or stalking in any form. Policies exist that prohibit any unlawful sexual act or sexual contact without consent. Violators of this policy will be subject to disciplinary measures as described in the MCCS Student Code of Conduct and MCCS policies and procedures prohibiting such conduct, up to and including dismissal from the College.

Students are encouraged to tell someone about any incident of sexual assault, domestic violence, dating violence, or stalking. Students should not avoid asking for help because of embarrassment, fear of not being believed, fear of being blamed for the violation, or because the violation occurred off campus. Students have a variety of options for help during a sexual assault crisis as well as after the incident. The options outlined below include resources for emergency, medical and emotional concerns.

Important sources of help for residential students on campus are the Director of Student Engagement and Residential Life and the Resident Directors who have received training. Other campus sources of support and help may also include: *the Confidential Resource Advisor for the Maine Community Colleges*, the Student Support Services Counselor, campus safety, faculty, deans, or department chairs. Any student has the right to file a complaint through the College and/or to pursue criminal charges. Eastern Maine Community College encourages and supports students who do so. This allows the College the opportunity to investigate and prosecute crimes which ensure the well-being of campus community members, to prevent an assailant from assaulting others in the future, and to send a clear signal to anyone who does not understand that such actions constitute a crime. Procedures for on-campus disciplinary actions in cases of alleged sexual assault, domestic violence, dating violence or stalking shall follow the guidelines and/or sanctions outlined in the Student Code of Conduct and MCCS policies and procedures. This includes all rights and procedures regarding student appeals. A student has the option of meeting with either the Vice President/Dean of Students or the College Affirmative Action Officer to discuss any harassment concerns. Eastern Maine Community College staff and faculty can discuss the specifics of a case with family members only if the student gives permission; family members are not routinely notified. It is up to the student whether they decide to file a formal complaint and/or pursue charges.

The College's Affirmative Action Officer is Dusty Packard-Adams.

Office: Room 146 – Maine Hall

Phone: (207) 974-4637

Email: dadams@emcc.edu

The College's Title IX Coordinator is Liz True.

Office: Enrollment Center – Katahdin Hall

Phone: (207) 974-4673

Email: etrue@emcc.edu

Important Numbers:

Police, Fire & Ambulance 911

Campus Security (207) 745-6090 (cell) (207) 974-4853 (office)

Director of Student Engagement and Residential Life (207) 974-4690 (office) (207) 356-6496 (cell)

Facilities Management (207) 974-4650

Maine Community College Non-Discrimination, Equal Opportunity, and Affirmative Action Policy & Information:
https://mymccs.me.edu/ICS/icsfs/Policy_201_06222022.pdf?target=e1ea570a-2038-4dc9-99c2-2aa1ec68085f