

2019 Crime Awareness & College Security Information Report Executive Summary

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The information provided herein meets the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It has been prepared by the Director of Campus Safety and Emergency Management using statistical data and other information supplied by College Facilities, the Safety Committee & Behavioral Intervention Team (CARE), and police departments from the Cities of Claremont, Keene, and Lebanon. The Report is updated annually.

This report provides readers important information about the College's safety and security policies and procedures and includes statistics about incidents of crime at River Valley Community College (RVCC). When you review the statistics, you will note that RVCC is a safe institution. The safety you experience at the Campuses in Claremont, Keene and Lebanon at the Cheshire house in Keene is due in part to the combined efforts of many individuals and departments, and the close working relationship with local law enforcement. We believe safety at RVCC is a shared responsibility and we rely on every College member to contribute to safety on campus by reporting suspicious activities and using common sense when going about their daily activities.

The Vice President of Academic and Student Affairs (VPASA), in collaboration with College Administration, the Facilities Manager, Campus Safety, the Safety Committee and the CARE team were primarily responsible for developing services, programs and strategies for maintaining a reasonably safe environment at the Main Campus and the Academic Centers. In order to meet this goal, the College focuses on three important functions:

1. A strong partnership with the civil authorities and community groups in the greater Claremont, Keene, and Lebanon communities;
2. A focus on emergency management requiring a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. The College strives to be proactive when planning for and handling emergency events. These efforts are charged to the College's Safety Committee in conjunction with the CARE team – the College's first responder team for students and employees in personal and emotional crisis; and,
3. Utilizing systems that allow us to enhance safety through contemporary office and classroom locking systems, and regularly scheduled practice drills.

The safety of our campus community is vitally important to RVCC. It is our hope that you find this report informative and helpful, and that your time at River Valley Community College is enjoyable and safe. If you have questions or would like additional information about safety and security at the College, please visit us at www.rivervalley.edu or contact Ken Caruncho, Campus Safety and Emergency Management for kcaruncho@ccsnh.edu or 603-542-7744 x5420.

The Campus Security Act – Legal Requirements

The federal Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1, which contains three years of campus crime statistics and certain campus security policy statements including a summary of the College's Emergency Response Policies and Evacuation Procedures.
- Disclose crime statistics for the College including public areas immediately adjacent to the Campus or Academic Centers, non-campus facilities or remote classrooms. The statistics are gathered from local law enforcement, the Office of Academic & Student Affairs, Campus Facilities Services, and other College officials who have significant responsibility for student and campus activities.
- Provide "timely warning" notices of those crimes that have occurred and post notices for any

ongoing threat to students and employees.

- Disclose all incidents of crime in a Public Crime Log.

The RVCC Director of Campus Safety and Emergency Management is responsible for preparing and distributing this report. The director of Campus Safety and Emergency Management works with departments throughout the College, the President’s Office, the Chancellor’s Office, and local law enforcement in Claremont, Keene and Lebanon to compile the information herein.

Each September and January, information that provides website access to this report is emailed to all enrolled students and RVCC employees. The URL and direct link is included on the web pages of Prospective Students, Current Students, and HR & Employment Information to inform prospective students and employees.

Paper copies of the report may be obtained by contacting the Office of Campus Safety and Emergency Management at 603-542-7744 x5420. Paper copies are also distributed to the Puksta Library and the Academic Center Supervisors’ Offices in Keene and Lebanon.

The URL for this report is <http://www.rivervalley.edu/student-resources/campus-safety>.

College Security Authorities

The telephone number for all emergency calls at any phone on the Main Campus or at either of the Academic Centers is 911.

College Security Authorities include RVCC employees staffed in:

Facilities (603) 542-7744 x5355 or x5356

Academic & Student Affairs	(603) 542-7744 x5331
Academic Center (Keene)	(603) 542-7744 x5701
Academic Center (Lebanon)	(603)443-4200 x5801
ACT Center	(603) 542-7744 x5499
Library	(603) 542-7744 x5465
President’s Office	(603) 542-7744 x5340
Human Resources	(603) 542-7744 x5341
College Reception	(603) 542-7744 x0
Campus Safety	(603) 542-7744 x5420

Many College employees, including those listed above, along with all faculty and most staff, who have significant responsibility for students and campus activities are considered to be Campus Security Authorities.

Staff members who are notified of campus incidents and allegations made in good faith are also identified as Campus Security Authorities (CSAs). CSAs are not expected to investigate the crime to determine its validity, but to simply document the incident and provide the information to campus officials, as listed on the Incident Report, for follow-up.

The CARE team provides college wide, first response for non-emergency student and employee personal and emotional crisis situations that happen during the day- to-day goings on of the College. CARE team membership includes faculty, staff, and administration. The Campus Safety Department, Human Resources Office, President’s Office, Facilities Manager, and Leadership Team are kept abreast of all incidents and emergencies that take place at the College that involve students and employees.

Members of college community including campus facilities and CARE team members are trained bi-annually in CPR, AED and First Aid.

All facilities personnel, the Puksta Library, Main Reception at all locations, the ACT Center at the Main Campus, the President's Suite, and other key locations on the campus and at the academic centers are equipped with two-way radios for immediate contact with College officials in the event of an emergency.

Facility Security and Access

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. All persons entering college property must complete the COVID-19 screening process before being admitted to any RVCC building. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, One Stop Desk and ACT Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. All facilities have security surveys conducted of them. Vice President of Academic and Student Affairs, CCSNH Capital Planning & Development, CCSNH Risk Management and other concerned areas review these results and recommend or implement improvements. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the College Safety Committee meets monthly during the fall and spring semesters to discuss issues of pressing concern.

RVCC & Local Law Enforcement

RVCC administration and facilities staff maintain a working relationship with the Cities of Claremont, Keene and Lebanon police departments and fire departments. A Memorandum of Understanding exists between RVCC and the Cities of Claremont, Keene and Lebanon police departments, respectively, and describes the working relationship between the College and local law enforcement. Cities of Claremont, Keene and Lebanon police departments provide RVCC with crime statistics in support of the Campus Security Report.

Campus Law Enforcement Authority

Any employee has the authority to ask persons for identification and to determine whether individuals have lawful business at RVCC. Criminal incidents are referred to the local police who have jurisdiction on the campus. RVCC personnel have no arrest authority beyond that of an ordinary citizen.

RVCC maintains a highly professional working relationship with the local Police Departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus officials and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. Law enforcement officers may enter the campus to conduct business, as needed. Additionally, the officers are invited to patrol the campus to assist the College in deterring crime.

The College Administration is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone or two-way radio. The College relies on the telephone to contact emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to College personnel and contact the local police department, where appropriate.

Annually, the College is provided with a summary of all crime occurring on campus. Periodic meetings or telephone conversations allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Crimes committed at off campus facilities under the control of RVCC will be disclosed in these statistics if they come to the attention of the Facilities Management.

Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Security Awareness Programs for Students & Employees

Sessions for All Employees & Students: Information about campus safety and security are presented at all orientations for new RVCC students and new employees. Additionally, all printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are shared at orientations and are available in: The Student Handbook, New Employee On-boarding Process, and other generic campus safety and security materials. The CARE team and College Safety Committee present general information at the beginning of each academic semester to all employees at All College Meetings. These materials are available at the Reception Desk, Student Advising, Career & Transfer Center (ACT), College Facilities, Human Resources, and at the offices of the Supervisors of the Campuses in Keene and Lebanon. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a regular basis both in person and online.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through handouts, posters, displays, videos, and articles in the Community College System of New Hampshire (CCSNH) Risk Management and Compliance newsletter.

When time is of the essence, information is released to the College community through security alerts sent via the college's email and RVCC Alerts system.

Crime Prevention Programs for Students & Employees

The Campus Safety Committee at RVCC is committed to the safety and wellbeing of all members of the campus community. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty, staff and visitors.

RVCC strongly encourages the reporting of crimes, accidents, incidents and emergencies to the CSAs. Also, direct access to 911 can be made by using the call boxes located inside the Claremont elevator or accessing the Emergency callbox phones located on the Claremont campus.

The College encourages reporting directly to local authorities in situations where the need is obvious, such as a theft you see taking place, a situation requiring immediate medical attention, etc. Notification of College personnel should take place after the emergency authorities are on route.

Further information on safety and security is provided to students and employees through the RVCC website, posters, brochures and meetings. These are some of the programs that will be provided throughout the year: CPR/AED, alcohol and drug awareness, and other educational programming.

Crime Prevention Resources & Services

RVCC provides direct service programs to the members of the College community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings
- Escort Assistance
- Campus lighting checks and surveys
- Alcohol assistance programs

- Sexual Harassment and Rape Prevention Program – Coordinated through the local Crisis Center

Counseling

River Valley Community College does have a number of options available for those students in need of professional counseling. Community agencies in the area are available for assistance in finding solutions to individual concerns. The CARE team, a team of trained faculty and staff members who deal in crisis management, are a resource to our campus community.

College Safety Initiatives

Escort Assistance: Campus facilities offers walking escorts to students, faculty and staff to and from any destination on campus. This is a free service offered when the College is open. Students, faculty and staff can access this assistance by requisitions in writing or email, by phone x5420, or in-person requests to the Main Reception desks at Claremont, Keene or Lebanon.

Telephones: All offices, classrooms and labs are equipped with telephones accessible to Enhanced 911. Use these telephones in the event of an emergency. Emergency instructions and phone number listings are posted at every telephone.

Alarm Systems: A computer-based electronic system, monitored by an off campus alarm company, immediately notifies campus facilities staff (on campus and off campus) upon activation and follows up with 911 services, as needed. These systems are located around the main campus in Claremont and at the Academic Centers in Keene and Lebanon. In the event of fire alarm activation, the Claremont, Keene and Lebanon police and fire departments, respectively, will be notified immediately through a Master Box system.

Video Monitoring: All locations public areas are wired with IP video recording systems. This enhances the campus safety and accountability. "Video Surveillance In Use" signs are posted at all entrances.

RAVE Alerts: RAVE Alerts is a free emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. RAVE Alerts is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency situation or weather closure/delay occur on an RVCC campus.

College Website: Emergency events and notices for closings are available on the College website. Additionally, current and the past three years' crime statistics are available on the College website. Students, faculty and staff can access and confidentially report a crime or incident on campus or at an Academic Center using the online Crime/Incident Report form found [at http://www.rivervalley.edu/student-resources/campus-safety](http://www.rivervalley.edu/student-resources/campus-safety).

CPR/First Aid/AED Training: Designated RVCC faculty and staff training is conducted annually.

NH Violence Against Women Campus Consortium: RVCC is a participant in this state-wide consortium whose mission is to provide a forum where post-secondary institutions in the Granite State can discuss, develop and implement strategies to end violence against women (and men) on their respective campuses. Additionally, the White Ribbon/Violence Against Women is an annual theme for the April display cases at all RVCC campuses

College Sexual Assault Awareness Program (CSAPPnh): RVCC is a participant in CSAPPnh. The New Hampshire College Sexual Assault Policy and Prevention Initiative (CSAPPNH) is a three-year project of **Prevention Innovations Research Center** (PIRC) at the University of New Hampshire. Funded by the U.S. Department of Health and Human Services, Office on Women's Health, CSAPPNH aims to build strong and sustainable policies, practices and programs to prevent and respond to campus sexual and relationship violence and stalking at eight New Hampshire Institutions of Higher Education (the seven Community Colleges of CCSNH and Granite State College).

The Safety Committee and CARE team: These teams are composed of members of faculty and staff. The Teams meets regularly, and minutes are taken. (Note: CARE team minutes are taken and maintained. Due to the nature of some of the discussions "closed sessions" are held.)

Thermal scanners at entrances: RVCC has installed kiosk style thermal scanning devices at each entry. The Kiosk detects if a person is wearing a face mask and determines the person's temperature. Any above average readings are double checked manually. Any person who is COVID-19 symptomatic is denied entry to the campus and the Administrative team is notified.

How to Report Crimes at RVCC

All faculty, staff, students and visitors to RVCC's Campuses in Claremont, Keene or Lebanon Cheshire House in Keene can report an emergency by:

- Dialing 911 on any telephone at any location. Telephones are located in the Library, offices, classrooms, and labs.
- Dialing 911 from the telephone located in the elevator – pick up the receiver and the call will be made instantly.
- Going to any office or classroom to ask a faculty, staff or administrator for assistance.
- Contacting a member of College Administration, the Campus Safety Officer, the Safety Committee or the CARE team.
- Accessing the Emergency Call box phones located on the Claremont campus

College Administration encourages prompt and accurate reporting of all criminal matters or incidents that happen at the Campuses in Claremont, Keene, Lebanon, or the Cheshire house in Keene. Persons who are victims of a crime and do not want to pursue action within the College or criminal justice system are encouraged to consider making a report and can do so anonymously if they choose. With permission from the alleged victim, the Vice President of Academic and Student Affairs can file a report on the details of the incident without revealing identities. The purpose of this confidential reporting option is to comply with the wishes of the victim while taking steps to ensure that the safety of the College community is maintained.

RVCC's Emergency Management Plan – Summary

The purpose of RVCC's Emergency Management Master Plan is to establish and document policies, procedures and an organizational structure for response to emergencies at the Campuses in Claremont, Keene, Lebanon and the Cheshire house in Keene. The Emergency Management Master Plan contains clear strategies and roles played by the College's Crisis Management Team during the initial response and throughout the emergency. The Plan will also outline the responsibilities of the Safety Committee & CARE team whose membership includes representatives from all areas of the institution. Members of the Crisis Management Team includes the College President or designee and the Facilities Manager and others as needed.

Nothing in the plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan. RVCC and any emergency planning shall be subordinate to state and federal plans during a disaster declaration by local, state or federal authorities.

The goals of the Emergency Management Plan include:

- Provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- Establish procedures for alerting the administrators and staff.
- Defining roles and responsibilities of RVCC officials and staff.
- Secure coordinated and cooperative response with municipal and county government and emergency services.

What follows in this report are three features of the RVCC Emergency Management Plan: Emergency Notification & Timely Warning Procedure, Drill Schedule, and Evacuation Procedures.

Emergency Notification & Timely Warning Procedures

Emergency Notification

RVCC's policies guide emergency response and evacuation procedures, including the use of the College's Emergency Notification System – RAVE Alerts. These policies and procedures require the Vice President of Academic and Student Affairs in consultation with the College President, the Director of Campus Safety, or designees, to immediately notify the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the Campuses in Claremont, Keene, Lebanon and the Cheshire house in Keene, unless issuing a notification will compromise efforts to mitigate the emergency.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Emergency messages may also be reported to one or all police departments or emergency responders of the Cities of Claremont, Keene and Lebanon. Emergency messages will include information on what has occurred and instructions on what to do next.

Warnings and updates may be distributed to the campus through any one or more of the following mechanisms:

- Blast Email – “All River Valley” email to all employees; “All RVCC Student” email to all registered students.
- Fliers posted on bulletin boards.
- College Website – www.rivervalley.edu
- RAVE Alerts - a free service that automatically sends a brief text message, email or phone message alerting the college community of an emergency situation on the Claremont, Keene, or Lebanon Campuses or the Cheshire House. RVCC Students are automatically enrolled in the RAVE Alert service.
- Alarm System – Evacuation alarm (fire alarm) and/or a voice alert system on the college paging system will be used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also, when appropriate, follows up with voice instructions.
- Local Media – when appropriate, local area radio, television stations and print media will be notified to assist with notification efforts.

When issued, a copy of a Timely Warning notice will be filed in the corresponding case file. Emergency response and evacuation procedures are tested on a semi-annual basis.

Timely Warning Procedures

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Academic and Student Affairs in consultation with the College president, the Director of Campus Safety, the Business Affairs Officer, and the Facilities Manager, or designees, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. Any Clery Act crime that is reported to campus security authorities or local police agencies (when such agencies notify the institution of said crime) and is considered to represent a serious or continuing threat to students and employees.

RVCC issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Hate Crimes
- Aggravated assault
- Robbery

- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Clery Act crime that presents a serious or continuing threat to students and employees.
- Other crimes as determined necessary by College Administration, or designee, or the Chief of Police at any or all Claremont, Keene or Lebanon Police Departments.

RVCC will not issue timely warnings for the above listed crimes if:

- The subject(s) is(are) apprehended and the threat of imminent danger to the RVCC community has been mitigated by the apprehension.
- If a report was not filed with RVCC administration or if RVCC was not notified by college security authorities in a manner that would allow the College to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow RVCC to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

Emergency response and evacuation procedures are tested on a semi-annual basis.

Safety Alerts & Tips

At the beginning of each semester, RVCC Safety Alerts and Tips information is distributed electronically to all students and employees. In the event of inclement weather or other events, RVCC may also issue “Safety Alerts” to apprise the College community of safety issues and concerns. Safety Alerts will include safety tips and recommendations to follow so that the College community can make informed decisions about personal safety.

- Always exit the building when an alarm sounds, unless specifically told otherwise by a College official.
- Familiarize yourself with the building and its exits.
- Know where fire pull alarms and extinguishers are located.
- Review safety/evacuation procedures.
- Pair-up with someone in your class so you can watch out for one another during an evacuation; if you are unable to use the stairs, speak with someone in each of your classes who may act as a “buddy” for you in the event of an emergency.

Emergency Procedure Testing and Drills

Announced and unannounced drills of the fire alarm/evacuation system, College voice paging system, and RVCC Alerts emergency notification system are held semi-annually. Appropriate follow-through activities to assess and evaluate emergency plans capabilities are conducted; recommendations for improvement are made and implemented where appropriate.

- Facility Fire Drills are held each of the fall and spring semesters.
- RAVE Alerts emergency notification system testing will be held once per semester.
- Voice Paging System is tested during college break periods or times when classes are not in session.

Emergency Response & Evacuation Procedures

If there is an immediate threat to the health or safety of students or employees occurring on campus, RVCC will follow its Emergency Notification Procedures. In this instance, RVCC is not required to issue a timely warning based on the same circumstances; however, RVCC will provide adequate follow-up information to the College community, as needed.

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

1. The first person aware of a fire will immediately activate the fire alarm if it is nearby (or send someone to do it) and, if it is safe to do so, send someone to the Main Reception desk to report the location and size of the fire while directing evacuation of the immediate area.
2. Faculty will ensure the students in their class evacuate the building or wait in the designated areas for handicapped evacuation. Elevators must not be used. Doors should be closed and left unlocked after exiting, including classrooms and hallways. Faculty are asked to bring class rosters outside and ask students to check in with the instructor at the Emergency Assembly Area.
3. Facilities Staff will do a sweep of the building, if it is safe to do so, in order to ensure everyone is out of the building as they exit themselves, and will assist with the evacuation of handicapped individuals in the case of immediate crisis. See: Evacuation Plan for Handicapped Students and Staff below.
4. Faculty and staff must do their best to ensure that all individuals move away from the building and do not block entrances or driveways that may be used by emergency vehicles and personnel.
5. Do not leave campus, doing so will block roadways.
6. Evacuees should gather at the following designated Emergency Assembly Areas:
 1. Main Campus – Claremont
 1. Main Entry (by Library) – South Parking Lot on or near the grassy area.
 2. North Parking area – adjacent to the Gazebo and Soccer Field
 2. Keene Campus – Washington St Keene
 1. Main Entry – Go to South End of Parking Lot – keep driveway and parking area free for emergency vehicles.
 3. Lebanon Campus – Lebanon NH
 1. North (back) Parking Lot
 4. Cheshire House - Adjacent to Keene state College campus
 1. Opposite sidewalk Winchester St.
7. Calm and order are of prime importance. Speed is secondary. Individuals should evacuate the building without stopping to gather books or other personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
8. If an exit is blocked, a faculty or staff member shall instruct the group to proceed to the appropriate alternate route.
9. Once the building is evacuated, no re-entrance may occur until authorized by the Incident Command Post. The Incident Commander will notify each Emergency Assembly Area that it is safe to return to the building.
10. Evacuation Plan for Handicapped Students, Staff and Visitors.
 1. Individuals on the first floor should evacuate with everyone.
 2. To avoid injuries, a handicapped person should be evacuated after all others, when possible.
 3. Elevators must not be used as a means of exit.
 4. Staff/Fire Monitors are requested to assist handicapped persons in their area to exit the building (first floor) or to the nearest accessible stairwell when evacuation is underway and notify the Incident Commander that there is someone awaiting assistance.
 5. Fire Department personnel will be responsible for checking these areas and assist with evacuation as deemed appropriate by them. If the Fire Department has not arrived and

danger is imminent, the faculty or staff person in the area will make and implement the decision with the handicapped individual regarding whether and how to transport out of the building.

Daily Crime Log

The College keeps a record of incidents of reported crime and other incidents in a Daily Incident - Daily Crime Log. The Crime Log contains records by the date that the incident was reported and includes information on all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property adjacent to the Campus.

The Daily Crime Log is available for public inspection at the main campus in Claremont in the Office of the Director of Campus Safety. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the College, as well as the disposition of the complaint, if this information is known at the time the log is created.

The Director of Campus Safety or designee posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

How RVCC Prevents Crimes

Members of the College community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lit, any student, faculty or staff member can contact a member of the College Facilities staff to escort them to their vehicles. We also encourage use of the "buddy system" to walk to the parking lot. Vehicles should be locked and valuables stored out of sight. Any suspicious individuals or activity should be reported to the Campus Safety and Emergency Management Department, the Facilities Manager, the Vice President of Academic and Student Affairs, or a member of the Administration.

Potential or actual criminal activity and other emergencies can be reported by anyone on the Campuses or at the Cheshire house. The College encourages reporting directly to the local authorities in situations where the need is obvious, such as a theft or a situation requiring immediate medical attention. College personnel will be notified after emergency services are on their way to the campus.

RVCC expects students to be mature, honest and responsible members of the College community. Any behavior that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process is unacceptable. In addition, any behavior or activity that violates local, state or federal law is unacceptable and will not be tolerated. For further information, refer to the Student Code of Conduct policy located in the Student Handbook or RVCC website

Disciplinary issues are the responsibility of the Vice President of Academic and Student Affairs in conjunction with the Judicial Committee of the College. The Vice President of Academic and Student Affairs, or designee, may take administrative disciplinary action when necessary to ensure the safety of students, faculty and staff, and to ensure the continuation of the educational process.

RVCC Procedures for Responding to Sexual Assault

This section outlines the procedures each location follows in responding to reports of domestic violence, dating violence, sexual assault, or stalking. It assumes that the incident occurred on or near campus (at an official College function or on College property). However, many of the procedures and services described here also apply if the incident occurs off campus or if the individual reporting the incident is not a student.

When an incident is reported to anyone providing sexual assault resources on campus, the person to whom the report is made shall inform the student of her or his option to notify local law enforcement authorities, including the campus safety officer. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the institutional personnel to assist the student in notifying the authorities of the incident, upon the student's request. Finally, the student shall also be informed of the existing on and off campus counseling, mental health, and other student services.

If the student is willing to report the incident to campus safety, she or he is informed that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to the police.

Although the student is not required to notify any law enforcement authority regarding the incident, the person to whom the report is made shall contact campus safety to inform them that an incident of domestic violence, dating violence, sexual assault, or stalking may have occurred. Campus safety in turn shall notify the College Title IX Compliance Officer, who is responsible for coordinating the campus' response to the incident. Licensed mental health workers, who learn about sexual assault as part of their professional roles, are required to maintain confidentiality. Hence only anonymous summary statistical information will be reported. The College Title IX Coordinator will act as liaison to System Title IX Coordinator to assist in system wide tracking and monitoring of incidents of sex discrimination and sexual misconduct.

After campus safety is contacted, an officer will be dispatched to take the report. The student may request a male or female officer to take the report, and this request will be accommodated whenever possible.

If the student is unwilling to report the matter to the police or to be transported to the hospital by the police, she or he is then urged to seek assistance immediately from community health services for coordination of medical care and assistance, counseling, and other available support alternatives.

The student may request changes in her or his academic situation or, in that of an alleged assailant, after the student has made a report of an assault, and the campus shall grant any reasonable request for such change.

When a student reports being a victim of domestic violence, dating violence, sexual assault, or stalking by another student, the College will conduct an investigation and determine if College policies were violated. Depending on the circumstances, the College may impose interim protections and remedies (e.g., an interim suspension) according to the Student Code of Conduct during the College's investigation of the domestic violence, dating violence, sexual assault, or stalking allegations.

At the conclusion of its investigation, the investigator will forward findings to the Judicial Committee. After receiving the results of the investigation, the Conduct Board will determine whether or not to charge the responding student with a potential violation of the Student Code of Conduct, and communicate that decision in writing.

When student conduct charges are brought against a student by the College, the case shall be resolved according to the CCSNH Student Code of Conduct and Judicial Process.

All incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Academic and Student Affairs who will identify the appropriate investigator to complete the investigation. The conduct process is suspended until the conclusion of the investigation.

A prompt, fair, impartial investigation and resolution will be provided. The CCSNH incident resolution process must be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The responding individual is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him.

Both the reporting student and responding student can have an advisor of choice to assist them throughout the process and is entitled to information about campus policies and procedures that will be followed to address the issues.

Please note that all incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Academic and Student Affairs and CARE team for investigation and the Code of Conduct Process is suspended until the conclusion of the investigation.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted files charges with the local Police Department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted, on a case-by-case basis.

Campus Crime

A list of definitions is included below and provides basic information about each crime category.

Definitions

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

Aggravated Assault (Assault 1st & 2nd)—The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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.

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

Criminal Mischief - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Assault, Sexual - Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

Dating/Domestic Violence - "Abuse" means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/ or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim's safety.

Murder and Nonnegligent Manslaughter—The willful (nonnegligent) killing of one human being by another.

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

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

Disorderly Conduct—Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

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

Trespass of Real Property—To unlawfully enter land, a dwelling, or other real property.

Drug/Narcotic Violations—The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offences—The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Motor Vehicle Theft—The theft of a motor vehicle.

Campus Sex Crime Prevention Act & Duty to Report

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at the College, the State of New Hampshire must promptly notify the College and local Police Departments. Members of the College community who wish to obtain information regarding registered sex offenders can review the online registry or visit their local police agency.

Megan's Law information can be found at <https://www.nh.gov/safety/divisions/nhsp/offenders/disclaimer.html>. This is the Registered Offenders Against Children New Hampshire website.

Campus Support for Victims of a Sex Offense

RVCC is acutely aware of the concerns of students, faculty and staff regarding the sudden and dramatic increase in the number of victims seeking help who have been sexually harassed, assaulted or raped, experienced dating violence or stalking on college campuses. It is the policy of the Community College System of New Hampshire that all employees and students of the state's community colleges work/study/attend classes & activities in an environment that is safe, free of discrimination and harassment.

Where such activities are in violation of the RVCC Student Code of Conduct, these activities may be referred to the RVCC Judicial Board, and/or College administration for adjudication.

In the event of a claim of rape or sexual assault, the alleged victim will be:

- Supported and brought to a safe location at the Main Campus or at the Academic Centers.
- Treated with respect; placing no blame for the assault. No pressure will be used to force the alleged victim to make decisions.
- Put in contact local police authorities.
- Assisted in gaining access to the resources they need.
- Asked to keep the evidence in tact by assuring that the alleged victim does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched.
- Put in contact the Turning Points Network (Claremont) 800-639-3130, Monadnock Center for Violence Prevention (Keene) 1-888-511-6287 or WISE Upper Valley (Lebanon) 603-448-5922. These services are free and available 24-hours per day, 365 days per week.
- Put in contact with the Vice President of Academic and Student Affairs 542-7744 x5306.

If the alleged victim is reluctant to notify police and does not want medical assistance, encourage the alleged victim to contact the Turning Points Network, the Monadnock Center for Violence Prevention or WISE Upper Valley (contact info above). The Vice President of Academic and Student Affairs must be notified in all cases of rape or sexual assault, whether or not the individual wishes to press charges.

If you have been raped or sexually assaulted:

- Go to a safe place. Call a friend and or a rape crisis volunteer. Turning Points Network (Claremont) 800-639-3130, Monadnock Center for Violence Prevention (Keene) 1-888511-6287 or WISE Upper Valley (Lebanon) 603-448-5922. A trained volunteer can provide you with immediate support and information.
- Do not wash, bathe, douche or change your clothing before going for help.
- Receive medical attention for treating injuries sustained during an assault, testing for pregnancy, and sexually transmitted diseases, and collecting evidence should you choose to press charges.
- Report the crime to police.
- In the event the assault has taken place on college property, or during a college activity or event (off campus), it is important to notify the Vice President of Academic and Student Affairs (603) 542-7744 x5306

RVCC Drug & Alcohol Policy

Alcoholic Beverages and Controlled Substances

The possession, sale, or the furnishing of alcohol on the RVCC campus is governed by CCSNH Alcohol Policy and New Hampshire state law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by RVCC. Violators are subject to College disciplinary action, criminal prosecution and fines. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the CCSNH Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus not specifically allowed by CCSNH policy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. In addition, CCSNH and its colleges have an interest in off-premise events held in their names. If alcohol is used illegally or inappropriately at such events, CCSNH or the college may take steps to protect its interests including, but not limited to, instituting disciplinary action against an employee or student.

Employment Policies are available in Human Resources (Claremont campus) and Student's Code of Conduct Policies are available on-line at <http://www.ccsnh.edu/about-ccsnh/board-policiesystem-policies-and-fees> and in the online Student Handbook

Domestic Violence in the Workplace Policy

In conjunction with all public agencies and institutions in New Hampshire, RVCC abides by the Domestic Violence in the Workplace Policy. This policy addresses acts of domestic violence perpetrated by or against any employee while in college offices, facilities, work sites, vehicles or while conducting college business and specifically, that these acts will not be tolerated.

This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace.

Any employee, student or vendor who on RVCC property threatens, harasses, or abuses someone at the workplace, or from the workplace, using college resources such as work time, workplace phones, fax machines, mail or other means is subject to corrective or disciplinary action, up to and including dismissal. This policy shall be interpreted consistently with the policy prohibiting sexual harassment.

All employees need to take seriously the problem of domestic violence and its effects in the workplace. RVCC will take all reasonable measures to foster a safe working environment for all employees. Any employee can disclose that he or she is a victim or perpetrator of domestic violence to the State of New Hampshire Employee Assistance Program at 1-800-852-3345, extension 4336 or 271-8916. The Domestic Violence in the Workplace policy, in its entirety, can be found at: <http://doj.nh.gov/criminal/victim-assistance/documents/domestic-violencepolicy.pdf>.

Crime Classification	Year	On Campus Student Housing	On Campus	Non Campus	Public Property	Total
Murder & Non- Negligent Manslaughter	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Manslaughter by Negligence	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Rape	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Statutory Rape	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Incest	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Fondling	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Robbery	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Aggravated Assault	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Burglary	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Motor Vehicle Theft	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Arson	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0

Campus Crime Statistics

	Year	On Campus Student Housing	On Campus	Non Campus	Public Property	Total
HATE CRIMES/ BIAS CRIMES *						
Larceny-Theft	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Simple Assault	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Intimidation	2017	NA	0	0	0	0
	2018	NA	0	0	0	0
	2019	NA	0	0	0	0
Destruction/ Damage/Vandalism of Private Property	2017	NA	0	0	0	0

	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
VAWA OFFENSES					
Domestic Violence	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
Dating Violence	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
Stalking	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION					
Liquor Law Violations**	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
Drug Law Violations	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0
Weapons Law Violations	2017 NA	0	0	0	0
	2018 NA	0	0	0	0
	2019 NA	0	0	0	0

A paper copy of the annual crime statistics report that was sent to the Department of Education can be obtained at the RVCC Office of Campus Safety. The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of above crimes and other information, please visit the Security on Campus, Inc. Web Site at: <https://www2.ed.gov/admins/lead/safety/handbook.pdf>.

* Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

** Violations are on campus and subject to College disciplinary action/judicial referral.

Clery Location Definitions

The statistical report for the last three calendar years is shown on pages 24 & 25 of this document. The following is a list of location definitions provided and how statics are counted and categorized.

- **On Campus** - Any building or property owned or controlled by an institution with the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of the definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor). RVCC maintains Campuses in Claremont, Lebanon, and Keene.
- **Residential Facilities** - "Dormitories or other residential facilities for students on campus" is a subset of the on-campus category. RVCC does not have dormitories or other residential facilities for student housing.
- **Non-campus Building or Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. RVCC has one Non-campus property, the Cheshire House located at 67 Winchester St Keene NH. this location provides administrative and student support to RVCC students taking classes at Keene State College.
- **Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking

facilities, that is within the campus, or immediately adjacent to and accessible from the campus.