

NHTI

2008 Annual Security Report

Campus Safety

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Section 1: Campus Security Authority

A. The following have been identified as campus security authorities:

Student Affairs: VP of Student Affairs	271-6982
Campus Safety Department	271-6310/224-3287
Campus Activities	271-8905
Residence Life Staff	271-6984
Athletic Director/Coaches	271-6426
Wellness Center Director	271-6428
Advisors (Faculty/Staff) to Student Organizations	271-8905
Judicial Advisor	271-6953

B. The following describes the enforcement authority of the identified campus security authorities:

Campus Security Authorities:

Campus officials that have a significant responsibility for students and campus activities are considered to be Campus Security Authorities. The campus security authority's primary responsibility is to report allegations made in good faith to the reporting structure established by the institution. Individuals and offices that are identified as Campus Security Authorities (CSA's) are notified yearly, in writing that they are CSA's and what is required of them. This letter also includes a list of all Clery Act crimes and geographic location, as well as an explanation of the types of arrests and referrals for disciplinary action that apply to the Clery Act. CSA's are not expected to investigate the crime to determine its validity, simply to document the information and provide it to Campus Safety for follow up. A report form is attached to letter. CSA's are also provided training, provided by Campus Safety, at the beginning of each academic year to ensure they understand their role as a CSA and the requirements of that role.

Campus Safety Department:

The Campus Safety Department operates 24 hours a day, 7 days a week and employs 6 full time officers, 3 part time officers and 1 intern. All campus safety officers are CPR, AED, First Aid and NIMS certified. Full time officers attend the part-time police academy held at New Hampshire Police Standards and Training. Officers conduct vehicle and foot patrols on campus and are charged with the enforcement of federal, state and local laws, as well as, NHTI policies and regulations. Although campus safety officers do not have arrest powers, the Campus Safety Department maintains a working relationship with the New Hampshire State Police and the

Concord Police Department. Concord Police provides us with the crime statistics for public areas that border the NHTI campus, as well as, crime statistics for areas that border non-campus buildings controlled by the Institute. The Campus Safety Department does not have a formal memorandum of understanding, (MOU), in place with the New Hampshire State Police or the Concord Police Department.

Section 2: Informational/Safety Programs

Escort Service: The Campus safety Department extends both walking and mobile escorts to students, faculty and staff to and from any destination on campus. This free service is offered 24 hours a day by calling the emergency number, 224-3287.

Emergency Telephones: NHTI has 6 Code Blue Emergency Phones located throughout campus. If you need assistance of any kind, simply push the red button and the call will be initiated. These phones dial the NHTI Safety Department emergency number directly. The officer receiving the call will know which phone has been activated and will respond to your location. There are yellow 911 boxes located in all the Academic buildings. In the event of an emergency simply push the talk button to activate the phone. You will be connected with a 911 dispatcher, advise them of your issue and location. The NHTI Safety Department must be notified after a 911 call has been completed. Phones are tested monthly to ensure proper operation.

Alarm Systems: A computer based electronic system, monitored by an off campus alarm company, immediately notifies Campus Safety upon activation. These systems are presently located in the Residence Halls and Library on campus. Alarm systems are configured to denote duress, intrusion and other types of activations. In the event of fire alarm activation the Concord Fire Department will be notified immediately through a Master Box system.

Campus Safety WEB Site: NHTI maintains a web site at <http://www.nhti.edu/campuslife/campussafety.html> for quick and up-to-date information on the campus safety department and services it provides in addition to crime statistics, crime prevention information, emergency procedures, on-line registration for parking permits. This site also contains access to the list of registered sexual offenders for the State of New Hampshire. Special alerts and timely notifications are also posted to this site.

New Student Orientations: The NHTI Safety Department and Counseling services participates in all new student orientation sessions, addressing and meeting new students and their parents, making available to them printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, alcohol and other drugs, suicide prevention, methods of contacting campus safety, etc.

Crime Prevention Presentations: NHTI Campus Safety works with Residence Life, Counseling, NHTI Violence Prevention Team, the local crisis center and student organizations to present information regarding personal and property safety, crime awareness, emergency procedures, dating violence, rape, Facebook and safety department resources. In addition to hosting presentations, preventative information is also conveyed through bulletin boards located in the residence halls. Printed crime prevention brochures, posters and flyers relating to various crimes students may encounter are available and widely distributed throughout campus.

Campus Newsletter: NHTI puts out a newsletter weekly called the *Campus Comments*. The Safety Department submits an entry weekly that shows the number of items/issues that the department handled throughout the week, as well as, safety tips. This information does not include the number and type of incident reports generated on campus; that information can be obtained by viewing the campus *crime log* which is kept at the Campus Safety office.

NHTI Violence Prevention Team: This team was established in 2006 and its primary mission is to work towards the prevention of campus violence. This is accomplished through the review of NHTI policies and procedures and implementation of recommendations of the Governors' Commission on Domestic and Sexual Violence College and University Subcommittee as practicable for NHTI. Also, this team, provide educational resources to the campus community via brochures and programming.

NH Violence against Women Campus Consortium: NHTI is an active participant in this consortium whose mission is to provide a forum where post-secondary institutions in New Hampshire can discuss, develop and implement strategies to end violence against women on their respective campuses.

NH Higher Education Alcohol and Other Drug Committee: NHTI is an active participant on this committee whose mission is to bring together representatives from public and private colleges and universities who are committed to addressing alcohol and other drug issues. The committee strives to assist, support and strengthen representatives in their campus efforts to develop "low risk" environments through consultation, resource sharing and collaboration. NHTI also participates in the biennial survey conducted by this committee. This data assists NHTI in its development of educational programs and social norms campaign. NHTI utilizes the BASICS and Choices programs as the educational component of the college's alcohol and other drug policy.

NAMI NH: NHTI collaborates with NAMI to provide educational programs and resource information related to recognition of suicide warning signs and suicide prevention.

Section 3: How to Report Crimes

Contact the NHTI Campus Safety Department by:

Dialing 224-3287 from any phone to report an emergency

Dialing 271-6310 to report non-emergencies

Push the button on any Code Blue Phone on campus

Dial 9-1-1 to contact Emergency Services directly

Push the button on any Yellow 9-1-1 box in the academic buildings

Go to any office on campus and ask them to contact the Safety Department

Use the elevator phones which connect directly to the Safety Department

Access the Campus Safety website and fill out the incident report form

Campus Safety encourages prompt and accurate reporting of all criminal matters.

If you are the victim of a crime and do not want to pursue action within the College or criminal justice system, you may still want to consider making a *confidential report*. With your permission the Director of Campus Safety or a designee of Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Section 4: How to Prevent 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 may feel more comfortable calling Campus Safety for an escort to their vehicle. Also, consider using the “buddy system” to walk to the parking lot. Vehicles should always be locked and valuables stored out of sight. Any suspicious individuals or activity should be reported to Campus Safety immediately.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty or staff member to the Campus Safety Department. The College encourages reporting directly to the local authorities in situations where the need is obvious, such as a theft you see taking place or a situation requiring immediate medical attention, etc. Notification of College personnel should take place after the emergency services are on their way to the campus.

NHTI expects students to be mature, honest and responsible members of the College community. Any behavior which 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. For further information refer to the Student Code of Conduct located in the Student Handbook.

Any violation of these rules or local, state and federal laws on campus should be reported to the Campus Safety Department. Violations of the law will be reported to the appropriate local, state or federal authorities.

Disciplinary issues are the responsibility of the Student Affairs office and the Judicial Committee of the College. The Vice President of Student Affairs or his/her 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.

Section 5: Sexual Assault Policy

NHTI 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 on college campuses. It is the policy of the System that all individuals associated with the System should be able to work and study in an environment that is free of discrimination and sexual assault/harassment.

Because of the criminal nature of these activities, NHTI will refer reports of such activities to the civil authorities where and when appropriate. Where such activities are in violation of the NHTI student code of conduct, these cases may be referred to the NHTI Judicial Board and/or NHTI's administration for adjudication.

The following are definitions and referral sources for your information. (Additional information about sexual assault on college campuses can be found with the Vice President of Student Affairs, Director of Counseling, Director of Health Services, Residence Hall Directors and through local community resources.)

Sexual assault victims experience profound emotional trauma. Although victims react in different ways, common responses include feelings of shock and disbelief; intense fears about personal safety; preoccupation with recurrent intrusive thoughts about the assault; sleep disturbances; anxiety and impaired concentration; mood swings; depression; and feelings of anger, shame and self-blame. These reactions are called "post traumatic stress disorder" or "rape trauma syndrome".

Victims of acquaintance rape often experience intense feelings of shame and self-blame. Many also feel betrayed because they have been violated by someone they initially trusted. Some victims lose confidence in their own judgment and find it hard to learn to trust again.

The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or boyfriend of the victim, or someone the victim knows only casually from his/her residence hall, a class, or through mutual friends.

Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual intercourse, the act is defined as rape. The same criminal laws and penalties apply in cases of acquaintance rape in the cases of stranger rapes.

Whenever a staff member comes in contact with an individual voicing a complaint of rape or sexual assault, the following steps should be taken:

Provide support for the victim. The guidelines that follow are for providing emotional to a rape/sexual assault victim;

- Support and listen carefully to the victim.

- Realize that the wide variety of behaviors displayed is not necessarily indicative of how the victim is dealing with the assault.

- Avoid making decisions and doing "for" them.

- Place no blame for the assault.

- Avoid pressuring the student pursuing any of the options presented to them.

- Offer to assist them in gaining access to the resources they need.

Provide information and guidance to the victim. The collection of evidence does not obligate the victim to prosecute. If the student wishes to leave open the opportunity to prosecute, follow the procedures below:

- Call Campus Safety, 224-3287, who will contact the appropriate agencies if requested.

- Be sure the student does not wash, douche change or wash clothes. Anything handled by the attacker should not be touched.

- Call the Rape and Domestic Violence Crisis center through the Sexual Assault Hotline, 1-800-277-5570.

- Call NHTI counselors, 271-6983 or 271-1753.

- The victim must be made aware that a medical exam is the next step, BUT, this action will involve the Police for the remainder of the process.

- Contact the Vice President of Student Affairs, 271-6982.

- Notify the Residence Director or Director of Residence Life if the victim is a residence life student.

If the student is reluctant to notify the police and does not want medical assistance, assist the student in contacting the Rape and Domestic Violence Center and NHTI Counselor.

Campus Safety **must** be notified in all cases of rape or sexual assault, whether the individual wished to press charges or not.

If You Have Been Raped or Sexually Assaulted:

Go to a safe place-call a friend and/or a rape crisis volunteer. A trained volunteer can provide you with immediate support and information.

Don't wash, bathe, douche or change your clothing before going for help.

It is important to receive medical attention for treating injuries sustained during an assault, testing for pregnancy and sexually transmitted diseases and collecting of evidence to be used if you choose to press charges in the future.

It is important to report the crime to the police. If the assault goes unreported, the assailant will most likely be a repeat offender.

Who You Should See On Campus:

Anyone who is a victim of sexual assault should report the incident to one of the following people:

Vice President of Student Affairs	271-6982
Director of Counseling	271-6983
Director of Residence Life	271-6984
Director of Campus Safety	271-6310
Director of Health Services	271-7153

Section 6: Drug and Alcohol Policy

NHTI is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life on this campus and on campuses across the nation. NHTI encourages a commitment from students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community.

Any student in need of assistance with a personal problem with substance abuse may obtain assistance from the VP of Student Affairs, the Counseling office, Health Services and any Residence Life staff member. These people are informed, interested in your welfare and can keep a confidence. Alcoholics Anonymous meets in Sweeney Hall when the college is in session.

The following policy is intended to provide the NHTI community with information about alcohol and other drug use on the NHTI Campus:

1. All students and guest must follow the Alcohol and Other Drug Policy at NHTI. To support the policy and to minimize confusion in enforcement, no one under the age of 21 years of age may consume alcoholic beverages or possess manufactured containers that hold or

transport alcoholic on the public areas of campus, in the residence halls, or at NHTI sponsored events or activities off-campus.

2. Alcohol may be consumed by students of legal drinking age who are (a) living in the residence halls, (b) at off-campus NHTI sponsored events or activities, or (c) as designated by Presidential waiver under the following conditions:
 - a. Residence Hall students of legal drinking age will not be permitted to have excessive amounts of alcohol in their residence hall room. Excessive is defined as amounts more than 72 ounces of beer or wine per resident of the room that is of legal drinking age. *Hard liquor is not permitted.*
 - b. For health, sanitation and security reasons, residence hall students of legal drinking age can only consume beer and wine in their assigned room with the door closed. All alcoholic beverage containers must be disposed of properly. No residence hall student may use full or empty alcohol containers for display purposes.
 - c. Alcohol is prohibited in rooms where all residents are under the age of 21.
 - d. Illegal drugs as defined By State and Federal Laws are prohibited on campus and at any NHTI sponsored off-campus event or activity. Any students having these drugs in his/her possession may be referred to the civil authorities. Also, students in possession of illicit substances will face sanctions as deemed appropriate by NHTI.
 - e. The President may approve alcoholic beverages for any function on campus. The rules and regulations to be followed are:
 1. Alcoholic beverages will be permitted in segregated areas which provide for controlled checking of drivers licenses or other approved identification card. Such areas will be available only to individuals of legal drinking age and alcoholic beverages will be consumed only in these areas.
 2. Each NHTI student with a valid NHTI ID card may bring one guest to the function. The guest will be required to present a drivers license or other approved identification card and also sign the guest book.
 - f. The sale or raffle of alcoholic beverages on campus is prohibited. Exceptions to this policy may be made by the President.
 - g. Students who are in the presence of an alcohol or other drug violation are also in violation of the Alcohol and Other Drug Policy.
 - h. Students, who exhibit inappropriate behavior due to being under the influence of alcohol and/or other drugs, will be sanctioned accordingly.
 - i. NHTI students of legal drinking age attending an NHTI sponsored off-campus event (social, cultural, athletic, academic, etc.) will be permitted to consume alcoholic beverages. If a student is found to be in violation of the Alcohol and Other Drug Policy while attending an NHTI sponsored off-campus event, the student will be sanctioned accordingly to their commuter/resident status that is defined in the Alcohol and Other Drug Policy.

- j. Any student or guest, both on or off campus, discovered to be in need of medical attention will be transported to the nearest available hospital via ambulance at his/her own expense. Any treatment expenses incurred as a result of this intervention will be at the students' expense.
- k. No NHTI Club/Organization funds are to be used to purchase alcoholic beverages.

Violations of the rules concerning use of alcohol and other drugs, as set forth in the NHTI Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NHTI judicial process. Students will be removed from Residence Life if it is determined he/she is selling and/or supplying drugs, and/or supplying and/or selling alcohol to minors. The student will be brought before the NHTI Judicial Committee to determine if they should be removed from the Institute. Individuals not enrolled at NHTI who are found to be in violation of the college's policy will be placed on the Persona Non Grata list. For a complete list of sanctions for violating the NHTI Drug and Alcohol Policy refer to the Student Handbook which can be accessed via the NHTI.edu website.

Section 7: Access to Campus Facilities

NHTI has three co-ed residence halls providing housing for approximately 350 students. Residence halls are secure 24 hours a day. All residence halls are equipped with card access and intrusion alarms. Only students living in a particular Hall have card access to that building. Visitors from other buildings or off-campus can only gain access by being a guest of a resident of that building. At 7 PM, all guests are required to sign-in at the front desk and too leave their ID. All overnight guests are required to notify a staff member by 10 PM and fill out the appropriate paperwork.

During off hours, access to the academic buildings can be gained by contacting NHTI Campus Safety at 224-3287 or 271-6310. Faculty and Staff must have a current NHTI ID in order to access the facilities. Students must have a current NHTI ID and a permission slip from the appropriate academic department in order to be let into a classroom during off hours.

Annual Fire Safety Reporting on Student Housing

NHTI Residential Facilities	Fire Alarm Monitoring Done on Site (by CFD)	Partial 1 Sprinkler System	Full 2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation plans/ Placards	Number of Evacuation (Fire) Drills Each Academic Year
North Hall	X	X	X	X	X		2
South Hall	X	X	X	X	X		2
Strout Hall	X	X	X	X	X		2

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler System is defined as having sprinklers in both the common areas and the individual rooms.

Section 8: On Campus Housing Fire Suppression Notification

NHTI has three residence halls on campus that house approximately 350 students. Each hall is equipped with a Simplex 4100U fire panel and each hall has a full sprinkler system.

Students are advised of the fire evacuation procedures they are to follow at the beginning of each semester. Evacuation routes are posted in each hall and students are encouraged to become familiar with them.

Once students have evacuated their hall they are instructed by Residence Life staff where they are to congregate (a minimum of 50 feet away from building) to await further instructions.

The Campus Safety Department in conjunction with the Residence Life staff will conduct 2 fire drills in each hall, yearly.

Open flames, candles, incense, lit cigarettes are not allowed in any area of the residence halls.

The following electrical appliances are not permitted in resident rooms; air conditioners, heating units, sun lamps, halogen and lava lamps, toasters, grills, coffee pots, heating coils, personal refrigerators, microwaves and hot plates.

The Campus Safety Department conducts fire extinguisher training for all resident assistants and resident directors at the beginning of each fall semester. This training is also extended to other campus staff members who would like to attend. Fire safety and evacuation procedures are also discussed during this training.

If a fire is discovered on campus or in any campus building Campus Safety should be notified immediately by calling 224-3287.

Section 9: Timely Warnings

Campus Alert: The Campus Safety Alert is provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. In general, criminal suspects are unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, Campus Safety and the College Administration will look at each incident to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary. The Alert also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported.

The Campus Safety Department is responsible for issuing a Campus Safety Alert when a crime is reported to or brought to the attention of that office, and the crime represents a threat to the safety of members of the campus community. Information for alerts also comes from other offices on campus and local law enforcement agencies. Every attempt will be made to distribute the Alert within 6 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to residence halls, academic buildings and student center via postings. Alerts are also distributed through the campus e-mail network, the Campus Safety Website and through local media outlets when appropriate.

Section 10: Immediate Notification

In the event of a serious incident which poses an immediate threat to the NHTI Community, NHTI will communicate the information to the campus immediately by the following mechanisms;

Campus E-Mails

Emergency messages scrolled across the NHTI website

Local news media, WMUR-channel 9

Public Address Systems located in the Residence Halls

The CCSNH System has partnered with Connect-ED. This service will provide us with the ability to notify the campus community of an emergency via text messages, voice messages and e-mail's. This system is presently in the test phase and is scheduled to go live January, 2010.

When made aware of an emergency or dangerous situation, NHTI Campus Safety will investigate immediately. Once it has been confirmed that the situation may pose an immediate threat to the campus community, Campus safety will collaborate with the NHTI Public Information Office in drafting an emergency message for the campus community. This message will be sent to the campus community immediately, using the methods stated above, unless it is determined by the first responders, Campus Safety, NH State Police, Concord Police Department and Concord Fire Department, that issuing the notification will compromise the efforts to mitigate the emergency.

NHTI will post updates during an emergency/dangerous situation on the NHTI website at <http://www.nhti.edu/campuslife/campussafety.html>.

Section 11: Testing Emergency Response and Evacuation Procedures

NHTI will conduct a yearly test of its emergency response plan and notification systems on campus. All testing will be documented including the date, time and whether or not the test was announced or unannounced. Results of these tests, as well as, the NHTI response and evacuation procedures will be posted on the NHTI website and in the Campus Comments. Testing results will be kept on file at the Campus Safety office and are available for review by members of the campus community.

Section 12: Sex Offender Registry

Information regarding registered sex offenders for the State of New Hampshire, Megan's Law, can be found on the Campus Safety website located at <http://www.nhti.edu/campuslife/campussafety.html>.

Section 13: Campus Crime Statistics

Offense	On Campus			**Residential Facilities			Non-Campus			Public Property			Total		
	2008	2007	2006	2008	2007	2006	2008	2007	2006	2008	2007	2006	2008	2007	2006
Murder / Non Negligent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense, Forcible	0	1	0	0	1	0	0	0	0	0	0	0	0	1	0
Sex Offense, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Burglary	4	11	9	3	11	9	0	0	0	0	0	0	4	11	9
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	1	3	6	0	2	4	0	0	0	0	0	0	1	3	6
Liquor Law Violations	37	61	125	0	0	0	0	0	0	0	0	0	37	61	125
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	21	3	25	0	0	0	0	0	0	0	0	0	21	3	25
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	1	2	6	0	0	0	0	0	0	0	0	0	1	2	6
Hate Crime: (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Race</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Ethnicity/Natural Origin</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Crimes reported in the Residential Facilities column are also included in the On Campus Category

A paper copy of the annual crime statistics report that was sent to the Department of Education can be obtained at the NHTI Campus Safety office.

- * Violations are on campus and subject to college disciplinary action/judicial referral.
- ** Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

Recent amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain of campus locations. It also requires that "campus security authorities" report crime statistics for inclusion in the college's Annual Security Report. If you are listed below in the distribution list, then you are a "campus security authority" as that term has been defined by the United States Department of Education. "Campus security authorities" are defined by position as "an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses".

This includes advisors to student organizations, athletic team coaches, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services. Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. As per our normal process, you should continue to immediately report any crime or violation of the NHTI Code of Conduct to the NHTI Campus Safety Department. If you become aware of any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, and this crime has not been reported to anyone else, report the crime using the Campus Safety Incident Report Form and contact the Campus Safety Department immediately.

The following lists of crimes (and their definitions) are those which are required to be reported to the United States Department of Education (crime definitions from the Uniform Crime Reporting Handbook).

Hate Crimes Involving Bodily Injury: a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

Robbery: the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses- Non-forcible: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. Age of consent in NH - (under the age of 16, unless that person is the other person's legal spouse - NH RSA 632- A:3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half

blood, or an uncle, aunt, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption NH RSA 639-A:2.).

Section 14: Missing Students That Reside On-Campus

If a member of the campus community has reason to believe that a student that resides on campus is missing, they should immediately notify the Campus Safety Department at 224-3287. Campus Safety will initiate an investigation.

After the initial investigation, should Campus Safety determine that the student has been missing for more than 24 hours, Campus Safety will notify the New Hampshire State Police and the student's emergency contact. If the missing student is under the age of 18 and not emancipated, Campus Safety will notify the student's parent or legal guardian in addition to any additional contact person designated by the student, immediately after Campus Safety has determined that the student has been missing for more than 24 hours.

Students living on campus can designate a confidential contact that will be notified in the event they are determined to be missing for more than 24 hours. This information will be collected by the Campus safety Department and is kept confidential and will only be used should it be determined that the student has been missing for more than 24 hours.

Section 15: Availability of Annual Security Report

The Annual Security Report is available October 1st of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the NHTI; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting NHTI's Campus Safety Department or by accessing the following website, <http://www.nhti.edu/campuslife/campussafety.html>.