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**This Manual was drafted by the NHTI Safety Department. Any Questions or concerns can be directed to Director of Campus Safety, Anne Breen at 271-6310.**

## **Attempted Suicide /Self Inflicted Injury Of Student Protocol**

If a student has inflicted injury to self or ingested a substance in a possible suicide attempt, the member of the campus community, who first responded, should call the Department of Public Safety's 911 number and then contact Campus Safety (224-3287 or 271-6310) immediately thereafter.

**NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.**

- 1. Campus Safety**
  - A. Facilitate access for emergency services.
  
- 2. Contact NH Public Safety's 911 #**

(Unless previously contacted)
  
- 3. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**

(W) 224-3287 or 271-6310

  - A. Liaison with State Police/Emergency Services.
  
- 4. Contact Health Services**

(Office hours only) 8:00 am to 4:30 am

  - A. Extend medical treatment.
  
- 5. Contact Director of Residence Life**

(If resident hall student) (W) 271-6984

  - A. Liaison with Resident Director.
  - B. Liaison with Resident Assistant.
  - C. Liaison with Resident Hall Students.
  
- 6. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

  - A. Handle immediate and follow-up treatment.
  
- 7. Contact Vice President of Student Affairs**

(W) 271-6982

  - A. Notify Public Information Officer.
  - B. Notify NHTI Administration.
  
- 8. Contact Maintenance Plant Maintenance Engineer**

(W) 271-2474

  - A. Contact appropriate maintenance personnel for cleanup.
  - B. Facilitate clean up as needed.

9. The student will be evaluated by a responding EMT and transported to Concord Hospital.
10. If a residence hall student is released following evaluation by an Emergency Services clinician at Concord Hospital, the student may return to their residence hall. The student must provide written documentation to Campus Safety from the Emergency Services clinician supporting the release before being admitted into the residence hall. The student will arrange to meet with the Director of Health Services and NHTI Student Affairs Counselor within 24 hours or first working day upon return. If a tendency for further suicide behavior is indicated, the student will be referred to the appropriate community agency and evaluated as to academic and/or residence status. If the student resists intervention, he/she may be denied academic and/or residence statuses until the proper procedures are implemented. Students must provide written documentation to either NHTI Student Affairs Counselors regarding counseling or therapy programs they are pursuing.
11. If a student indicates inflicting injury to self or ingesting a substance for a suicide attempt, the staff member who first responded will call the Residence Directors, if a resident hall student, Campus Safety and Counseling and any other campus personnel on a need-to-know basis. If hospitalized, the student will arrange a meeting with either of the NHTI Student Affairs Counselors within 24 hours or within one working day following discharge. The NHTI Student Affairs Counselor that met with the individual will evaluate and initiate proper intervention procedures. In cases of repeated attempts or ongoing threats of such, the NHTI Counselor may request that the Vice President of Student Affairs convene a committee for the purpose of behavior evaluation and action.
12. The Committee shall consist of the following; Vice-President of Student Affairs, NHTI Student Affairs Counselors, Director of Residence Life, if a resident hall student, Residence Directors, if a resident hall student, Director of Health Services, appropriate Department Chair, Director of Campus Safety and appropriate Non- Institute Counselor.
13. An action plan will be developed and put into place regarding the student. If the student fails to adhere to the assessment plan, they may be subject to disciplinary action up to and including suspension and/or withdrawal.
14. The Vice-President of Student Affairs may take other steps; including contacting the parents and/or other significant others in the event of a potentially lethal suicide attempt or in the event of repeated suicide attempts.

## **Bomb Threat Protocol**

Whenever a member of the campus community has knowledge of a possible bomb threat, the following steps will be taken:

Upon receipt of a bomb threat:

1. Request that the caller identify the exact location of the bomb.
2. Request the time and type of explosive.
3. Request the name and attempt to identify the caller's age, sex, manner of speech.
4. Write down the exact words spoken as soon after the call as possible.
5. Notify Campus Safety.

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

**1. Contact Director of Campus Safety and/or  
Assistant Director of Campus Safety**  
(W) 224-3287 or 271-6310

- A. Liaison with State Police/Emergency Services.

**2. Contact NH Public Safety's 911 #**

- A. Facilitate access for emergency services.

**3. *If any building has been evacuated***  
**Contact Vice President of Student Affairs**  
(W) 271- 6982

- A. Notify Director of Communications.
- B. Liaison with NHTI President.
- C. Liaison with other NHTI Administration (Vice President Academics, Vice President CCA).

**4. *If a residence hall has been evacuated***  
**Contact Director of Residence Life**  
(W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Residence Hall Students.

## Contacting Campus Safety

Campus Safety will be contacted for the following:

1. Violations of all state and federal laws and campus policies.
2. Unusual activity that may require assistance.
3. Reports of attempted assaults, actual assaults, attempted rape, rape, indecent exposure, unwanted advances.

### **Preventative measures:**

1. If an individual's behavior arouses suspicion, contact campus safety.
2. The presence of any weapon/firearm on campus should be reported to Campus Safety immediately.
  - A. Emergency Phone number 224-3287, 9-224-3287 if calling from a NHTI telephone. This number can be used 24hrs.a day 7 days a week.
  - B. Office phone 271-6310. During business hours 8:00 am-04:00 pm.
  - C. Code Blue emergency phones. Contacts campus safety for immediate and direct assistance.
  - D. Email at [ABreen@ccsnh.edu](mailto:ABreen@ccsnh.edu) or [JBishop@ccsnh.edu](mailto:JBishop@ccsnh.edu) for any questions, concerns or information regarding NHTI Campus Safety.
  - E. Employees wishing to file a report can use EIR (Electronic Incident Reporting) which is accessible on their computer. This is an electronic report writing software used by the NHTI Safety Department.

## **Crisis Management Protocol**

The purpose of this document is to provide a clear and straightforward guide for the procedures to be adopted in the event of a critical incident on campus. Any of these incidents may be received by the college through a variety of channels and by any member of the college community. Therefore it is important that these procedures are widely disseminated so that you are clear whom you should contact if you become involved in any incident. These procedures are one of a series dealing with non-standard incidents or circumstances, which require a coordinated response by the college.

NHTI has an established Critical Incident Response Team, (C.I.R.T.). The team addresses such issues as weather, natural disaster, fire, weapons, and acts of terrorism and provides protocols to ensure the health and safety of our students, faculty and staff during these emergencies. In the event of an emergency, the Critical Incident Response Team will constantly assess the situation as it unfolds and adjust its response as needed to protect the health and safety of the campus community.

Whenever a member of the campus community becomes involved in or has knowledge of an incident that would require a coordinated response by the college, the following steps will be taken:

- A. Contact Campus Safety**
- B. Contact Public Safety's 911 #**

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

- 1. Contact Public Safety's 911 #**
- 2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**  
(W) 224-3287 or 271-6310
  - A. Liaison with State Police/Emergency Services.  
(Concord Fire, Police, NH State Police)
- 3. Contact Vice President of Student Affairs**  
(W) 271- 6982
  - A. Contact PIO.
  - B. Contact NHTI Administration.
  - C. Contact family members.
- 4. Contact Maintenance Plant Maintenance Engineer**  
(W) 271-2474
  - A. Contact appropriate internal/external staff.
  - B. Coordinate any cleanup efforts needed.
- 5. Contact Health Services (If injuries involved)**  
(W) 271-7153
  - A. Liaison with emergency/external medical service

**6. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Coordinate counseling if needed.
- B. Liaison with Riverbend Emergency Services and State Behavioral Response Team.

**7. Contact Director of Residence Life**

(If residence hall incident or residence halls needed for staging)

(W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

**8. Food Services Director**

(W) 224-3111

- A. Coordinate food distribution.

**9. Contact Police Standards and Christa McAuliffe Planetarium**

(W) 271-2133 (W) 271-7831

- A. Advise of incident status.

**10. Pre-readiness**

**Critical Incident Response Team**

- A. Purpose is to coordinate a swift, unified and comprehensive response to a serious event.
- B. The Team will be convened under the authority of the President of NHTI.

Composition of the Team is as follows:

- 1. Vice President of Student Affairs/Team Coordinator
- 2. Vice President of Academic Affairs
- 3. Vice President of Corporate and Community Affairs
- 4. Director of Communications
- 5. Director of Campus Safety
- 6. Institute Counselors
- 7. Plant Maintenance Engineer

## 11. Immediate Response

- A. Initial assessment with appropriate agencies by Team Coordinator/Public Information Officer and notification of NHTI President.
- B. Emergency shelter or facilities by Team Coordinator, Plant Maintenance Engineer, Director of Campus Safety, Director of Residence Life and Director of Food Services.
- C. Counseling/decompression-reassurance, support: NHTI Counselors, Vice Presidents. Riverbend Emergency Services, State Behavioral Response Team.
- D. Damage assessment/clean up: Director of Campus Safety, Plant Maintenance Engineer.
- E. Preparing a public response: Director of Communications.
- F. Meet with displaced students, staff and/or faculty: Institute Counselors, Vice Presidents, Riverbend Emergency Services, State Behavioral Response Team.
- G. Students, staff and faculty access to buildings: Director of Campus Safety, Plant Maintenance Engineer.
- H. Coordinating community response: Director of Communications, Team Coordinator.
- I. Insurance process.
- J. Judicial action by NHTI: Vice President of Student Affairs and Judicial Advisor.
- K. Calming fears: NHTI Student Affairs Counselors, Riverbend Emergency Services, State Behavioral Response Team.

## 12. Long Term Response

- A. Follow up: Public Information Officer.
- B. Cleanup, repair or rebuilding/hazardous materials/waste removal, etc.: Plant Maintenance Engineer.
- C. Criminal process completed: Director of Campus Safety.
- D. Gather information for evaluation or legal use: Team Coordinator, Director of Campus Safety.
- E. The Team Coordinator will make a written report to the convening authority for each incident including, but not limited to:
  - a. History
  - b. Facts
  - c. Analysis
  - d. Recommendation
  - e. Location and content of all files

## Death of a Student Protocol

The death of a student may sometimes be a sudden and dramatic one, which will involve comment and, possibly, media interest. Everyone, faculty, staff and students, should behave in a highly sensitive manner, out of respect for the student and their family.

The location and circumstances of the death will dictate the type of response from the college. Occasionally the death of a student may create an emergency. IE: if a student collapses and dies during an exam; when another dies in an accident in the Residence Halls; or if a student dies at an NHTI sponsored off-campus event. Or the information may come from the student's family. Clearly the nature of circumstances will determine the nature of the response by the college.

Whenever a member of the campus community has knowledge of the death of a NHTI student, they should immediately contact NHTI Campus Safety (224-3287 or 271-6310).

The following procedures attempt to provide guidelines to cover most circumstances. NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

- 1. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**  
(W) 224-3287 or 271-6310
  - A. Liaison with State Police.
  
- 2. Contact Vice President of Student Affairs**  
(W) 271- 6982
  - A. Notify President
  - B. Notify DIRECTOR OF COMMUNICATIONS
  - C. Notify Department Head
  - D. Notify Family
  
- 3. Contact Director of Residence Life**  
(If resident hall student) (W) 271-6984
  - A. Liaison with Resident Directors.
  - B. Liaison with Resident Assistants.
  - C. Liaison with Resident Hall Students.
  
- 4. Contact Director of Counseling Services**  
(W) 271-6983 or 271-1753
  - A. Coordinate counseling services.
  - B. Liaison with Riverbend Emergency Services.
  
- 5. Contact Director of Health Services**  
(Contact during business hours only) (W) 271-7153
  
- 6. Contact Maintenance Plant Maintenance Engineer**  
(W) 271-2474
  - A. Contact appropriate maintenance personnel for clean up as needed.
  
- 7. Contact State Police**  
(W) 271-3636
  - A. Follow up on suspicious circumstances.

## Disruptive Student in the Classroom Protocol

Disruptive behavior prevents an instructor from teaching and/or prevents students from learning. Often, disruptive behavior is repeated or continuous but it may be a single disruptive event. Disruptive behaviors may include monopolizing discussions, talking, changing subjects, arriving late, leaving early, sleeping, eating, passing notes, and answering cell phones.

The first step in preventing disruptive behavior in your classroom is to outline classroom management policies in your syllabus. You have the right to set forth what is acceptable and what is not within your classroom. Go over the syllabus in class with the students. Having the students help establish an addendum of the rules to the syllabus will create a sense of ownership for the class and will increase the chances that students will follow the rules. Be careful about creating too much informality within the classroom environment. Role model the behavior you want from the students. Request occasional feedback (anonymous) on how the class is going.

If after instituting some or all of these steps, a situation still arises, try using some of these de-escalation strategies; if it's a talking issue, stand right next to the offender. Stop and wait for the student to settle down before proceeding with the lesson. If they continue their behavior, be direct, and calmly ask them to stop. In more serious situations, ask the student to leave the room and meet with you in your office during office hours.

If a direct, indirect or implied threat is made against you or you feel you are in danger, contact the NHTI Campus Safety department (224-3287 or 271-6310) as soon as you have removed yourself from the situation. Also, NHTI Campus Safety should be called if a threat is made against another student, there is a weapon in the room or the student appears to be unstable. Remember to stay calm and do not become defensive. If you have requested the student to leave the classroom and they refuse, consider dismissing the class. Then advise the offending student that you will need to meet with them during your normal office hours.

Remember to **DOCUMENT** everything.

When you meet with the student, you want to protect yourself from potential danger or unfounded allegations. Consider using a conference room where others will see the meeting without hearing the discussion. Have another person present with you in the room.

After the meeting, give the student a letter or memo which contains a summary of the meeting, future expectations of behavior, future consequences if the behavior persists.

In the event the student remains uncooperative, the following steps should be taken:

### 1. Contact Campus Safety

(W) 224-3287 or 271-6310

- A. Will respond and assist with the removal of the student.
- B. Liaison with New Hampshire State Police if necessary

**2. Contact Department Head of appropriate program**

- A. File incident report using EIR regarding the incident
- B. Meet with the student

**3. Contact Vice President of Academic Affairs**

(W) 271-7150

- A. Follow-up with Department head and faculty member

**4. Contact Director of Counseling Services.**

(W) 271-6983 or 271-1753

- A. Handle immediate and follow up treatment

## **Domestic Violence Protocol**

Domestic violence, also known as interpersonal violence, is a serious problem that affects people from all walks of life. It can adversely affect the well being of perpetrators as well as victims/survivors. Ninety-five percent of domestic violence involves female victims/survivors and male perpetrators and 5% of the times males report as victims of violence. Domestic violence is a pattern of verbal, physical, sexual, psychological and/or economic behaviors intended to establish and maintain control over a partner in a current or former dating, married, or cohabiting relationships. Interpersonal violence is found at about equal rates in heterosexual, gay and lesbian relationships. NHTI is committed to working to assist students in an effort to end interpersonal violence and the cycle of violence in families.

Whenever a member of the campus community has knowledge of a domestic violence incident, they will immediately contact NHTI Campus Safety (224-3287 or 271-6310).

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

### **1. Contact Campus Safety**

- A. If requested by victim contact 911.
- B. If requested by victim contact Domestic Violence Hotline 1-866-644-3574, or if Merrimack county resident 1-866-841-6229.

### **2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**

(W) 224-3287 or 271-6310

- A. Liaison with State Police/Emergency Services.

### **3. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Handle immediate and follow up treatment.

### **4. Contact Director of Health Services**

(Business hours only) (W) 271-7153

- A. Extend medical treatment.
- B. Liaison with emergency services.

### **5. Contact Director of Residence Life**

(If residence hall student) (W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

## 6. Contact Vice President of Student Affairs

(W) 271- 6982

- A. Notify Director of Communications, if warranted.
  - B. Notify NHTI Administration, if warranted.
1. During normal business hours, **NHTI Counseling (271-6983)** and/ or **Health Services (271-7153)** will consult with any individual who discloses they are concerned about or experiencing violence. Referral information for follow-up assistance will be provided.
  2. Victims are encouraged to provide NHTI Campus Safety with a photocopy of Bail Conditions, Emergency, Temporary or Final Protective or Stalking Orders as obtained through police or a judge as well as a photograph or physical description of the perpetrator. NHTI is able to honor Protection Orders only if a copy is on file with Campus Safety. Protection Orders should include directives from the judge regarding contact restrictions at NHTI if both parties are students.
  3. Victims are encouraged to save any threatening email or voice mail messages. These can potentially be used for future legal action or can serve as evidence that an existing civil protection order was violated. (Do NOT tape telephone conversations without telling the perpetrator he or she is being taped beforehand. It is illegal to tape someone without his/her knowledge and renders such evidence useless.)
  4. NHTI Campus Safety will assist individuals with parking and escort arrangements as needed. For emergency assistance on campus, please use the **Code Blue Emergency Call boxes** or call **NHTI Campus Safety at 224-3287**.
  5. The **Domestic Violence Hotline** may be contacted at **1-866-644-3574** or **1-866-644-6229** for Merrimack County residents, at any time to reach the local domestic and sexual violence Crisis Line for free, private and anonymous assistance.
  6. Victims may contact the police at any time by dialing 9-1-1, or if using a campus phone, dial 9-9-1-1.
  7. If a student is under the age of 18, an injury believed to have been caused by a criminal act must be reported to the police. Even if there is no current injury, suspected child abuse must be reported under RSA 169-C. There are no exceptions.
  8. If a student is 18 years of age or older and is referred under Division of Elderly and Adult Services guidelines as dependent on others to manage personal, home, or financial affairs, the injury must be reported pursuant to RSA 161-F: 46.
  9. Students who do not fall into any of the categories above, but who have injuries caused by domestic violence or sexual assault, must be asked whether they object to having their injuries reported to the police.
  10. The NHTI community is encouraged to refer students to NHTI Counseling, Health Services and/or Campus Safety for assistance

### **RSA 631:1 First Degree Assault**

- I. A person is guilty of a class A felony if he: (a) Purposely causes serious bodily injury to another; or (b) Purposely or knowingly causes bodily injury to another by means of a deadly weapon, except that if the deadly weapon is a firearm, he shall be sentenced in accordance with RSA 651:2, II-g; or (c) Purposely or knowingly causes injury to another resulting in miscarriage or stillbirth; or (d) Knowingly or recklessly causes serious bodily injury to a person under age 13 years of age.
- II. In this section: (a) “Miscarriage” means the interruption of the normal development of the fetus other than by a live birth and not an induced abortion, resulting in the complete expulsion or extraction of a fetus; and (b) “Stillbirth” means the death of a fetus prior to complete expulsion or extraction and not an induced abortion.

**Source:** 1971, 518:1. 1979,126:1. 1990,95:2. 1991, 75:1, 1992, 71:1, eff. Jan. 1, 1993.

RSA information may be found at:

<http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-1.htm>

### **RSA 631:2 Second Degree Assault**

- I. A person is guilty of a class B felony if he: (a) Knowingly or recklessly causes serious bodily injury to another; or (b) Recklessly causes bodily injury to another by means of a deadly weapon, except that if the deadly weapon is a firearm, he shall be sentenced in accordance with RSA 651:2 II-g; or (c) Recklessly causes bodily injury to another under circumstances manifesting extreme indifference to the value of human life; or (d) Purposely or knowingly causes bodily injury to a child under 13 years of age; or (e) Recklessly or negligently causes injury to another resulting in miscarriage or stillbirth.
- II. In this section: (a) “Miscarriage” means the interruption of the normal development of the fetus other than by a live birth and not an induced abortion, resulting in the complete expulsion or extraction of a fetus; and (b) “Stillbirth” means the death of a fetus prior to complete expulsion or extraction and not an induced abortion.

**Source:** 1971,518:1. 1979,126:2. 1985, 181:1. 1990,95:3. 1991, 75:2, eff. Jan. 1, 1992.

RSA information may be found at:

<http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-2.htm>

### **RSA 631:2-a Simple Assault**

- I. A person is guilty of simple assault if he (a) Purposely or knowingly causes bodily injury or unprivileged physical contact with another; or (b) Recklessly causes bodily injury to another; or (c) Negligently causes bodily injury to another by means of a deadly weapon.
- II. Simple assault is a misdemeanor unless committed in a fight entered into by mutual consent, in which case it is a violation.

**Source:** 1979, 126:3, eff Aug. 4, 1979.

RSA information may be found at:

<http://www.gencourt.state.nh.us/RSA/html/LXII/631/631-2-a.htm>

### **RSA 631:3 Reckless Conduct**

- I. A person is guilty of reckless conduct if he recklessly engages in conduct which places or may place another in danger of serious bodily injury.

II. Reckless conduct is a class B felony if the person uses a deadly weapon as defined in RSA 625:11,V. All other reckless conduct is a misdemeanor.

**Source:** 1971,518:1. 1994,187:1, eff. Jan. 1, 1995

RSA information may be found at:

<http://www.gencourt.state.nh.us/RSA/html/LXII/631/631-3.htm>

### **RSA 631:4 Criminal Threatening**

I. A person is guilty of criminal threatening when:

- (a) By physical conduct, the person purposely places or attempts to place another in fear of imminent bodily injury or physical contact; or
- (b) The person places any object or graffiti on the property of another person with a purpose to coerce or terrorize any person; or
- (c) The person threatens to commit any crime against the property of another with a purpose to coerce or terrorize any person; or (d) The person threatens to commit any crime against the person of another with a purpose to terrorize any person; or
- (d) The person threatens to commit any crime of violence, or threatens the delivery or use of a biological or chemical substance, with a purpose to cause evacuation of a building, place of assembly, facility of public transportation or otherwise to cause serious public inconvenience, or in reckless disregard of causing such fear, terror or inconvenience; or
- (e) The person delivers, threatens to deliver, or causes the delivery of any substance the actor knows could be perceived as a biological or chemical substance, to another person with the purpose of causing fear or terror, or in reckless disregard of causing such fear or terror.

II. (a) Criminal threatening is a class B felony if the person: (1) Violates the provisions of subparagraph I(e); or (2) Uses a deadly weapon as defined in RSA 625:11,V in the violation of the provisions of subparagraph I(a), I(b), I(c), or I(d). (b) All other criminal threatening is a misdemeanor.

III. (a) As used in this section, “property” has the same meaning as in RSA 637:2,I; “property of another” has the same meaning as in RSA 637:2, IV.

(b) As used in this section, “terrorize” means to cause alarm, fright, or dread; the state of mind induced by the apprehension of hurt from some hostile or threatening event or manifestation.

**Source:** 1971, 518:1. 1983,338:1. 1994, 187:2, eff. Jan. 1, 1995. 1996, 92:1, eff. Jan. 1, 1997. 2002 222:7, eff. Jan. 1, 2003. 2003, 69:1, eff. Jan. 1, 2004.

RSA information may be found at:

<http://www.gencourt.state.nh.us/RSA/html/LXII/631/631-4.htm>

### **RSA 631:6 Failure to Report Injuries**

I. Except as provided in paragraph II, a person is guilty of a misdemeanor if, having knowingly treated or assisted another for a gunshot wound or for any other injury he believes to have been caused by a criminal act, he fails to immediately notify a law enforcement official of all of the information he possesses concerning the injury.

II. A person who has rendered treatment or assistance is excepted from the reporting provisions of paragraph I if the person seeking or receiving treatment or other

assistance: (a) is 18 years of age or older, (b) has been a victim of a sexual assault offense or abuse as defined in RSA 173-B:1, and (c) objects to the release of any information to law enforcement officials. This exception shall not apply if the sexual assault or abuse victim is also being treated for a gunshot wound or other serious bodily injury.

**Source:** 1971, 518:1. 1991, 59:1. 1993, 95:1, 3, eff. Jan. 1, 1994.

RSA information may be found at:

<http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-6.htm>

## Hate/Bias Protocol

NHTI, Concord's Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national origin, age, sex, disability, veteran status, sexual orientation, or marital status. As part of our Mission Statement, we believe in the unique value of each individual, appreciation for diversity and mutual respect for students and colleagues.

With this mission statement as our guide, the campus community will respond quickly to any and all incidents that appear to be Hate or Bias motivated.

Hate crimes on college campuses involve a range of criminal conduct from threats to bombings to violent physical assaults. A hate crime is one in which a perpetrator's conduct was motivated by hatred, bias or prejudice, based on the actual or perceived race, religion, national origin, ethnicity, gender, sexual orientation or disability of another individual or group of individuals. The Clery Act requires NHTI to report as "hate crime" the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Fortunately, hate crimes occur with relative infrequency on most campuses, according to the U.S. Department of Justice.

Bias incidents (acts of prejudice that are not accompanied by violence, the threat of violence, property damage, or other illegal conduct) are far more common. Bias incidents may violate some campus disciplinary or harassment policies (making them reportable under the Clery Act), but they do not violate civil or criminal hate crime statutes. The categories of bias, for the purposes of Clery Act reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.

New Hampshire hate crime legislation creates penalty enhancements for pre-existing crimes when those crimes were substantially motivated by hatred, bias, or prejudice, based on the victim's inclusion in one of several legally-specified protected categories. Thus, the commission of a hate crime requires that two elements be proven. First it must be shown that the defendant committed an offense, such as assault, robbery, manslaughter, or kidnapping. Secondly, it must be shown that the defendant was substantially motivated to commit the crime because of hostility towards the victim's religion, race, creed, sexual orientation, national origin or sex.

Whenever a member of the campus community has knowledge of a criminal act that they believe was motivated by hate or bias, they will immediately contact NHTI Campus safety (224-3287 or 271-6310).

The NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

### **1. Contact Campus Safety**

Emergency 224-3287 or office 271-6310

A. Will start initial investigation.

B. Contact 911, if requested to do so by victim.

- 2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**  
(W) 224-3287 or 271-6310
  - A. Liaison with State Police/NHTI Counseling/Civil Equity.
  - B. Liaison with Attorney General's office if needed.
  
- 3. Contact Director of Counseling Services**  
(W) 271-6983 or 271-1753
  - A. Handle immediate and follow-up treatment.
  
- 4. Contact Civil Equity Coordinator**  
(W) 271-2583
  - A. Work with Safety Department during investigation.
  
- 5. Contact Health Services**  
(W) 271-7153
  - A. Provide medical care if needed.
  - B. Liaison with emergency services.
  
- 6. Contact Director of Residence Life**  
(W) 271-6984 (If Residence Hall student)
  - A. Liaison with Resident Director.
  - B. Liaison with Resident Assistant.
  - C. Liaison with Resident Hall Students.
  
- 7. Contact Vice President of Student Affairs**  
(W) 271- 6982
  - A. Notify NHTI Administration
  - B. Notify Director of Communications

The primary responsibility of the first responder to the scene is to gather preliminary information and lend support to the victim. If the victim suffers from physical injuries, medical services will be contacted. Counseling services will be extended to the victim as well. First responders must be sensitive to the psychological impact to the victim which can result from a hate motivated incident.

## Hostage Situation Protocol

Hostage taking is a violent criminal offense involving the holding of an individual(s) hostage, or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral and/or verbal actions. Hostage situations are very unpredictable and dangerous for all persons involved. In any hostage situation, the safety of those persons involved (both directly and indirectly) is the top priority. Any actions taken should be done with this in mind.

If you see a hostage situation developing, move people away from the area of concern. Do not try to intervene if the hostage taker is unaware of your presence. Call Campus Safety at 224-3287. Contact the State Police by using 911. Identify yourself to Campus Safety and State Police when they arrive on the scene. Provide them with as much information about the scene and the hostage taker as possible.

Included in that information should be:

1. Location of the hostage-taker
2. Description of the hostage-taker (sex, race, age, height, weight, hair, clothing, etc.)
3. Number and description of hostages
4. Any person currently communicating with the hostage-taker
5. Any known weapons either seen by staff or mentioned by the hostage-taker
6. Any statements made by the hostage-taker

Refrain from discussing any information with the media or family. All inquiries should be coordinated through the Director of Communications.

If you are taken hostage, attempt to stay calm and keep your students calm. Do not attempt to disarm the hostage-taker. Follow the directions of the hostage-taker and keep the hostage-taker talking about whatever they want to talk about. The person is less likely to take action if they are communication with someone. Do not make any promises or guarantees to the hostage taker. Do not argue with the hostage taker, attempt to be respectful.

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

- 1. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**  
(W) 224-3287 or 271-6310

A. Liaison with State Police.

- 2. Contact Vice President of Student Affairs**  
(W) 271- 6982

- A. Notify President
- B. Notify Director of Communications
- C. Notify Department Head
- D. Notify Family

**3. Contact Director of Residence Life**

(If resident hall student) (W) 271-6984

- A. Liaison with Resident Directors.
- B. Liaison with Resident Assistants.
- C. Liaison with Resident Hall Students.

**4. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Coordinate counseling services.
- B. Liaison with Riverbend Emergency Services.

**5. Contact Director of Health Services**

(Contact during business hours only) (W) 271-7153

**6. Contact Maintenance Plant Maintenance Engineer**

(W) 271-2474

## Missing Student Protocol

Any member of the NHTI campus who wishes to file a missing persons report should immediately contact NHTI Campus Safety (224-3287 or 271-6310). The NHTI campus safety department will immediately conduct an investigation into the claim.

The primary objective of the college when responding to a report of a student's disappearance is to establish contact with the individual, to ensure their well being, and to offer appropriate support and assistance.

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

### 1. Campus Safety

- A. Will start initial investigation
- B. Contact NH Public Safety's 911, when and if circumstances warrant.

### 2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety

(W) 224-3287 or 271-6310

- A. Liaison with State Police/Emergency Services.

### 3. Contact Vice President of Student Affairs

(W) 271-6982

- A. Notify Director of Communications.
- B. Notify NHTI Administration.
- C. Notify students department head
- D. Notify appropriate family members if needed

### 4. Contact Director of Residence Life

(If resident hall student) (W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

### 5. Contact Registrar's Office

(W) 271-7142

- A. Obtain Student schedule and other personal information

### 6. Contact Director of Counseling Services

(W) 271-6983 or 271-1753

- A. Coordinate Counseling needs.

### 7. Contact Health Services

(Business hours only) (W) 271-7153

- A. Determine if student had pre-existing medical conditions.

**8. Contact Maintenance Plant Maintenance Engineer**

(W) 271-2474

- A. Contact appropriate maintenance personnel for cleanup.
- B. Facilitate clean up as needed.

## Pandemic Flu

Whenever a member of the campus community becomes involved in or has knowledge of a suspected case of pandemic flu that would require a coordinated response by the college, the following steps will be taken:

### **A. Contact Campus Safety at**

(W) 271-6310 or (EMERGENCY) 224-3287

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

### **1. Contact Health Services**

(W) 271-7153

- A. Liaison with emergency/external medical services
- B. Contact Public Health/Dr. Montero 271-5325 / 271-4477

### **2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**

(W) 224-3287 or 271-6310

- A. Liaison with State Police/Emergency Services.  
(Concord Fire, Police, NH State Police)

### **3. Contact Vice President of Student Affairs**

(W) 271- 6982

- A. Contact Director of Communications.
- B. Contact NHTI Administration.
- C. Contact family members.

### **4. Contact Director of Residence Life**

(If residence hall student or residence halls needed for staging)

(W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

### **5. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Coordinate counseling if needed.
- B. Liaison with Riverbend Emergency Services and State Behavioral Response Team.

### **6. Contact Maintenance Plant Maintenance Engineer**

(W) 271-2474

- A. Contact appropriate internal/external staff.
- B. Coordinate any cleanup efforts needed.

### **7. Food Services Director**

(W) 224-3111

- A. Coordinate food distribution.

**8. Contact Police Standards and Christa McAuliffe Planetarium**

(W) 271-2133 (W) 271-7831

A. Advise of incident status.

**8. Contact Public Safety's 911 #**

## **Rape and Sexual Assault Information**

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 sexual discrimination and sexual assault/harassment.

Because of the criminal nature of some 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 System and/or NHTI administration for adjudication.

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

### ***What is date/acquaintance rape?***

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 as in cases of stranger rapes.

### ***Trauma of Sexual Assault***

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 “posttraumatic stress disorder” or “rape trauma syndrome”.

Victims of acquaintance rape often experience especially 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.

### ***Sexual Assault***

#### ***If You Have Been Raped or Sexually Assaulted:***

1. Go to a safe place — call a friend and/or a rape crisis volunteer. The Sexual Assault Crisis Line can be reached by calling 1-800-277-5570. A trained volunteer can provide you with immediate support and information.
2. Don't wash, bathe, douche or change your clothing before going for help.
3. It is important to receive medical attention for treating injuries sustained during the assault, testing for pregnancy and sexually transmitted diseases, and collecting evidence to be used if you choose to press charges in the future.
4. It is important to report the crime to the police. If the assault goes unreported, the assailant will most likely be a repeat offender.

## **Rape and Sexual Assault Protocol**

Whenever a member of the campus community comes in contact with an individual who states they are a victim of rape or sexual assault, the following steps will be taken:

- A. Provide support for the victim. The guidelines that follow are for providing emotional support to a rape/sexual assault victim:
  1. Support and listen carefully to the victim.
  2. Realize that the wide varieties of behaviors displayed are not necessarily indicative of how the victim is dealing with the assault.
  3. Avoid making decisions and doing “for” them.
  4. Place no blame for the assault.
  5. Avoid pressuring the victim into pursuing any of the options presented to them.
  6. Offer to assist them in gaining access to the resources they need.
  
- B. Provide information and guidance for the victim. The collection of evidence does not obligate the victim to prosecute. If the victim wishes to leave open the opportunity to prosecute, follow the procedures below:
  1. Campus Safety must be notified in all cases of rape or sexual assault, whether the individual wishes to press charges or not.
  2. Campus Safety will contact the appropriate agencies, such as campus counselor, sexual assault hotline, if requested.
  3. Be sure the student does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched.
  4. The victim must be made aware that a medical exam is the next step, AND, this action will involve the Police for the remainder of the process.
  
- C. If the student is reluctant to notify the police and does not want medical assistance encourage them to speak with counseling services on campus.

**NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.**

### **1. Contact Campus Safety**

- A. Contact 911 if requested by the victim.
- B. Contact the NH Sexual Assault Crisis Line at 1-800-277-5570 if requested by the victim.

### **2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**

(W) 224-3287 or 271-6310

- A. Liaison with police if needed.

### **3. Contact Health Services (business hours only) office**

(W) 271-7153

- A. To assess and extend medical treatment if requested by victim.
- B. Liaison with emergency services.

**4. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Handle immediate and follow up treatment.
- B. Liaison with mental health services if requested by victim.

**5. Contact Director of Residence Life**

(If residence hall student) (W) 271- 6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

**6. Contact Vice President of Student Affairs**

(W) 271- 6982

- A. Notify Director of Communications.
- B. Notify NHTI Administration.

***RAPE***

**632-A:2 Aggravated Felonious Sexual Assault.**

- I. A person is guilty of the felony of aggravated felonious sexual assault if he engages in sexual penetration with another person under any of the following circumstances:
  - (a) When the actor overcomes the victim through the actual application of physical force, physical violence or superior physical strength.
  - (b) When the victim is physically helpless to resist.
  - (c) When the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats.
  - (d) When the actor coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim believes that the actor has the ability to execute these threats in the future.
  - (e) When the victim submits under circumstances involving false imprisonment, kidnapping or extortion.
  - (f) When the actor, without the prior knowledge or consent of the victim, administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim.
  - (g) When the actor provides therapy, medical treatment or examination of the victim and in the course of that therapeutic or treating relationship or within one year of termination of that therapeutic or treating relationship:
    - (1) Acts in a manner or for purposes which are not professionally recognized as ethical or acceptable; or
    - (2) Uses this position as such provider to coerce the victim to submit.
  - (h) When, except as between legally married spouses, the victim is mentally defective and the actor knows or has reason to know that the victim is mentally defective.
  - (i) When the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist.
  - (j) When, except as between legally married spouses, the victim is 13 years of age or older and under 16 years of age and:

- (1) the actor is a member of the same household as the victim; or
- (2) the actor is related by blood or affinity to the victim.
- (k) When, except as between legally married spouses, the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit.
- (l) When the victim is less than 13 years of age.
- (m) When at the time of the sexual assault, the victim indicates by speech or conduct that there is not freely given consent to performance of the sexual act.
- (n) When the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit under any of the following circumstances:
  - (1) When the actor has supervisory authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit or juvenile detention facility where the actor is employed; or
  - (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation.

Consent of the victim under any of the above circumstances in subparagraph (n) shall not be considered a defense.

II. A person is guilty of aggravated felonious sexual assault without penetration when he intentionally touches whether directly, through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification.

III. A person is guilty of aggravated felonious sexual assault when such person engages in a pattern of sexual assault against another person, not the actor's legal spouse, who is less than 16 years of age. The mental state applicable to the underlying acts of sexual assault need not be shown with respect to the element of engaging in a pattern of sexual assault.

**Source.** 1975, 302:1. 1981, 415:2, 3. 1986, 132:1. 1992, 254:6. 1994, 185:2. 1995, 66:1, eff. Jan. 1, 1996. 1997, 220:2, eff. Jan. 1, 1998. 1998, 240:2, eff. Jan. 1, 1999. 1999, 177:2, eff. Aug. 30, 1999. 2003, 226:1, 2 eff Jan. 1, 2004.

RSA information may be found at:

<http://www.gencourt.state.nh.us/rsa/html/LXII/632-a/632-A-2.htm>

**RSA 632-A:3 Felonious Sexual Assault** - A person is guilty of a class B felony if such person:

- I. Subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2;
- II. Engages in sexual penetration with a person other than his legal spouse who is 13 years of age or older and under 16 years of age; or
- III. Engages in sexual contact with a person other than his legal spouse who is under 13 years of age.
- IV. Engages in sexual contact with the person when the actor is in a position of authority over the person and uses that authority to coerce the victim to submit under any of the following circumstances:
  - (a) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or

- (b) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation.

Consent of the victim under any of the circumstances set forth in paragraph IV shall not be considered a defense.

**Source.** 1975, 302:1. 1981, 415:4. 1985, 228:4, eff. Jan. 1, 1986. 1997, 220:3, eff. Jan. 1, 1998. 2003, 226:2, eff. Jan.1, 2004..

RSA information may be found at:

<http://www.gencourt.state.nh.us/rsa/html/LXII/632-a/632-A-3.htm>

### **RSA 632-A:4 Sexual Assault**

- I. A person is guilty of a class A misdemeanor under any of the following circumstances:
  - (a) When the actor subjects another person who is 13 years of age or older to sexual contact under any of the circumstances named in RSA 632-A:2.
  - (b) In the absence of any of the circumstances set forth in RSA 632-A:2, when the actor engages in sexual penetration with a person, other than the actor's legal spouse, who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 3 years or less.
- II. A person found guilty under subparagraph I(b) of this section shall not be required to register as a sexual offender under RSA 651-B.
- III. A person is guilty of a misdemeanor if such person engages in sexual contact or sexual penetration with another person when the actor is in a position of authority over the person under any of the following circumstances:
  - (a) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or
  - (b) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation.

Consent of the victim under any of the circumstances set forth in paragraph III shall not be considered a defense.

**Source.** 1975, 302:1. 1985, 228:5, eff. Jan. 1, 1986. 2003, 226:5, eff. Jan. 1, 2004; 316:7, eff. Jan. 1, 2004

RSA information may be found at:

<http://www.gencourt.state.nh.us/RSA/html/LXII/632-A/632-A-4.htm>

### ***Sexual Harassment***

#### ***Definition: Sexual Harassment***

The New Hampshire law defining sexual harassment, as stated in RSA 354-A:7, is as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or progression in school;
- B) Submission or rejection of such conduct by an individual is used as the basis for employment decisions or school progress affecting such individual; or
- C) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile or offensive working or educational environment.

The following is a sample list of acts which will/may form the basis of a sexual harassment complaint and is illustrative of the kinds of activities which are actionable under the State and Federal laws:

1. Direct sexual advances;
2. Graphic comments about an employee's or student's body;
3. Sexually suggestive objects or pictures in the workplace or classroom;
4. Sexually degrading words used to describe an employee or student;
5. Derogatory or sexually explicit statements about an employee's or student's actual or supposed sexual relationships;
6. Repeated dirty jokes;
7. Sexually explicit gestures;
8. Touching, patting, or pinching;
9. Ogling, leering, and physical gestures conveying a sexual meaning;
10. Sending of sexually explicit email or making sexually suggestive comments on email;
11. Direct or implied threats or suggestions that submission to or rejection of sexual advances will determine and/or affect grades, letters of recommendations, etc.;
12. Continued unwelcome sexual flirtations, advances, or propositions;
13. Subtle pressure for sexual activity including inappropriate or offensive sexual advances;
14. Spreading false statements of a sexual nature;
15. Use in the classroom of sexual jokes, stories, or images in no way germane to the subject of the class;
16. Other sexually related behavior

***Who You Should See on Campus:***

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

Civil Rights/Equity Coordinator	Kathleen Dotter	271-6960
Vice President of Student Affairs	Steve Caccia	271-6982
Director of Counseling	Gyme Hardy	271-6983
Director of Campus Safety	Anne Breen	271-6310
Director of Residence Life	David Elderkin	271-6984
Director of Health Services	Shirley Rennie	271-7152
Residence Directors		
Resident Assistants		

***Other resources the victim may choose:***

NH SEXUAL

ASSAULT CRISIS LINE:

1-800-277-5570

POLICE/EMERGENCY:

9-1-1

CONCORD HOSPITAL:

225-2711

## **Stalking Protocol**

Whenever a member of the campus community has knowledge of a stalking incident, they will immediately contact NHTI Campus Safety (224-3287 or 271-6310). .

NHTI Campus Safety Officer will contact the appropriate personnel as listed below in order.

### **1. Contact Campus Safety**

- A. If requested by student contact 911.
- B. If requested by student contact Domestic Violence Hotline at 1-866-644-3574 or 1-866-841-6229 for Merrimack County residents only.

### **2. Contact Director of Campus Safety and/or Assistant Director of Campus Safety**

(W) 224-3287 or 271-6310

- A. Liaison with State Police/Emergency Services.

### **3. Contact Director of Counseling Services**

(W) 271-6983 or 271-1753

- A. Handle immediate and follow up treatment.

### **4. Contact Director of Health Services**

(Business Hours only) (W) 271-7153

- A. Extend medical treatment.
- B. Liaison with emergency services.

### **5. Contact Director of Residence Life**

(If residence hall student) (W) 271-6984

- A. Liaison with Resident Director.
- B. Liaison with Resident Assistant.
- C. Liaison with Resident Hall Students.

### **B. Contact Vice President of Student Affairs**

(W) 271- 6982

- A. Notify Director of Communications. If warranted.
- B. Notify NHTI Administration if warranted.

Stalkers are obsessed with controlling the victim's actions and feelings. They believe that they can achieve this by threatening, harassing and, in some instances, harming their victims.

Often, the victim can assess the stalker's potential for violence. Be-cause no one can guarantee complete safety, the victim should be highly involved in choosing what actions

need to be taken. Whatever steps are taken, the primary concern for everyone involved is the victim's safety.

1. Victims should notify local law enforcement immediately if they believe they are being stalked.
2. Victims are encouraged to provide NHTI Campus Safety with a photocopy of Bail Conditions, Protective or Stalking Orders as well as a photograph or physical description of the perpetrator. NHTI is able to honor Protection Orders only if a copy is on file with Campus Safety. Protection Orders should specify restrictions at NHTI if parties are students. Victims should tell family, friends, neighbors and co-workers if they are being stalked, ask them to watch for the stalker, to document everything they observe, and to give the written documentation to the student
3. During normal business hours, **NHTI Counseling (271-4753)** and/ or **Health Services (271-7153)** will consult with any individual who discloses they are a victim of stalking. Referral information for follow-up assistance will be provided.
4. Victims are encouraged to save and date any threatening letters, email or voice mail messages from the stalker. These can potentially be used for future legal action or can serve as evidence that an existing civil protection order was violated. Students are encouraged to get an un-listed telephone number and to report threatening calls to the telephone company. Do NOT tape telephone conversations without telling the stalker he or she is being taped beforehand. It is illegal to tape someone without his/her knowledge and renders such evidence useless.
5. Obtain and keep copies of warrants, protective orders, court orders, and any other legal documentation. All threats sent by mail should be reported to the local police or the FBI.
6. NHTI Campus Safety will assist students with parking and escort arrangements as needed. Individuals who are being stalked should avoid walking alone. For emergency assistance on campus, please use the **CodeBlue Emergency Call boxes** or call **NHTI Campus Safety at 224-3287**.
7. Victims should consider getting a cellular phone. In the event an individual is being followed while driving, 9-1-1 can be called immediately and document the incident as it is happening. It is important for students to get the docket or file number of their complaint so they can follow up on the complaint.
8. Victims should document everything themselves. Record witnesses' names, dates, times, locations and what the stalker was doing, saying, wearing, driving (license plate number), etc.  
If it can be done safely, take pictures of the stalker. Law enforcement agencies log complaints each time they receive a call. Request a copy of each report.
9. Students are encouraged, when feasible, to change the locks of their home and/or car.
10. The **Domestic Violence Hotline** may be contacted at **1-866-644-3574** at any time for Crisis Services through the local domestic and sexual violence crisis center.
11. The NHTI community is encouraged to refer students to NHTI Counseling, Health Services and/or Campus Safety for assistance.

## RSA 633:3-a Stalking

- I. A person commits the offense of stalking if such person:
  - (a) Purposely, knowingly, or recklessly engages in a course of conduct targeted at a specific person which would cause a reasonable person to fear for his or her personal safety or the safety of a member of that person's immediate family, and the person is actually placed in such fear;
  - (b) Purposely or knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual's immediate family; or
  - (c) After being served with , or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16 or paragraph III-a of this section, or an order pursuant to RSA 597:2 that prohibits contact with a specific individual, purposely, knowingly, or recklessly engages in a single act of conduct that both violates the provisions of the order and is listed in paragraph II(a).
- II. As used in this section:
  - (a) "Course of conduct" means 2 or more acts over a period of time, however short, which evidences a continuity of purpose. A course of conduct shall not include constitutionally protected activity, nor shall it include conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct may include, but not be limited to, any of the following acts or a combination thereof:
    - (1) Threatening the safety of the targeted person or an immediate family member.
    - (2) Following, approaching, or confronting that person, or a member of that person's immediate family.
    - (3) Following, approaching, or confronting that person, or a member of that persons immediate family
    - (4) Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of immediate family.
    - (5) Causing damage to the person's residence or property or that of a member of the person's immediate family.
    - (6) Placing an object on the person's property, either directly or through a third person, or that of an immediate family member.
    - (7) Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family.
    - (8) Any act of communication, as defined in RSA 644:4, II.
  - (b) "Immediate family" means father, mother, stepparent, child, stepchild, sibling, spouse, or grandparent of the targeted person, any person residing in the household of the targeted person, or any person involved in an intimate relationship with the targeted person.
- III. For purposes of this section, a person who engages in acts which would constitute stalking after having been advised by a law enforcement officer as defined in RSA 630:1,II that the person's acts were in violation of this chapter, or a person who has been served with a protective order issued pursuant to paragraph III-a of this section, shall be presumed to have acted knowingly.
- III.-a. A person who has been the victim of stalking as defined in this section may seek relief by filing a civil petition in the district court or the superior court in the county or district where the plaintiff or defendant resides. Upon a showing of stalking by a preponderance of the evidence, the court shall grant such relief as is necessary to bring about a cessation of stalking. The types of relief that may be granted, the procedures and burdens of proof

to be applied in such proceedings, the methods of notice, service, and enforcement of such orders, and the penalties for violation thereof shall be the same as those set forth in RSA 173-B.

- III-b. The minority of a plaintiff or defendant shall not preclude the court from issuing protective orders in this section.
- IV. In any complaint, information, or indictment brought for the enforcement of any provision of this statute, it shall not be necessary to negate any exception, excuse, proviso, or exemption contained herein and the burden of proof of any exception, excuse, proviso, or exemption shall be upon the defendant.
- V. Any law enforcement officer may arrest, without a warrant, any person that the officer has probable cause to believe has violated the provisions of this section when the offense occurred within 12 hours, regardless of whether the crime occurred in the presence of the officer. A law enforcement officer shall arrest a person when he has probable cause to believe a violation of the provisions of this section has occurred within the last 12 hours when the offense involves a violation of a protective order issued pursuant to RSA 173-B, RSA 458:16, or paragraph III-a of this section.
- VI. (a) Any person convicted of a violation of this section and who has one or more prior stalking convictions in this state or another state when the second or subsequent offense occurs within 7 years following the date of the first or prior offense shall be guilty of a class B felony. (b) In all other cases, any person who is convicted of a violation of this section shall be guilty of a class A misdemeanor.
- VII. If any provision or application of this section or the application thereof to a person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this section which can be given effect without the invalid provisions or applications. And to this end the provisions of this section are severable.

**Source.** 1993, 173:2. 1994, 101:1. 1997, 242:1, 2, 3, 4. 2000, 151:1, 2. 2002, 62:1; 79:5. 2005, 284:2. 2006, 214:2, eff. July 31, 2006.

RSA information may be found at:

<http://www.gencourt.state.nh.us/RSA/html/LXII/633/633-3-a.htm>