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2017 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION
REPORT FOR NHTI CONCORD'S COMMUNITY COLLEGE
This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the NHTI Campus Safety Department using statistical and other information supplied by NHTI Concord’s Community College, the Concord Police Department and the NH State Police.

Each fall, email notification is made to all enrolled students and employees that provides the web site URL to access this report. The URL is also included on the web sites of Campus Safety and Human Resources to inform students and employees. Paper copies may be obtained by contacting the Campus Safety Department at (603) 224-3287.

Developing Information for This Report
The preparation of crime statistics on an annual basis involve coordination among Campus Safety, the Residence Life staff, the NHTI Counseling Center, Local and State Police. This coordination also occurs in statistical gathering of data from persons designated with “significant responsibilities for students and campus activities”. NHTI updates all campus safety and security information, for submission to the NHTI Student Rights, Rules, and Responsibilities as well as the campus crime brochure. NHTI Campus Safety also contacts appropriate law enforcement agencies which have jurisdiction over non-campus public properties to collect annual statistics.

NHTI prepares a daily crime log and fire log describing incidents reported to the Campus Safety Department. Information contained in the log can be obtained from the Campus Safety Department at NHTI, 1 Institute Drive, Concord, NH 03301.

NHTI Campus Safety Department and Security Information
The NHTI Campus Safety Department commits itself to the highest standards of quality in promoting a safe and problem free educational environment for the NHTI community. Honesty, Integrity and Respect are the attributes we emulate in the enforcement of the NHTI policies and procedures.

The NHTI Campus Safety Department is an unsworn public safety department within the Division of Student and Academic Affairs. The Director of Campus Safety is responsible for the management of the Campus Safety Department and reports to the Vice President of Student Affairs. However, all campus safety services are coordinated with other key college, federal, state and local officials.

The Campus Safety Department located at 1 Institute Drive Concord, NH 03301 on the second floor of the building and provides 24 hours a day, 7 days a week year round coverage to serve the needs of the campus community. The department is comprised of 6 full time officers, 3 part-time officers, 3 per diem officers and 1 administrative secretary. All officers are required to have a permitted minimum of one year of either, or a combination of, experience as a certified police officer, security officer, correctional officer and/or active military service, or education in lieu of experience before they can be certified for hire. All Campus Safety Officers experienced training with a training officer for approximately 120 hours of in-house training before they are to work
on their own. This training encompasses learning the campus boundaries, building layouts, critical infrastructure, policies and procedures and the handling of emergency situations.

Officers’ conduct vehicle and foot patrols throughout campus on a regular daily basis 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 has a written Memorandum of Understanding (MOU) with the New Hampshire State Police to investigate alleged criminal offenses. Campus Safety also works closely with Concord Police Department who provide us with the crime statistics for public property areas that border all property owned or controlled by NHTI.

A number of very well-marked and conveniently located emergency telephones are installed throughout the campus, referred to as “Code Blue Phones”. These telephones ring directly into the Campus Safety Department emergency line when the red button is pushed. You may use the telephones to report a criminal incident, a fire, other types of emergencies or to request assistance of any kind from the Campus Safety Department.

**All Emergency calls should be made to 911** from on and off campus telephones. Once a call is placed to 911 from on campus notify Campus Safety at 224-3287. Alerting the Campus Safety Department will aid in the response effort and assist emergency services arriving on campus.

Regular business calls of a non-emergency nature can be made to the Campus Safety Department (230-4042) at any time. If you call the Campus Safety Department, please provide the following information.

- Your name
- Location and description of the incident you are reporting.
- A description of any vehicles or suspects involved in the incident.

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the Campus Safety Department immediately.

**On Campus Reporting and Contacting Campus Safety**
When members of the College community receive a report of criminal activity on campus, they should immediately contact the Campus Safety Department at (603) 224-3287.

**Off Campus Reporting**
If the criminal activity takes place at an off-campus location that is leased, rented or owned by NHTI, community members should contact the local Police Department with jurisdiction. In Concord, please contact the Concord Police Department at 603-225-8600 or the NHSP at 603-271-3636. After notification off campus contact must be made with the NHTI Campus Safety Department to advise of the incident.
**Policy for Monitoring Criminal Activity Off Campus**

When an NHTI student is involved in an off-campus offense, NHTI Campus Safety Officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The NHTI Campus Safety Department has a signed Memorandum of Understanding with the NH State Police regarding the investigation of alleged criminal offenses. Concord Police routinely work and communicate with the NHTI Campus Safety Department on serious incidents occurring on-campus or in the immediate neighborhoods and downtown areas in Concord that may impact the college. NHTI does not own off-campus housing or off-campus student organization facilities.

**Building Security**

All buildings are secured each night and are open only during normal business hours. Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices.

Buildings are patrolled and checked by Campus Safety Officers. Buildings, with the exception of White Hall and the Little Hall Annex, are equipped with fire detection systems directly connected to the Concord Fire Department.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Campus Safety personnel.

**All NHTI residence halls are secured 24/7.**

NHTI has three co-ed residence halls providing housing for approximately 350 students. All residence halls are equipped with an electronic card access system that allows authorized students and staff to gain access to a building by utilizing their NHTI ID card with a card reader located at designated exterior doors which are secured 24 hours a day. Only students living in a particular residence hall will have access to that building. Visitors from other buildings or off campus can only gain access by being a guest of a resident of their building. NHTI has established maximum hours during which visitation hours may be scheduled. Visitation will be within the following hours: 10 a.m. – midnight, 7 days a week. Each resident is allowed to have three guests in his/her room at any one time. The resident must sign the guest(s) in at the front desk between 7 p.m. and midnight. The guest is required to leave an ID at the front desk. Visitors must leave the Residence Hall at the end of visitation hours. The front desk is staffed by an attendant to oversee the visitation policy. NHTI does not extend visitation rights or guest rights to minors. Residents must notify the Resident Assistant on duty by 10 p.m. of any guest staying with them overnight and obtain permission from the appropriate Residence Director to fill out the appropriate paperwork, otherwise guests must leave by 12 midnight.

Residence Life staff perform regular assigned building checks each evening and, in addition, regular patrol/building checks are made by Campus Safety Officers of the Campus Safety Department. Safety and security checks made in the residence halls are expected to detect damage to doors, windows and safety features. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the Campus Safety Department at (603) 224-3287.
During off hours, access to the academic buildings can be gained either by access card, if authorized by the appropriate Department Head, or by contacting the NHTI Campus Safety Department at (603) 224-3287 or (603) 230-4042. Faculty and Staff must have a current NHTI ID in order to access the facilities. Students must have a current validated NHTI ID and a permission slip from the appropriate academic department in order to be granted access to a classroom during off hours.

Crime Prevention Resources and Services, Educational Opportunities, Where to Go for Assistance

NHTI-Concord’s Community College provides direct service programs to the members of the NHTI community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services are offered to the community at a minimum of once a semester, also upon request and include the following:

<table>
<thead>
<tr>
<th>Department</th>
<th>Program</th>
<th>Contact information</th>
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</thead>
<tbody>
<tr>
<td>Campus Safety</td>
<td>Security audits of Offices &amp; Buildings</td>
<td>603-230-4042</td>
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<td>Campus Safety</td>
<td>Walking/Vehicle Escort Service</td>
<td>603-224-3287</td>
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<tr>
<td>Campus Safety</td>
<td>(VAWA) Violence Against Women Act Presentations</td>
<td>603-230-4042</td>
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<td>Campus Safety</td>
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<td>Campus Safety</td>
<td>Criminal incident evaluations and reports to the campus community</td>
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<tr>
<td>Campus Safety</td>
<td>Campus lighting checks and survey conducted annually with members of campus community</td>
<td>603-230-4042</td>
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<tr>
<td>Counseling Services</td>
<td>Professional counseling services, education, information and referral</td>
<td>603-230-4043</td>
</tr>
</tbody>
</table>
Safety Programs and Awareness Effort Details Include:

**Escort Service:** The Campus Safety Department extends both walking and vehicle 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, (603) 224-3287.

**Emergency Telephones:** NHTI has 10 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 8 yellow 911 boxes located in Little Hall, Farnum Hall, the Crocker Wellness Center and Sweeney Hall and at the Visual Arts Center at the Smokestack Center. 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 emergency and location. The NHTI Safety Department must be notified after a 911 call has been completed by dialing (603) 224-3287. Campus Safety Officers test the Code Blue and elevator phones throughout campus, bi-weekly. The 9-1-1 emergency call boxes are tested once each semester.

**Lighting and Safety Reviews:** The Maintenance Department maintains college buildings and grounds with a concern for safety and security. Maintenance personnel regularly inspect for and repair potential safety and security hazards as well as respond to reports of such potential hazards such as pot holes, inoperable lighting, overgrown bushes, etc. Campus Safety Officers are also charged with noting exterior lighting that is inoperable and reporting the location to our Maintenance Department for repair. Once a year, a lighting and safety walk is conducted throughout campus. Student Senate members, Residence Hall and Commuter Students, along with the VP of Student Affairs, Plant Maintenance Engineer, Director of Campus Safety, Director of Residence Life and members of the Campus Safety committee walk the grounds of the campus and identify areas that need additional lighting and/or may have trip hazards and other safety concerns that need to be addressed. During this walk all the code blue phones are activated to ensure they are functioning.

**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, the Library, Little Hall, MacRury Hall and Sweeney Hall. Alarm systems are configured to denote duress, intrusion and other types of activations. In the event of a fire alarm activation the Concord Fire Department will be notified immediately through a Master Box system.
**Video Cameras:** NHTI presently has 99 cameras on campus. We have also integrated these cameras with our card access system. Campus Safety is continually reviewing areas throughout campus that would warrant video coverage based on safety concerns. These cameras can be viewed by the Campus Safety Department 24/7. The Director of Residence Life and the Resident Directors have the ability to view Residence Hall cameras 24/7. The Chartwell’s Director, Assistant Director and the Bistro Manager have the ability to view cameras in the Capitol Commons and Bistro areas 24/7. For a copy of the complete video monitoring policy you can contact Campus Safety at (603) 230-4042 or visit the Campus Safety office at 1 Institute Drive, Concord, NH 03301.

**Campus Safety website:** NHTI maintains a website at [https://www.nhti.edu/studentlife/campus-safety](https://www.nhti.edu/studentlife/campus-safety) for quick and current information on the Campus Safety Department and services it provides in addition to crime statistics, crime prevention information, emergency procedures, and on-line registration for parking permits and online reporting of incidents. This site also provides a link to the registered sexual offender registry for the State of New Hampshire. Special alerts and timely warnings are also posted to this site. Information on how to respond in an active shooter situation, including the Run, Hide, Fight video courtesy of the City of Houston, TX are posted to this site. NHTI students and employees can access training videos that discuss Stalking Education and Awareness and Sexual Assault, Speak Out & Stand Up, through their my NHTI account which can be accessed through Blackboard at [http://www.ccsnh.edu/online-resources](http://www.ccsnh.edu/online-resources). This site also contains the Annual Security and Fire Safety report and the CSA training Power Point and test. Students can access the same information, with the exception of the CSA training, by accessing their Student Information Systems account (SIS).

**New Student Orientations:** The NHTI Safety Department, Health Services, and Counseling Services participate in all new student orientation sessions, addressing and meeting new students and their parents, making available to them printed materials that discuss issues such as, crime prevention measures, campus safety, sexual assault, domestic violence, dating violence, stalking, 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 Behavioral Intervention Team, the local crisis center and student organizations to present information regarding personal and property safety, crime awareness, emergency procedures, dating violence, domestic violence, sexual assault/rape, using social media safely, active shooter response, drug and alcohol policies and campus safety department resources. In addition to hosting presentations, preventative information is also conveyed through bulletin boards. Printed crime prevention brochures, posters and flyers relating to various crimes students may encounter are available and widely distributed throughout campus.

**Campus Newsletter:** NHTI distributes an online newsletter, *Campus Comments*, weekly. The Safety Department submits a column that identifies Campus Safety related information and safety tips to the campus community. This column includes links to the Campus Safety page on the NHTI website for the number of items/issues that the Department handled throughout the previous week as well as lost and found items at the Safety Department. 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 at the Campus Safety office, which is located at 1 Institute Drive, Concord, NH 03301.

**NHTI Behavioral Intervention Team (BIT):** The purpose is to serve as a central network focused on preventive and timely intervention before a crisis arises. The BIT is a resource for faculty, staff, and students by which they can report student behaviors of concern that may evoke alarm or concern among involved persons. This team’s primary mission is to work towards the prevention of campus violence; with the primary goal being to identify behaviors of concern and address them before they manifest themselves into threatening or harmful behaviors. 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 practical for NHTI. This team provides educational resources to the campus community via brochures and programming. This team also meets when an individual has been identified as a person of concern in which the individual’s behaviors are discussed, and where other departments that have had interactions with the individual are consulted. Once input is gathered from all impacted areas, an action plan is developed and implemented. Information regarding the BIT, its members, and report form, can be found online at [https://www.nhti.edu/student-life/campus-safety/behavioral-intervention](https://www.nhti.edu/student-life/campus-safety/behavioral-intervention).

**NH Violence against Women Campus Consortium:** NHTI’s Campus Safety Department, Title IX/Equity Coordinator, and Counseling Services are active participants 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 Counseling 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 Since 2000 NHHEAOD has administered and also participates in the biennial survey conducted by this committee to assess students’ attitudes, behaviors, and perceptions of use regarding ATOD uses. This statewide survey allows individual schools and the NHHEAOD Committee to track and evaluate data consistently, to monitor trends and to provide assistance in the development of ATOD programs and services. This data assists NHTI in its development of educational programs and our social norms campaign. NHTI utilizes the BASICS and Choices programs as the educational component of the college’s alcohol and other drug policy.

**Alcohol, Tobacco and Other Drug Coalition:** The purpose of this team is to examine the use of alcohol, tobacco, and other drugs on the NHTI campus; to create, implement, monitor, and/or evaluate ongoing policy development, educational programming, prevention strategies, and social norms campaign.
**NAMI NH:** NHTI collaborates with NAMI to provide educational programs and resource information related to recognition of suicide warning signs and suicide prevention.

**CPR and First Aid Training:** Campus Safety has a certified Instructor on staff that offers classes to faculty, staff and students at NHTI.

**Defensive Driving:** Campus Safety has two certified instructors on staff that provide classes to all staff, faculty and student interns that are required to drive campus vehicles as part of their employment.

The key to preventing crime is awareness, which is best achieved through education. At NHTI, Campus Safety Officers, residence life staff, students, and others help community members take responsibility for their own safety.

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 an assault occurring in front of you or a situation requiring immediate medical attention, etc.

Notification of College personnel/Campus Safety 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 will not be tolerated. For additional information refer to the Student Code of Conduct located in the Student Handbook or on NHTI’s website at [https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process](https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process).

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

The College is committed to education and outreach to all community members as we increase awareness and seek to end all forms of sexual assault, sexual harassment, relationship abuse, and stalking. This commitment is realized in meetings with residential staff, information dissemination, and programs presented on campus by various offices. Fliers, door hangers, and other methods of passive programming that include relevant safety tips are also passed out each year to members of the College community.
EMERGENCY NOTIFICATION
NHTI policies guide emergency response and evacuation procedures, including use of NHTI Alerts. These policies and procedures require the Public Information Officer, Campus Safety Director, or designee, to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- **NHTI Alerts**: a free service that automatically sends a brief text message, email or phone call alerting the community regarding an emergency situation on the NHTI campus to email accounts or cell phones. NHTI students, faculty, staff, and affiliates can sign on and review contact information at [https://www.nhti.edu/student-life/campus-safety/nhti-alerts](https://www.nhti.edu/student-life/campus-safety/nhti-alerts).
- **Directed Communications/Blast email**: NHTI email system alerting students, faculty, and staff.
- **Fliers**: posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **NHTI website**: [https://www.nhti.edu/](https://www.nhti.edu/).
- Local area radio and television stations and print media.
- Electronic sign at main entrance to Campus

Emergency Response and Evacuation Procedures
The NHTI Emergency Response Plan includes information about our emergency Critical Incident Response Team-CIRT, evacuation and shelter-in-place guidelines. NHTI conducts a yearly test of sections of the emergency response plan and notification systems on campus primarily through table top exercises. All testing is documented including the date, time and whether or not the test was announced or unannounced. Testing results will be kept on file at the Campus Safety office. These tests are designed to assess and evaluate the effectiveness of emergency plans and capabilities of the Institution. Please visit [https://www.nhti.edu/student-life/campus-safety](https://www.nhti.edu/student-life/campus-safety) for emergency response and evacuation procedures. Emergency response and evacuation procedures are tested in residence halls on a semester basis and in academic buildings yearly.
TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), NHTI-Concord’s Community College will post timely warnings for the College community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be provided if a serious crime on campus constitutes an ongoing or continuing threat to the community. Timely warnings will withhold the names and other personally identifying information of victims.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Student Affairs and/or the Director of Campus Safety, or their designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The Vice President of Student Affairs, the Public Information Office and/or the Director of Campus Safety will compose the notification to be sent.

The NHTI Campus Safety Department issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major Incidents of Arson
- Other crimes as determined necessary by the Vice President of Student Affairs, Director of Campus Safety, or their designee.

The NHTI Campus Safety Department does not issue timely warnings for the above listed crimes if:

- The subject(s) apprehended and the threat of imminent danger to the NHTI community has been mitigated by the apprehension.
- If a report was not filed with Campus Safety or if Campus Safety was not notified by community members in a manner that would allow the department to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow Campus Safety to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.
Timely Warnings and updates may be distributed to the campus through any one or more of the following mechanisms:

- **NHTI Alerts:** a free service that automatically sends a brief text message, email or phone call alerting the community regarding an emergency situation on the NHTI campus to email accounts or cell phones. NHTI students, faculty, staff, and affiliates can sign on and review contact information at [https://www.nhti.edu/student-life/campus-safety/nhti-alerts](https://www.nhti.edu/student-life/campus-safety/nhti-alerts).

- **Directed Communications/Blast email:** NHTI email system alerting students, faculty, and staff.

- **NHTI Campus Safety Department website:** [https://www.nhti.edu/student-life/campus-safety](https://www.nhti.edu/student-life/campus-safety).

- **NHTI website:** [https://www.nhti.edu/](https://www.nhti.edu/)

- **Fliers:** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.

- **Local area radio and television stations and print media.**

A copy of the timely warning will be filed with the corresponding incident report.

The NHTI Campus Safety Department may also issue “**Safety Alerts,**” when necessary, to apprise the NHTI community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the NHTI community can make informed decisions about personal safety.

The NHTI Campus Safety Department also maintains a daily crime log that contains all crimes reported to the department. Request for logs pre-dating 60 days may take up to 2 business days to produce.

**MISSING STUDENT POLICY**

*Missing Student Notification Policy and Procedures* 20 USC 1092 (j) (Section 488 of the *Higher Education Opportunity Act of 2008*)

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for 24 hours.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the NHTI Campus Safety Department and if after investigation Campus Safety determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person’s daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a
person is missing is made to an NHTI department other than the NHTI Campus Safety Department, the NHTI employee receiving the report shall contact Campus Safety immediately. In addition to registering a general emergency contact, students residing on-campus have the option to identify, confidentially, an individual to be contacted by Campus Safety in the event the student is determined to be missing for more than 24 hours.

**Procedure: Procedures for designation of emergency contact information**

A. Residence Hall students age 18 and above and emancipated minors living on campus shall be given notice of this policy and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the college “in case of emergency”. Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Campus Safety Department or their designee shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

B. Residence Hall students under the age of 18 living on campus who are not emancipated and are determined to be missing pursuant to the procedures set forth below, the college shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

**I. Official notification procedures for missing persons**

A. Any faculty, staff or student who has information that a residential student may be a missing person must notify the Campus Safety Department as soon as possible and no later than 24 hours after they determine a student may be missing. NHTI Campus Safety or their designee shall also follow up on notification by other individuals such as friends or family members.

B. The NHTI Campus Safety Department shall gather information about the residential student from the reporting person and from the student’s acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

C. No later than 24 hours after determining that a residential student is missing, the Campus Safety Department or their designee shall notify the emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. *Contact is contingent upon the correct emergency contact information being made available by the student.
II. Campus communications about missing students

In all cases when the student is declared missing by the Campus Safety Department after an initial investigation and in consultation with law enforcement agencies as appropriate, NHTI Campus Safety will coordinate with the NHTI Public Information Office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

REPORTING LAWS AND POLICIES
NHTI encourages accurate and prompt reporting of all crimes to the NHTI Campus Safety Department. This includes situations when the victim of such crime elects or is unable to make such a report.

Under NH state law, College officials must report crimes including hazing, child and elder abuse, and treatment given for gunshot wounds. In addition, there is a legal duty on the part of employees at NHTI to report suspected cases of sexual harassment of students by employees of NHTI to supervisors and/or other appropriate individuals or offices. NHTI officials will also help the victims to report, if asked to do so. Crime statistics are gathered through Campus Security Authorities, via email, campus reporting software and fax. Any crime report made to a Campus Security Authority can be immediately communicated to the NHTI Campus Safety Department by:

- Dialing (603) 224-3287 from any phone to report an emergency.
- Dialing (603) 230-4042 to report non-emergencies between the hours of 8am-4pm, Mon-Fri.
- Push the red activation button on any Code Blue Phone on campus.
- Go to any office on campus and ask them to contact the Safety Department.
- Use the elevator phones which are monitored by a monitoring company who will contact the Campus Safety Department.
- Access the Campus Safety website and fill out the incident report form online.

If you are the victim/witness 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 of assailant and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crime statistics for NHTI.

NHTI-Concord’s Community College has no general written policy in regards to confidential
reporting that allow the victim or witness to remain anonymous, persons wishing to contact NHTI Campus Safety anonymously may call (603) 224-3287, or can fill out an incident report form located at https://www.nhti.edu/student-life/campus-safety/report-incident-campus-safety. Crimes reported to the Campus Safety Department will be investigated by the Director of Campus Safety or their designee and adjudicated in accordance with the NHTI judicial policy.

**Policy regarding information that is provided to students about voluntary, confidential crime reporting procedures by pastoral and professional counselors**

Counseling Center staff follow guidelines that conform to those established by American Psychological Association

NHTI Counseling Services provide referral information to clients and visitors on a variety of issues, which can include how to voluntarily report crimes on a confidential basis. Information on the NHTI Counseling Office can be found at https://www.nhti.edu/student-life/health-and-counseling-services/counseling-services or by calling (603) 230-4043.

NHTI Health Services also follows applicable professional guidelines and statutes. Please consult with a staff member or visit their website at https://www.nhti.edu/student-life/health-and-counseling-services/counseling-services for more information.

**Campus Sex Crime Prevention Act and Duty to Report**

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at NHTI-Concord’s Community College, the State of New Hampshire must promptly notify NHTI Campus Safety, Concord Police Department and the New Hampshire State Police. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at NHTI-Concord’s Community College, must register with the State of NH. Failure to register is considered a misdemeanor. Members of the NHTI community who wish to obtain information regarding registered sex offenders should go in person to the Concord Police station or New Hampshire State Police barracks. To review the registry online, visit the New Hampshire Registration of Sexual Offenders website at http://www.nh.gov/safety/divisions/nhsp/offenders/disclaimer.html

**CAMPUS SECURITY AUTHORITIES**

“Although (NHTI) wants (our) campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. A student who is the victim of a crime may be more inclined to report it to someone other than the campus police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities. The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police department, those allegations of Clery Act crimes that he or she concludes were made in good faith.” Excerpt from the Handbook for Campus Safety and Security Reporting 2016 edition, US Department of Education, sections 4-1
A Campus Security Authority (CSA) is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

The following positions have been identified as Campus Security Authorities (CSA’s):

Student Affairs: VP of Student Affairs (603) 230-4000 x4128
Campus Safety Department (603) 230-4042/224-3287
Campus Activities (603) 230-4000 x4244
Residence Life Staff (603) 230-4044
Athletic Director/Coaches (603) 230-4041
Wellness Center Director (603) 230-4000 x4314
Advisors (Faculty/Staff) to Student Organizations (603) 230-4000 x4297
Judicial Advisor (603) 230-4000 x4115
Title IX Coordinator (603) 230-4000 x4269
Visual Arts Dept. Head (603) 224-1017

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 in that role. This letter also includes a list of all Clery Act crimes and geographic locations, 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 allegation to determine its validity, simply to document the information and provide it to Campus Safety for follow up. A report form can be located on the NHTI Campus Safety webpage at Error! Hyperlink reference not valid.. CSA’s are also provided training by the Campus Safety Department, at the beginning of each academic year, to ensure they understand their role as a CSA and the requirements of that role.

DEFINITIONS

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-Negligent Manslaughter.

**Manslaughter by Negligence:** The killing of another person through gross negligence. As a general rule, any death caused by the gross negligence of another is classified as Criminal
Homicide—Manslaughter by Negligence.

**Robbery:** The taking or attempting to take anything of value from 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.

**Other Assaults-Simple, Not Aggravated:** Includes all assaults which do not involve the use of a firearm, knife, cutting instrument, or other dangerous weapon and in which the victim did not sustain serious or aggravated injuries.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. The UCR Program classifies offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safe-cracking, and all attempts at these offenses as burglary.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify 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:** Any 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, etc.

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

This classification encompasses weapons offenses that are regulatory in nature. Manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, using, manufacturing, etc. silencers, furnishing deadly weapons to minors, aliens possession deadly weapons. This type of violation also applies to weapons used in a deadly manner, for example, in violation of state and local laws.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; underage
possession, 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:** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the 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).

**Domestic violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2. Dating violence does not include acts covered under the definition of domestic violence.
**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A course of conduct: Is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Reasonable person: Is a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress: Is significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**HATE CRIMES**
A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. Hate crimes include any offense that is motivated by bias: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but it is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim’s race, sexual orientation, etc… the assault is then classified as a hate crime.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession to constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the
use of threatening words and/or other conduct, but without displaying a weapon or subjecting
the victim to actual physical attack.

Campus Crime Statistics Report
The following is a list of location definitions to provide for better understanding of how crime
statistics are counted and categorized:

On Campus - Any building or property owned or controlled by an institution within the same
reasonable contiguous geographic area and used by the institution in direct support of, or in a
manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this
definition, that is owned by the institution and controlled by another person, is frequently used
by students, and supports institutional purposes (such as food or other retail vendor).

On Campus Student Housing - Any student housing facility that is owned or controlled by the
institution, or is located on property that is owned or controlled by the institution, and is within
the reasonable contiguous geographic area that makes up the campus is considered an on-
campus student housing facility. This is a subset of the on-campus category.

Non-Campus Building or Property - Any building or property owned or controlled by a
student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of,
or in relation to, the institution’s educational purposes, is frequently used by students, and is not
within the same reasonably contiguous geographic area of the institution.

On Public Property - All public property, including thoroughfares, streets, sidewalks, and
parking facilities, that is within the campus, or immediately adjacent to and accessible from the
campus.

Unfounded Crimes: A crime is considered unfounded only if sworn or commissioned law
enforcement personnel make a formal determination that the report is false or baseless.

A reported crime cannot be designated “unfounded” if no investigation was conducted or the
investigation was not completed. Nor can a crime report be designated unfounded merely
because the investigation failed to prove that the crime occurred; this would be an inconclusive
or unsubstantiated investigation.

The statistical report for last three calendar years is shown below and is prepared in cooperation
with the local law enforcement agencies surrounding our main campus and alternate sites,
Residence Life, Student Affairs, as well as, Campus Security Authorities.
The NHTI Campus Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at: https://www.nhti.edu/sites/default/files/content/documents/campssafety-security-report.pdf A hard copy can be obtained by contacting the Campus Safety Office at (603) 230-4042.

For more information about safety on the NHTI campus, you are encouraged to contact the Campus Safety Department at (603) 230-4042. A Campus Safety Officer will be glad to discuss your questions and concerns.

### CLERY CRIME STATISTICS

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**Crimes reported in the Residential Facilities column are also included in the On Campus Category.**
SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Policy and Procedures on Sexual Offenses, Dating Violence, Domestic Violence and Stalking Violations:

Because of the criminal nature of these activities, NHTI will refer reports of such activities to the civil authorities where and when appropriate. The Complainant will be made aware that they have the right to file a criminal complaint at any time during the process. Where such activities are in violation of the NHTI student code of conduct, these cases may also be referred to the NHTI Judicial Board for adjudication.

Judicial policies and the Student Code of Conduct are detailed in the Student Handbook. These policies can be accessed on the NHTI web site at https://www.nhti.edu/student-life/campussafety/student-code-conduct-and-judicial-process. The judicial policies provide, in part, that the Complainant and the Respondent have the right to be assisted by any advocate of their choosing. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The Complainant and/or Respondent are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

Both the Complainant and the Respondent will be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault or stalking. The Complainant and Respondent both have a right to appeal the decision in writing within five (5) business days of the finding. A Respondent found guilty of violating the Student Code of Conduct, specifically, acts of sexual assault, domestic violence, dating violence and stalking may be suspended or expelled from the college and they could be criminally prosecuted in the state courts.

Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault. 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 Sexual Assault/Rape on college campuses is acquaintance rape. The acquaintance may be a date or an intimate partner 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 unwanted sexual contact or sexual intercourse, the act is defined as a sexual assault. The same criminal laws and penalties apply in cases of acquaintance rape as in the cases of stranger rape.

**Whenever a staff member comes in contact with an individual that states they are a victim of rape or sexual assault, the following steps should be taken:**

Provide support for the victim. The guidelines that follow are for providing emotional support 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 into 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, (603) 224-3287, who will contact the appropriate agencies as requested and document the incident. Campus Safety will also provide the victim with a Sexual Assault/Sexual Violence Victim Informational letter outlining their rights throughout the process.
- Be sure the student does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched to preserve evidence.
- Call the Crisis Center of Central NH through the Sexual Assault Hotline, 1-800-277-5570 if requested by victim.
- Contact NHTI Counselors at (603) 230-4043 to advise them of the situation, recommend victim follow up with counseling and they can also provide other resources.
- The victim must be made aware that a medical exam is the next step. Seeking medical attention after a sexual assault does not obligate a victim to report the crime. Rape exams can be done on an anonymous basis. However, if the victim is under age 18, the assault will be reported to the police.
- Contact the Vice President of Student Affairs, (603) 230-4000 x4128.
- Notify the Residence Director or Director of Residence Life if the victim is a residence life student.

The NHTI Campus Safety Department *must* be notified of all cases of rape or sexual assault, whether the individual wishes to press charges or not.
If You Have Been Sexually Assaulted/Raped:

☐ 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 Report To 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 | (603) 230-4040 |
| Director of Counseling | (603) 230-4043 |
| Director of Residence Life | (603) 230-4044 |
| Director of Campus Safety Office Line: | (603) 230-4042 |
| Emergency Line: | (603) 230-3287 |
| Director of Health Services | (603) 230-4043 |
| Title IX Coordinator | (603) 271-6484 |

NHTI Residence Life and Campus Safety provide educational programming throughout the Fall and Spring semesters to new and returning students. The Campus Safety Department offers sexual assault, domestic violence, dating violence and stalking education and information to campus students and employees upon request. Literature on sexual assault, domestic violence, dating violence and stalking is provided to all incoming students during new student orientations. During summer and fall orientations all incoming students and new employees will be informed about primary prevention and awareness programs and learn that NHTI prohibits domestic and dating violence, sexual assault, and stalking. The definitions of these violations are covered earlier in this publication.

The procedures that NHTI will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported mirror those already covered in this publication. A student or employee who reports to NHTI that s/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off-campus, will be provided with a written explanation of his or her rights and options as outlined in this publication. In addition, the NHTI Title IX Coordinator will be informed of any and all reports and will coordinate, as appropriate, with police, Campus Safety and other campus staff only on a need-to-know basis.

Health and Counseling Services staff operate under policies and procedures that comply with Federal and New Hampshire state laws regarding confidentiality. Please check with each of these offices to learn more about limits on confidentiality. In addition, victims are encouraged to speak
with the Title IX Coordinator and the Director of Campus Safety to discuss their guidelines on confidentiality.

Prevention of retaliation: No officer, employee, or agent of NHTI shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Campus SaVE Act. Title IX already prohibits such retaliation.

Definitions of consent and expressed permission:

Consent in the College Community: Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is not consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Expressed permission: Seeking and receiving expressed permission to engage in sexual activity is least ambiguous when the behavior of seeking and expressing permission is done with words. Although it may be possible to seek and express permission without words, consent is far clearer when done with words. Ambiguity can lead a person to think that they sought permission or received permission when in fact they did not.

The following suggestions are steps you may wish to take if you are sexually assaulted:

If you are a victim of sexual assault, you may choose to:

- Contact confidential support resources:
  - Crisis Center of Central NH through the Sexual Assault Hotline, 1-800-277-5570.
  - Confidential support resources will offer victims’ support. They are confidential and not mandated to report what is told to them to the NHTI Campus Safety Department of the NHTI Title IX coordinator. Discussions with these offices will not, without your further request, trigger a police investigation, an NHTI investigation, or a Student Conduct Proceeding. Contacting confidential support services is not sufficient notice to the college to allow NHTI to take action to address the sexual violence incident.
- Call 911. Once a victim reports the crime, police will begin an investigation.
• Seek medical attention immediately. Emergency Departments throughout NH can examine and treat any injuries you may have received. Emergency rooms can also prescribe emergency antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy; the effectiveness of some of the treatments/antibiotics diminish within 24-72 hours of assault.

• Complete a Sexual Assault Forensic Examination Kit. This kit, provided by the NH Attorney General’s Office free of charge to the victim, collects evidence that could be helpful if you decide to report the assault to the police. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses not to proceed legally. If you are thinking about completing a kit, please note the following:

  o Most NH hospitals employ specially trained Sexual Assault Nurse Examiners (SANE). Some SANEs need to be called in to the hospital, so it may be helpful for victims (or advocates) to call ahead to notify the hospital that a victim will be arriving.

  o Evidence diminishes over time. Time, washing, changing one’s clothes or “cleaning up” after the assault will all increase the likelihood that valuable evidence will be destroyed. However, anyone reporting a sexual assault to emergency department personnel should be offered the option of completing an evidence collection kit up to 5 days after the assault. It’s important to bring a complete change of clothing if at all possible. Clothing worn at the time of the assault may contain evidence and will, in all likelihood, be taken as part of the kit.

  o Victims may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 60 days. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis;

  o N.H. hospitals are required to immediately call an advocate from the local crisis center whenever someone seeks services for sexual assault. It is your choice whether or not to speak with she/he at that time.

  o Receive testing for date rape drugs. If you believe that you may have been drugged as part of the assault, you can ask emergency department staff to test for the presence of drugs in your system. Because date rape drugs decompose quickly within your system, blood tests must be done within 48 hours of ingesting the substance. A urine test may contain evidence up to 72 hours after ingestion; Results of these tests will not be made available to a victim unless a police report is filed.

  o Receive follow-up testing and care for pregnancy and/or STD’s.
At any time, you may contact the NHTI Title IX Coordinator:

Mike O’Bryant  
NHTI Title IX and Civil Rights/Equity Coordinator  
G219 Grappone Hall, NHTI Concord’s Community College  
Concord, NH 03301-7412  
Email: mobryant@ccsnh.edu  
Call: (603) 271-6484 x 4269

Reporting sexual violence incidents gives NHTI opportunity to take action. In doing so, some disclosures have to be made in order to allow NHTI to assure the safety of the campus community and students and therefore, reporting the incident may necessitate a police investigation, NHTI investigation, and/or Student Conduct proceedings. You may request that no investigation or disciplinary action be pursued which will be carefully considered by NHTI. Honoring such request may limit NHTI’s ability to respond fully to the incident and still, there are situations in which NHTI must override your request for confidentiality in order to maintain a safe community. You can learn more about NHTI policies and procedures for addressing complaints about Sexual Violence on the NHTI sexual assault/sexual violence link and the NHTI Civil Rights Equity Policy at Error! Hyperlink reference not valid.

Sexual assault, domestic violence, dating violence, and stalking are a violation of law and the NHTI Student Code of Conduct, and are prohibited at NHTI. Students who learn of an incident involving a member of the NHTI community are encouraged to report all cases of sexual assault, domestic violence, dating violence and stalking to the Campus Safety Department (603) 224-3287 at any time and/or NHTI Title IX and Civil Rights/Equity Coordinator from Monday through Friday between the hours of 8 AM and 4 PM by calling (603) 271-6484 x4269.

In accordance with the US Department of Education, Office of Civil Rights guidelines, “responsible employees” who learn of an incident involving a member of the NHTI community must report incidents of sexual violence to either NHTI Title IX and Civil Rights/Equity Coordinator or the Campus Safety Department. A “responsible employee” is obligated to report incidents of sexual violence. A “responsible employee” is defined by the Office of Civil Rights as an employee who has the authority to take action to redress sexual violence, who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee, or to whom a student could reasonably believe has the authority or duty.” Campus Sexual Violence Elimination Act of 2013.


Victims who wish to make a report to a “responsible employee” may request to be accompanied by an advocate from one of the nearby crisis centers.
Victims may choose to be assisted by campus authorities (RA, RD, coach, etc.) in notifying the Campus Safety Department or Title IX Coordinator. In addition, victims may decline to notify the Campus Safety Department or Title IX Coordinator. Victims may contact the Campus Safety Department or the NHTI Title IX and Civil Rights/Equity Coordinator if they wish to discuss the process of obtaining a civil no contact order, restraining order, or similar order that may be issued by the local court. Advocates are available to accompany victims to the appropriate courthouse. The Campus Safety Department and Health and Counseling Services are available to work with victims on safety planning and the importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, stalking, or obtaining a protective order.

Upon request, the Director of Residence Life will work with the student survivor of an alleged violation of the NHTI Student Code of Conduct or criminal violation to provide alternative on campus housing accommodations if they are available. Survivors may also contact Counseling Services and/or the Title IX Coordinator for assistance in adjusting academic requirements such as extra time for completing coursework or opening up dialogue with faculty to discuss deadlines, make up test dates or extra credit, or changing class section locations if this option is possible. Students may also request assistance on escorts on campus. Just because a victim reports to the police doesn’t mean a criminal prosecution will start. The police will fact find and move forward with a criminal prosecution only if the victim wishes. If the perpetrator is known the police will interview him or her. In all cases information will be sent to the Title IX compliance officer and the Campus Safety Department for follow up. As well, survivors do not have to report an incident to the police in order to receive the accommodations noted above.

In situations where the accused person is a student, the case may be adjudicated through the student conduct process. The conduct process provides due process protections for both the accuser (complainant) and the accused student (respondent). During judicial conduct hearings, the accuser (complainant) and accused (respondent) are entitled to the same opportunities to have others present during a disciplinary hearing, following the conditions set out in the NHTI Student Code of Conduct in Article IV, Section E. Both the complainant and respondent will be informed simultaneously and in writing of the investigation, appeals process, final outcome of any conduct hearing involving sexual misconduct and any change to the result that occurs prior to the time that such results become final. Notice will be sent once the appeal is concluded, or there is no appeal. The conduct process will be prompt, fair, and impartial in any investigation and resolution. The process will protect victim safety and promote accountability. NHTI judicial committee members receive annual and specialized training on issues related to domestic violence, dating violence, sexual assault and stalking. An independent investigator may be assigned to investigate cases that also are an alleged violation related to discriminatory harassment.
The complainant has the right to the following:

1. A formal hearing to determine responsibility and appropriate sanctions.
2. NHTI will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, NHTI will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Both the complainant and respondent have the right to:

1. Have others present during a disciplinary procedure, including the opportunity to be accompanied to any related meeting or proceeding by an advisor or their choice.
2. Simultaneously be informed in writing of the outcome of any hearing stemming from violations domestic violence, dating violence, sexual assault or stalking.
3. Receive information about the appeal process and appeal of the results of any hearings.
4. Notice of any change to the results that occur prior to the time that the appeal or original decision becomes final, and notice when they become final.

The standard of evidence used in the NHTI judicial system is preponderance of the evidence.

By law, criminal justice records become public once a case is concluded. The Campus Safety Department redacts names, dates of birth, and other personally identifying information. During the criminal process, defendants are entitled to this information.

In the conduct process, all student records are protected by FERPA (Family Educational Rights and Privacy Act of 1974).

Sanctions for those found responsible for sexual misconduct that includes sexual penetration as defined by NH RSA 632-A:1, V can include dismissal from the College, eviction and expulsion from residence life housing, probation, no contact with the victim, or educational sanctions as deemed appropriate by a Judicial Officer. Contact the Campus Safety Department (230-4042) for further information.

**Off-Campus Resources**

- Rape and Incest National Network (RAINN)
- The Joyful Heart Foundation
- No More
- After the Silence
- It Happened to Alexa
- Foundation Peace Over
Violence
Military Rape Crisis
Center Love is Respect
New Hampshire Coalition Against Domestic and Sexual Violence
Violence National Network to End Domestic Violence
National Center on Domestic and Sexual Violence
Violence The Battered Women’s Justice Project
National Online Resource Center on Violence Against Women (VAWnet)
National Resource Center for Young Adult/Teen Dating
Violence Awareness Month Red Flags for Abusive Relationships
Break the Cycle
Dating Matters™ Initiative
The National Sexual Violence Resource CALCASA
National Violence Against Women Prevention Research Center
Concord Hospital
Concord Police Department
NHSP

**Campus Focused**

Students Active for Ending Rape (SAFER)
Clery Center for Security on Campus, Inc.
Campus Outreach Services

**Male Focused**

Male Survivor
The White Ribbon
Campaign, Men
Stopping Rape
Welcome to 1in6
Men Can Stop Rape
Men Stopping Violence

**LBGQT**

The GLBT National Help Center
The Violence Recovery Program (VRP) at Fenway Health Gay Men’s Domestic Violence Project
Domestic Violence in the LBGT Community
New Hampshire Coalition Against Domestic and Sexual Violence.

Campus Resources

Confidential Resources:

- NHTI Counseling Services
- NHTI Health Services

Reporting Resources:

- NHTI Title IX and Civil Rights/Equity Coordinator
- NHTI Campus Safety Department
- Office of Multicultural Affairs (OMSA)
- NHTI Veteran’s Coordinator
- Disability Services

TIPS ON BEING AN EFFECTIVE BYSTANDER

Sexual assault and relationship abuse impact many people on college campuses. Nationally, it’s estimated that one in five women and one in ten males will be sexually assaulted in their lifetimes and that they are most vulnerable between the ages of 16 and 24. College aged men and women also experience relationship abuse at high rates.

Most people don’t commit sexual assault or hurt their partners. Celebrating that is one part of the solution. Another important part is learning to recognize the signs when someone is in danger and stepping in to prevent it. This is called being an active bystander. Active bystanders learn how to recognize and safely intervene in potentially dangerous situations. Sometimes this means distracting someone who appears to be targeting someone who is too drunk to consent. Other times, it means reaching out to NHTI staff or the police for assistance. As a bystander, you may wonder what you can do to help.

Some simple steps to becoming an Active Bystander:

- **Notice the situation:** Be aware of your surroundings.
- **Interpret it as a problem:** Do I recognize that someone needs help?
- **Feel responsible to act:** See yourself as being part of the solution to help.
- **Know what to do:** Educate yourself on what to do.
- **Intervene safely:** Take action but be sure to keep yourself safe.
How to Intervene Safely:

• Tell another person. Being with others is a good idea when a situation looks dangerous.
• Ask a victim if he/she is okay. Provide options and a listening ear.
• Ask the person if he/she wants to leave. Make sure that he/she gets home safely.
• Call the police (911) or someone else in authority or yell for help.
• Or call the National Sexual Assault Hotline at 1.800.656.HOPE.

What can my friends and I do to be safe? Acting as a community helps NHTI be a safe place. Remember these tips when you are out...

Have a plan.
Talk with your friends about your plans for the night BEFORE you go out. Do you feel like drinking? Are you interested in hooking up? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.

Go out together.
Go out as a group and come home as a group; never separate and never leave your friend(s) behind.

Watch out for others.
If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn’t have to walk alone.

Diffuse situations.
If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.

Trust your instincts.
If a situation or person doesn’t seem “right” to you, trust your gut and remove yourself, if possible, from the situation
ALCOHOL AND ILLEGAL DRUGS

NHTI-Concord’s Community College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For many years, the College has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various NHTI publications. The Drug-Free Schools and Communities Act Amendments of 1989 require that NHTI-Concord’s Community College, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the NHTI-Concord’s Community College are notified of the college policy outlined below:

1. All students and guests must follow the Alcohol & Other Drug Policy at NHTI. To support the policy and to minimize confusion in enforcement, no one under the legal drinking age may consume alcoholic beverages or possess manufactured containers that hold or transport alcoholic beverages on the public areas of campus, in the residence halls, or at NHTI sponsored events or activities off-campus.

2. Alcoholic beverages 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.
   1. 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.
   2. For health, sanitation, and security reasons, residence hall students of legal drinking age can only consume beer and wine in their assigned residence hall 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.
   3. Alcohol is prohibited in rooms where all residents are under the legal drinking age.
   4. Illegal drugs as defined by State or Federal Laws are prohibited on campus and at any NHTI sponsored off campus activity. Any student having illegal drugs or paraphernalia (to include but not limited to, bongs, hookahs, bowls, etc.) in their possession may be referred to civil authorities and face sanctioning pursuant to the Student Code of Conduct and Judicial Process.
   5. Illicit drug use is prohibited on campus and at any NHTI sponsored off campus activity. Illicit drug use is defined as the use or abuse of illegal drugs and misuse of prescription medications, synthetic drugs, household or other mind-altering substances. Medications and substances which have been prescribed by a licensed prescriber may be utilized only as prescribed. Marijuana, regardless of
whether it is legally possessed for therapeutic use is not permitted and may not be used on NHTI property. Over-the-counter medication may be utilized in the manner intended by the manufacturer. Using prescribed and/or over-the-counter medications for purposes other than those intended by the prescriber or manufacturer are prohibited.

6. 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 driver's 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.

7. The sale or raffle of alcoholic beverages on campus is prohibited. Exceptions to this policy may be made by the President.

8. Students who know or should know that they are in the presence of an alcohol or other drug violation may also be found in violation of the Alcohol and Other Drug Policy.

9. Students who exhibit inappropriate behavior due to being under the influence of alcohol and/or other drugs, prescribed or otherwise, may be investigated and then may be sanctioned accordingly.

10. NHTI students attending an NHTI sponsored off campus event (social, cultural, athletic, and academic, etc.) are expected to comply with all NHTI policies including the NHTI Alcohol and Other Drug Policy.

11. NHTI shall not be responsible for treatment or medical expenses for any student or guest who is discovered to be in need of medical attention and/or transported to the hospital via ambulance.

12. No NHTI Student Organization funds are to be used to purchase alcoholic beverages.

13. Alcohol, Alcohol containers, etc. that are in violation of this policy may be confiscated and disposed of by an appropriate authority of NHTI, to include but not limited to, Campus Safety, Residence Directors, Residence Assistants, Coaches, etc. Confiscated drugs and paraphernalia will be turned over to the Campus Safety Department for proper disposal following protocols established by NHTI.

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. Any person wishing to request an appeal should refer to the current Student Handbook https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicialprocess#student_disciplinary_appeals.

Sanctions are cumulative during an individual’s enrollment at NHTI. 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 Institute Judicial Committee to determine if they should be removed from NHTI.
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 https://www.nhti.edu/student-life/campussafety/alcohol-other-drug-policies/alcohol-and-other-drug-aod-policy.

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 will maintain confidentiality. Alcoholics Anonymous meets weekly on campus when the college is in session.

**Federal Drug Laws**
The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

**A. Denial of Federal Benefits 21 U.S.C. 862**
A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal Drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

**B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853**
Any person convicted of a Federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

**C. Federal Drug Trafficking Penalties 21 U.S.C. 841**
Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.
D. Federal Drug Possession Penalties
Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000.

New Hampshire State Alcohol Laws
The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:

1. Have in your personal possession physically any alcoholic beverages.
2. Who is intoxicated by consumption of an alcohol beverage with a blood alcohol concentration of .02 or higher
3. Misrepresent your age for purpose of obtaining alcoholic beverages.
4. Drive in a car having alcoholic beverages except when accompanied by a parent, guardian, and spouse 21 years of age.
5. Be in an area where alcoholic beverages are served unless accompanied by person 21 years of age.

It is illegal for anyone to:

1. Sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated.
2. Charge for alcoholic beverages without a license.
3. Manufacture, sell, possess or use a falsified ID.
4. To lend a driver’s license to be used for unlawful purpose. Penalty: fine and/or jail sentences.
5. Facilitate a drug or underage alcohol house party.

Unlawful Possession
Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation. A minor that is intoxicated with a BAC level of .02 or more (internal possession of alcohol) is guilty of a violation.

Individuals found in violation of Unlawful Possession will be fined a minimum of $300. Any second and/or subsequent offenses will be fined at least $600.

Additionally, if you are under the age of 21 and are found guilty of any offense involving sale, possession or abuse of alcohol you may have your driver’s license revoked or denied for a minimum of 90 days up to 1 year for a first offense, and a minimum of 6 months up to 2 years for a subsequent finding or conviction.
(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)
You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

NHTI Policy Governing Alcohol and Controlled Substances Use of Alcohol and Controlled Substances during Work Hours

NHTI is committed to ensuring a drug-free workplace. Legal Requirements: In accordance with the Drug Free Workplace Act of 1988 (Pub. L. No. 100-690, Title V, Subtitle D) employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. Chemical dependency can and does affect work performance and attendance.

Requirements: As a condition of employment employees are:

1. Prohibited from the use, possession, distribution, dispensation, or unlawful manufacture of any controlled substance while on the property of the CCSNH or its colleges, during work hours, or while attending any CCSNH or college sponsored activity or function;
2. Prohibited from consuming alcohol while on duty or in the workplace and from reporting to work while under the influence of alcoholic beverages or controlled substances (drugs);
3. Driving any CCSNH or college owned vehicle, or driving a personal vehicle while on business for the CCSNH or its colleges, while under the influence of alcoholic beverages or controlled substances (drugs);
4. Required to report in writing to the College or CCSNH Human Resources Office any criminal conviction based on the unlawful use, possession, distribution, dispensation or manufacture of a controlled substance where the violation occurred on CCSNH or its college premises or that occurs in the workplace. The reporting of such incidents must occur within five (5) calendar days from entry of the trial court’s decision, regardless of whether an appeal is taken.

Sanctions:

1. Conviction of a drug-related crime shall be a basis for disciplinary action, up to and including termination.
2. A notice of the drug conviction shall be placed in the employee’s personnel file in accordance with normal disciplinary procedures.
3. Conviction of a drug-related crime shall require the employee to utilize the services of the CCSNH’s employee assistance program and successfully complete an approved drug abuse assistance or rehabilitation program recommended by the EAP as a condition of continued employment.

Programs:

The CCSNH and its colleges shall initiate a drug-free awareness program which informs CCSNH employees of the dangers of drug abuse in the workplace; the CCSNH rules and
policies requiring a drug-free workplace; or the availability of employee assistance programs; and of the penalties that may be imposed for abuse violations occurring in the workplace.

Alcoholism and Drug Addiction

1. NHTI-Concord’s Community College views alcoholism and drug addiction as highly complex diseases which, once they have been recognized, can be halted by appropriate treatment, and for which the same consideration is given to faculty and staff as in the case of other illnesses. The Employee Assistance Program is available to any seeking help in dealing with this illness.

2. Supervisors who have documentation of a faculty or staff member’s deficient or deteriorating performance which they believe may be related to use of alcohol or drugs must discuss options for handling the problem with the Human Resource Director or other official designated by the college. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The employee must then be confronted and asked to seek medical assistance. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member.

3. The individual’s employment status will in no way be affected by the decision to seek treatment. He or she will continue to be covered by applicable personnel policies. If cooperation in obtaining treatment does not occur and work performance continues to be deficient, or if treatment does not result in evident improvement of performance within a reasonable period, a performance review will be conducted to allow for appropriate determination concerning the individual’s future employment status, within the framework of existing policy. In cases where such action is taken, it will be based on evidence of poor job performance, such as frequent absences and neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships.

NHTI Policy on Drug-Free Workplace

NHTI-Concord’s Community College as an employer strives to maintain a workplace free from illegal use of controlled substances. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by NHTI employees on College premises or off our premises while conducting College business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.

The College recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting The Employee Assistance Plan, appointments: 1-800-852-3345 ext. 4336, 24-hour Crisis Intervention: 1-800-424-1749, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee’s job and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of this policy and report any
conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the College must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

**Description of Health Risks**
Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescription drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death.

Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability.
Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

**Assistance Services**
NHTI-Concord’s Community College is concerned about the use of and addiction to alcohol and other drugs. In order to assist individuals who struggle with this issue the following services are available:

**Human Resources.** (603) 230-4000, can provide assistance in area of policy clarification and options available, as well as information on benefits.

**NHTI Health & Counseling Services** (603) 230-4043, can assist by providing referral information on in- and out-patient treatment, and support groups, to individuals concerned about their own alcohol or other drug use or that of a family member. A resource library is also available for information.

**EFFORTS TO ADDRESS ALCOHOL AND OTHER DRUG USE BY NHTI STUDENTS**

**SUBSTANCE ABUSE EDUCATION PROGRAMS**
NHTI-Concord’s Community College Health & Counseling Services offers a number of educational programs on wellness issues including alcohol, tobacco and other drugs (including prescription drug use/abuse). These are active programs, events and passive efforts (including tabling and use of traditional and social media) that are implemented by professional staff and students involved in peer education. In addition, the residence hall staff also provides active and passive programming in this area for their students.

The College addresses the use and abuse of alcohol, tobacco, and other drugs (ATOD) through a comprehensive effort that includes educational efforts, environmental management, counseling and support services. None of these efforts alone can address the
complex issue of high-risk use of alcohol and other drug use/abuse and its impact on this campus community. It is the nationally accepted best practice to use multiple prevention strategies to impact the alcohol and other drug issues within the campus community.

- **ORIENTATION**
  - Spring and fall orientation (tables and campus administration speaks to parents).
  - Brochures to encourage parents to talk with their students about alcohol, tobacco, and other drug (ATOD) use.
  - Orientation leaders trained on ATOD policies, campus programs/services, reality of ATOD use on campus, etc.
  - Residence Hall staff, at first floor meetings of the year, discuss ATOD policies.

- **STARTERS PROGRAMS FOR ATHLETES** - Presentations done for all incoming athletes on life skills, college environment and leadership.

- **RESIDENCE HALLS** - Residential Life has educational focus areas which encourages students to seek out and maintain healthy living habits including use of ATOD. They provide education on ATOD, invite others staff into speak on these topics, sponsor alcohol/other drug free activities.

- **ALCOHOL/OTHER DRUG-FREE ACTIVITIES** - Sponsored by various campus departments, and student groups.

- **CARING FOR STUDENTS REQUIRING MEDICAL ATTENTION** - Students who require medical attention due to alcohol and/or other drug ingestion or incapacitation, are transported to the local hospital. These students are contacted by Counseling Services for intervention meeting education and referral to community resources as appropriate.

- **MANDATORY ATOD ASSESSMENT AND EDUCATION FOR STUDENTS VIOLATING ALCOHOL/DRUG POLICIES/LAWS**
  - First offense - Assessment of sanction based on severity, IE: hospital transport, black out, etc. If high risk violation then Counselor refers to appropriate program which could include (BASICS (Brief Alcohol Screening and Intervention for College Students) sessions, referral to community based LADC for assessment and/or community based treatment program - such as the FAST program offered by the Merrimack Co. Court system, or Substance Misuse programs through Riverbend Community Mental Health or Concord Hospital).
• Second-offense - Assessment of sanction based on severity, IE: hospital transport, black out, etc. if high risk violation then Counselor refers to appropriate program which could include (BASICS sessions, referral to community based LADC for assessment and/or community based treatment program - such as the FAST program offered by the Merrimack Co. Court system, or Substance Misuse programs through Riverbend Community Mental Health or Concord Hospital). In addition to completing the college required Substance Abuse Awareness Program. Minimum of Intake Session and two face-to-face counseling sessions with custom feedback worksheets.

Third offense - Assessment of sanction based on severity, IE: hospital transport, black out, etc. if high risk violation then Counselor refers to appropriate program which could include (BASICS sessions, referral to community based LADC for assessment and/or community based treatment program - such as the FAST program offered by the Merrimack Co. Court system, or Substance Misuse programs through Riverbend Community Mental Health or Concord Hospital). In addition to completing the college required Substance Abuse Awareness Program. Minimum of four face-to-face counseling sessions with custom feedback worksheets and/or Alcohol 101+ computer program completion.

• ACADEMIC COURSES - Various academic departments on campus offer courses that provide an opportunity for students to learn more about alcohol and other drugs and their impact.

• RESOURCE LIBRARY - Health & Counseling Services contain a resource library that provides books, pamphlets, articles, and videos about ATOD issues.

• PASSIVE EDUCATION - Educational information is available to students through brochures, articles, education tables, bulletin boards, various newsletter, advertisements, social media including Facebook, etc. The Health & Counseling Services Web site is a resource for the campus community for ATOD information that community members access for personal and academic reasons.

ENVIRONMENTAL MANAGEMENT

POLICIES AND ENFORCEMENT

• NHTI has a zero tolerance in the area of illegal alcohol sales, possession, and use and other drug use. Intervention efforts include:
  • Vehicle patrols in conjunction with City of Concord Police Department, and the NH State Police
  • High visibility foot patrols
  • Segway Patrols
• Residential Life staff training and enforcement of campus alcohol and other drug policies within the residence halls.

ALCOHOL, TOBACCO, AND OTHER DRUG COMMITTEES
NHTI is committed to providing an environment that encourages individual responsibility for one's own health and that promotes healthy, low-risk choices for students, faculty, staff, and the community-at-large. As such, we offer all on-campus activities as substance free and smoking is allowed in designated areas only. Free smoking cessation assistance is available through the NHTI Health Services Office for NHTI students, faculty, and staff.

NHTI is a participating member of the New Hampshire Higher Education Alcohol and Other Drug (NHHEAOD) Committee, subscribing to social norms theory. NHTI also has an on-campus Alcohol, Tobacco and Other Drug (ATOD) Coalition. The website for the New Hampshire Higher Education Alcohol and Other Drug Committee is www.nhheaod.org.

Social Norms theory is based upon the premise that students over-perceive harmful behaviors and under-perceive protective behaviors among their peers. These misperceptions have an impact on decisions to use substances. The aim of a social norms approach is to reduce misperceptions of substance use with a resulting decrease in use and consequences. More information regarding social norms theory may be obtained from The National Social Norms Resource Center at http://socialnorms.org/

COUNSELING AND SUPPORT SERVICES

• COUNSELING - Students can receive short-term alcohol and/or other drug counseling from Health & Counseling Services. Students in need of long-term or in-patient care are referred to off-campus agencies.

• SUPPORT TO THE RECOVERY COMMUNITY chemical free living option in the residence halls, Recovery Programs (peer support), support group information and referral.
The Concord Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical and hazardous material emergencies in the City of Concord and on the NHTI campus. The Concord Fire Department is comprised of a staff of 99 full time personnel that includes a Chief, a Deputy Fire Chief, a Bureau Chief/Fire Marshal, a Bureau Chief/EMS and Professional Standards Officer and an Assistant Fire Marshal, along with a number of other various firefighters and employees. The department provides EMS first response from EMT-Intermediate level up to the EMT-Paramedic level. Concord Fire Department has four fire stations located throughout the City on Concord. The Department has a regular on-duty daily staff of 19.

**Fire Safety Systems**
The NHTI residence halls are completely covered by integrated automatic sprinkler and fire alarm systems which are monitored 24 hours a day seven days a week by the Concord Fire Department. The buildings are equipped with emergency lighting which are designed to automatically activate whenever there is a power outage. Backup power supplies support life safety detection systems, as well as lighting and exit signage, ensuring a high degree of safety at all times.
**Fire Safety Training**
Basic fire safety instruction is provided to all students by multiple means. Each residence hall room is provided with an instructional sign located on the wall inside the doorway entrance that contains information on what to do during an emergency. Students also receive fire drills at least once per semester to ensure they understand the proper building evacuation procedures during an emergency. Additionally, RA’s receive specific training during orientation on their responsibilities during both fire and medical emergencies.

The Campus Safety Department conducts a hands on fire extinguisher operations training live fire exercise 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 AT NHTI**
Your room is where you will spend most of your time while attending the College. Before you start making your room “your new home,” take a moment to consider the NHTI regulations. Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires can be prevented. The best way to avoid fires is to avoid the hazards, which create them.

**Appliances and Cooking**

- Any appliance used in your room must be listed or recognized to a U.L standard by a national recognized testing laboratory. This includes clocks, radios, stereos, computers, etc.
- Appliances that are strictly prohibited in the residence halls include any item with a heating coil i.e. toasters and toaster ovens, hotplates, electric fry pans and electric heaters.
- Appliances that may be used in your room but CANNOT be plugged in unattended include: curling irons and irons. These items have heated exposed surfaces that have caused fires in the past.
- Extension cords may not be used for microwaves and refrigerators. Microwaves and
refrigerators need to be plugged directly into an outlet it must be of construction-grade quality (generally the same size or larger than the units’ own cord). If an adapter is used for a power strip or an extension cord, the ground lead must be connected. The only refrigerators and microwaves that are allowed are the appliances provided to you in your residence hall room.

Decorations

- If you use wall or door posters or hangings, they should be used sparingly. No more than 50% of the surface of any wall or exit door may be covered (this does not include furniture). This precaution eliminates excess combustible material which could cause fires to spread.
- The State Fire Marshall recommendations preclude the use of overhead hangings of any kind including items hung from the ceiling, walls or pipes running horizontally with the ceiling are strictly prohibited. If an item is hung from a wall, the item must be completely touching that wall. This precaution prevents the possibility of materials falling down during a fire.
- Candles, tarts, incense and other items with a wick (such as kerosene lamps) and other objects that create and hold a flame are prohibited. No exceptions will be made for cut wicks or removed wicks. Candles have caused many serious rooms fires in the past and are one of the easiest ways for a fire to start.

Electrical

- Multiple outlet adapters (splitters or cube taps) with a fuse or circuit breaker are acceptable. Power strips with a circuit breaker or a fuse are recommended.
- When using an extension cord, it must match the same size and type cord supplied with the appliance. Use only Underwriters Laboratories (U.L.) listed cord sets.
- Any style lamp using a halogen type bulb is strictly prohibited. The intense heat generated by these lamps can cause a fire. All residence halls are provided with forced hot water heat (North, South and Strout Halls). No less than six inches is required between any furniture and the heater unit. While it may seem unlikely, a number of room fires have started due to items too close to a room heater. 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, hot plates and electric blankets.
- No wires may be run underneath a rug except low voltage wires such as telephone cords, speaker wire or cable wire.

Exits

- All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees.
- Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways or stairwells.
Smoking

- Smoking is not allowed in the residence halls. Smoking is only allowed in the two designated smoking gazebos. There is a smoking gazebo located outside of North Hall and behind Little Hall.
- Open flames, candles, incense, lit cigarettes, cigars, pipes or instruments used for vaping are not allowed in any area of the residence halls and are strictly prohibited.

Other Regulations

- The College discourages the building and use of lofts. However, if you should decide to use a loft, a minimum clearance of 33 inches from the top of the mattress to the ceiling. This is required to allow adequate breathing space in case of fire or smoke that may enter the room.
- Flammable items such as: stain, flammable cleaning solvents, butane, propane torches, gasoline, camping or cooking fuels, oil lamps, oil candles and kerosene lamps are all strictly prohibited.
- Empty trash frequently and into outside bins to avoid it accumulating and becoming a fire hazard. Do not place room trash in bathrooms, hallways or other common areas since this creates a fire hazard also.

Room Inspections

- Safety inspections of student rooms for fire hazards and violations will be conducted several times per semester. (This inspection is held in conjunction with smoke detector testing, which is required by state law.) Room inspections are designed to point out hazards and violations that have been overlooked. As a result, if any of these conditions exist in your room you will be asked to address them, and may also be fined for the violation.
- Residence Life, Campus Safety and the Maintenance Department are among the departments that inspect rooms for health and safety. Any questions about the fire safety room checks or policies may be directed to your Residence Hall Director, Director of Residence Life or the Director of Campus Safety.
- These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire Safety is everyone’s responsibility; please do your part to help make your residence hall community a safe place to live.

If a fire is discovered on campus or in any campus building, Campus Safety should be notified immediately by calling (603) 224-3287. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on campus student housing. These are fires for which you are unsure whether the NHTI Campus Safety Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- NHTI Campus Safety (603) 230-4042
- Director of Residence Life (603) 230-4044
When calling, please provide as much information as possible about the location, date, time and cause of the fire.

### Fire Safety Equipment in the Residence Halls

**Sprinkler, Fire Detection and Alarm Systems**

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<th>NHTI Residential Facilities</th>
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<th>CO/Smoke Detection</th>
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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.

Each residence hall is protected by an automatic fire detection system that is connected directly to the Concord Fire Department. Upon receipt of an alarm activation, the Fire Department immediately responds to the residence hall. The fire protection system is comprised of smoke and heat detectors, sprinklers, and hallway manual pull stations. All rooms have a sprinkler and a local-sounding smoke detector. A charge of $100 is assessed to the occupant(s) of a room for tampering with a smoke detector. If you suspect a smoke detector is malfunctioning contact your RA immediately.
Malicious False Alarm
Anyone activating a fire alarm without cause by pulling a pull station or tampering with any of the automatic fire detection devices is responsible for a malicious false alarm. This is a serious offense. By initiating such a false alarm, one exposes both residents and fire fighters to unnecessary risk. Those caught causing a malicious false alarm may be arrested and prosecuted to the full extent of the law, violations of college policies and may be held accountable for any injuries or damage which occurs during a fire evacuation. Do not put up with anyone who “fools around” with fire or false alarms!

Fire Extinguishers
Fire extinguishers are found in every residence hall hallway. These are your first line of defense in case of a fire and could save your life or the lives of your friends. DO NOT TAMPER WITH FIRE EXTINGUISHERS. Eviction from the residence hall is a possible consequence for tampering with a fire extinguisher. There is a $100 charge for resetting a fire extinguisher that has been misused.

NHTI Fire Safety Rules

Fire Prevention/Drills/Alarms/Equipment
Students are expected to notify the Campus Safety Department of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. Students must leave the building during fire drills or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector, devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Students are financially responsible for charges assessed as a result of tampering with fire safety equipment.

The Campus Safety Department in conjunction with the Residence Life staff will conduct 3 fire drills in each hall, annually. 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.

NHTI Administrative Policies and Regulations
Faculty, staff and students are expected to abide by the following Administrative policies, violation of those policies may result in disciplinary action, fines, etc.

False Report
Making or causing to be made false fire alarms, false reports of fires or any other dangerous condition is prohibited per RSA 644:32 Offenders/violators will be prosecuted to the fullest extent of the law.
**Fire Safety Equipment**
Nothing shall obstruct any fire sprinkler head, or be hung from piping supplying sprinkler heads. Tampering with fire safety equipment or unauthorized removal of such equipment is prohibited per RSA 634:2

The playing of hall sports in residence halls is prohibited to protect fire safety equipment

**Evacuation**
Failure to evacuate in the event of a fire alarm, hazardous, serious condition, or at the request of a College or fire official is prohibited.

**Failure to Report**
Failure to report serious or hazardous incidents including, but not limited to fire, accident, or illness is prohibited.

**Failure to Obey**
Directives Failure to obey directives or interference with the response of College officials to emergency calls or in the carrying out of their regular responsibilities is prohibited.

**Fire Hazards**
Creating fire hazards or endangering the safety of persons or property, or improper use of electrical appliances or possession of hazardous flammable substances but not limited to gasoline, benzene, naphtha, and cleaning fluids is prohibited.

**External Doors and Internal Fire Doors**
Opening a clearly marked external emergency exit or security door, or deliberately propping open a door that is intended to be locked is prohibited. Students are also prohibited from obstructing or blocking openings of any interior fire door/stairwell door.

**NHTI Residential Facilities**
**2016 Annual Fire Safety Statistics on Student Housing**

<table>
<thead>
<tr>
<th>Category</th>
<th>Residence Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>North Hall</td>
</tr>
<tr>
<td>Total Fires in ea. Bldg.</td>
<td>0</td>
</tr>
<tr>
<td>Fire #</td>
<td>0</td>
</tr>
<tr>
<td>Cause of Fire</td>
<td>N/A</td>
</tr>
<tr>
<td># of injuries that required treatment at a medical facility</td>
<td>0</td>
</tr>
<tr>
<td># of deaths related to a fire</td>
<td>0</td>
</tr>
<tr>
<td>Value of property damage caused by fire</td>
<td>0</td>
</tr>
</tbody>
</table>
### 2015 Annual Fire Safety Statistics on Student Housing

<table>
<thead>
<tr>
<th>Category</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>North Hall 0</td>
</tr>
<tr>
<td></td>
<td>Strout Hall 0</td>
</tr>
<tr>
<td></td>
<td>South Hall 0</td>
</tr>
<tr>
<td>Total Fires in ea. Bldg.</td>
<td>0</td>
</tr>
<tr>
<td>Fire #</td>
<td>0</td>
</tr>
<tr>
<td>Cause of Fire</td>
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</tr>
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<td># of injuries that required treatment at a medical facility</td>
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</tr>
<tr>
<td>Value of property damage caused by fire</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2014 Annual Fire Safety Statistics on Student Housing

<table>
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<td>Fire #</td>
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<tr>
<td>Value of property damage caused by fire</td>
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</tr>
</tbody>
</table>

A Fire Log is maintained by the NHTI Campus Safety Department located at 1 Institute Drive, Concord, NH, 03301. The log contains the following information;

- Incident Report #
- Reported Date and Time
- Occurred Date and Time
- Summary of the Fire Incident
- The Nature of the Fire
- General location of the fire
The Fire Log is available for review by anyone, whether or not they are associated with NHTI, during normal business hours, Monday-Friday between the hours of 8:00 am and 4:00 pm. Campus Safety maintains the Fire Logs for a period of seven years.