

# RIVER VALLEY Community College



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## **A message from River Valley Community College President Dr. Steven Budd...**

*Thank you for taking the time to review this year's Annual Security Report. The information provided herein meets the requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998**. It has been prepared by the Vice President for Student Services & Community Relations using statistical data and other information supplied by College Facilities, the College Safety & FIRST Team, and police departments from the cities of Claremont and Keene, respectively.*

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

*The Vice President of Student Services & Community Relations, in collaboration with College Administration and the Director of Facilities Services, is primarily responsible for developing services, programs, and strategies for maintaining a reasonably safe environment at the main campus and Academic Center. In order to meet this goal, the College focuses on three important functions:*

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

*I hope you find this report informative and helpful, and that your time at River Valley Community College is enjoyable and safe. If you have questions or would like additional information about safety and security at the College, please visit us at [www.rivervalley.edu](http://www.rivervalley.edu) or contact me directly at [sbudd@ccsnh.edu](mailto:sbudd@ccsnh.edu) or 603-542-7744 x5331.*

## The Campus Security Act – Legal Requirements

The federal Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1, which contains three years of campus crime statistics and certain campus security policy statements including a summary of the College’s Emergency Response policies and Evacuation Procedures.
- Disclose crime statistics for the College including public areas immediately adjacent to the main campus or Academic Center, and certain non-campus facilities or remote classrooms. The statistics are gathered from local law enforcement, the Office of Student Services & Community Affairs, Campus Facilities Services, and other College officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of those crimes that have occurred and post notices for any ongoing threat to students and employees.
- Disclose all incidents of crime in a Public Crime Log.

The Office of the Vice President of Student Services & Community Relations (VPSS&CR) is responsible for preparing and distributing this report. The VPSS&CR works with many other departments in the College, and local law enforcement in Claremont and Keene to compile the information herein.

Each September and January, information that provides website access to this report is emailed to all enrolled students and RVCC employees. The URL and direct link is included on the webpages of Prospective Students, Current Students, and HR & Employment Information so as to inform prospective students and employees. Paper copies of the report may be obtained by contacting the Office of Vice President for Student Services and Community Relations at 603-542-7744 x5320. Paper copies are also distributed to the Puksta Library, Facilities Offices in Claremont and Keene, and Human Resources.

The URL for this report is <http://www.rivervalley.edu/crime-stats.html>.

## College Security Authorities

**The telephone number for all emergency calls at any phone on campus or at the Academic Center is 911.**

College Security Authorities include RVCC employees staffed in:

Facilities	542-7744 x5355 or 5356	Human Resources	542-7744 x 5341
Student Affairs	542-7744 x5320	FIRSTeam Coordinator	542-7744 x5320
Academic Affairs	542-7744 x5340	College Reception	542-7744 x 0
President’s office	542-7744 x5331 or 5332	Academic Center (Keene)	357-2142

RVCC does not employ a security force. Campus officials that have significant responsibility for students and campus activities are considered to be Campus Security Authorities, including the Vice President for Student Services and Community Relations, the Vice President for Academic Affairs, College Facilities management, and directors of student-convening centers including the Puksta Library and Instructional Services. Other staff who are notified of campus incidents and report allegations made in good faith to the reporting structure are also identified

as **Campus Security Authorities (CSAs)**. CSAs are not expected to investigate the crime to determine its validity, but to simply document the incident and provide the information to campus officials for follow-up.

**FIRSTeam** provides College-wide, first-response for non-emergency student and employee personal and emotional crisis situations that happen during the day-to-day goings on of the College. FIRSTeam membership is made up of faculty, staff and administration. The Human Resources Coordinator, President's Office and Executive Administration are kept abreast of all incidents and emergencies that involve students and employees take place at the College.

Members of Campus Security Authorities including campus facilities and FIRSTeam members are trained annually in CPR, AED and First Aid.

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

### **RVCC & Local Law Enforcement**

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

### **College Safety Initiatives**

**Escort Assistance:** Campus facilities offers walking escorts to students, faculty and staff to and from any destination on campus. This is a free service offered when the College is open. Students, faculty and staff can access this assistance by requisitions in writing or email, by phone x5355 or 5356, or in-person requests.

**Yellow Emergency Boxes/Phones:** Located throughout the main campus are bright yellow 911 emergency notification boxes. These devices are connected directly to the statewide 911 system and are used whenever emergency reporting opportunities are not available, for example after hours when there is no access to a regular telephone. 911 can be accessed on all telephones in the offices, classrooms and labs at the main campus and Academic Center in Keene. Emergency instructions and phone number listings are posted at every telephone.

**Alarm Systems:** A computer-based electronic system, monitored by an off campus alarm company, immediately notifies campus facilities staff (on campus and off campus) upon activation. These systems are located around the main campus in Claremont and at the Academic Center in Keene. Alarm systems are configured to denote duress and other types of activations. In the event of a fire alarm activation, the Claremont and Keene fire departments will be notified immediately through a Master Box system.

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

**College Website:** Emergency events and notices for closings are available on the College website. Additionally, current and the past three years' crime statistics are available on the College website. Students, faculty and staff can access and confidentially report a crime or incident on campus or at the

Academic Center using the online Crime/Incident Report form found at [www.rivervalley.edu/crime-stats.html](http://www.rivervalley.edu/crime-stats.html).

**Orientation Sessions – New Student, New Employee:** Information about campus safety and security are presented at all orientations for new RVCC students and new employee. Additionally, all printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are shared at orientations and are available in: the Student Handbook, New Employee Orientation Manual, Crime Statistics Brochure, and other generic campus safety and security materials. FIRSTeam and College Safety Committees present general information at the beginning of each academic semester to all employees at All College Meetings. These materials are prominently displayed and available for the asking at the Student Services Welcome Center, Instructional Services, Academic Affairs, College Facilities, Human Resources, and at the office of the Associate Vice President of Academic Affairs at the Academic Center in Keene.

**CPR/First Aid/AED training** for RVCC faculty and staff is conducted annually in the fall and spring.

**NH Violence Against Women Campus Consortium** – RVCC is an active participant in this state-wide consortium whose mission is to provide a forum where post-secondary institutions in the Granite State can discuss, develop and implement strategies to end violence against women (and men) on their respective campuses. RVCC administration and students attended the NHVAWCC Statewide Conference in 2008 at the University of NH campus. Additionally, the White Ribbon/Violence Against Women was the theme for the April display cases at the main campus and Keene Academic Center.

**Campus Safety Team and FIRSTeam are composed of members of faculty and staff.** The Team meets regularly and minutes are taken. (Note: FIRSTeam minutes are taken and maintained. Due to the nature of some of the discussions “closed sessions” are held. )

**College Safety Authority and FIRSTeam trainings are conducted** each year in September.

## How to Report Crimes at RVCC

All faculty, staff, students and visitors to RVCC’s main campus in Claremont or Academic Center in Keene can report an emergency by:

- Dialing 911 on any telephone at either location. Telephones are located in the Library, offices, classrooms, and labs.
- Dialing 911 from the telephone located in the elevators – pick up the receiver and the call will be made instantly.
- Accessing the Yellow Emergency Boxes/Phones – pick up the receiver and the call will be made instantly.
- Go to any office or classroom to ask a faculty, staff or administrator for assistance.
- Contact a member of College Administration, the SAFETY Committee or FIRSTeam.
- Access the College website to print and complete a Crime/Incident Report form.  
[www.rivervalley.edu/crimereportform.html](http://www.rivervalley.edu/crimereportform.html)

College administration encourages prompt and accurate reporting of all criminal matters or incidents that happen at the main campus or the Academic Center in Keene. Persons who are victims of a crime and do not want to pursue action within the College or criminal justice system are encouraged to consider making a confidential

report. Use the on-line Crime/Incident Report form, or with permission from the alleged victim, the Vice President for Student Services can file a report on the details of the incident without revealing identities. The purpose of this confidential report is to comply with the wishes of the victim while taking steps to ensure the future safety of the College community is maintained.

### **RVCC's Emergency Management Plan - Summary**

The purpose of RVCC's Emergency Management Master Plan is to establish and document policies, procedures and an organizational structure for response to emergencies at the main campus in Claremont and Academic Center in Keene. The Plan is being developed in 2009 in conjunction with TranSystems Inc., a safety and security consulting firm assisting RVCC and the other colleges within CCSNH. The Emergency Management Master Plan will contain clear strategies and roles played by the College's Crisis Management Team during the initial response and throughout the emergency. The Plan will also outline the responsibilities of the Safety Committee & FIRSTeam whose membership includes representatives from all areas of the institution. Members of the Crisis Management Team include the College president, senior administrators, the Director of Facilities and the Director of IT Systems.

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

The goals of the Emergency Management Plan include:

- a. Provisions for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- b. Procedures for alerting the administrators and staff.
- c. Defined roles and responsibilities of RVCC officials and staff.
- d. Assure coordination and cooperation with municipal and county government and emergency services

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

### **Emergency Notification & Timely Warning Procedures**

#### **Emergency Notification**

RVCC policies guide emergency response and evacuation procedures, including the use of the College's Emergency Notification System – RVCC Alerts. These policies and procedures require the Vice President of Student Services & Community Relations, or their designee, to immediately notify the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the main campus in Claremont or Academic Center in Keene, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages may also be reported to one or both police departments or emergency responders of the City of Claremont or the City of Keene. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- **Blast Email** – All Claremont email to all employees; All RVCC Student email to all registered students.
- **Fliers** posted on bulletin boards.
- **College Website** – [www.rivervalley.edu](http://www.rivervalley.edu)

- **RVCC Alerts** a free service that automatically sends a brief text message, email or phone message alerting the college community of an emergency situation on the Claremont campus or Academic Center in Keene. RVCC Students can enroll in this free service by visiting: [www.rivervalley.edu/alert.html](http://www.rivervalley.edu/alert.html).
- **Alarm System** – Evacuation alarm (fire alarm) and/or a voice alert system on the college paging system will be used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also, when appropriate, follows-up with voice instructions when applicable.
- **Local Media** – when appropriate, local area radio, television stations and print media will be notified to assist with notification efforts.

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

#### **Timely Warning Procedures**

The decision to issue a **timely warning** shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Student Services in consultation with Administration and the Facilities Director, or designees, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

RVCC 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 College Administration, or designee, or the Chief of Police at either/both the Claremont or Keene Police Departments.

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

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

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

- **Blast Email** – All Claremont email to all employees; All RVCC Student email to all registered students.
- **Fliers** posted on bulletin boards.
- **College Website** – [www.rivervalley.edu](http://www.rivervalley.edu)
- **RVCC Alerts** a free service that automatically sends a brief text message, email or phone message alerting the college community of an emergency situation on the Claremont campus or Academic Center in Keene.

RVCC Students can enroll in this free service by visiting: [www.rivervalley.edu/alert.html](http://www.rivervalley.edu/alert.html).

- **Alarm System** – Evacuation alarm (fire alarm) and/or a voice alert system on the college paging system will be used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also, when appropriate, follows-up with voice instructions when applicable.
- **Local Media** – when appropriate, local area radio, television stations and print media will be notified to assist with notification efforts.
- **When issues**, a copy of a Timely Warning notice will be filed in the corresponding case file.

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

## Safety Alerts & Tips

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

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

## Drill Schedule

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

- **Facility Fire Drills** are held each of the fall and spring semesters. One drill each semester will be held during the day hours (between 8 a.m. and 3 p.m.); the other drill will be held during the evening/night hours (3:01 – 9 p.m.)
- **RVCC Alerts** emergency notification system testing will be held once per semester: In October & February.
- **Voice Paging System** is tested during college break periods or times when classes are not in session.

## Emergency Response & Evacuation Procedures

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

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

- The first person aware of a fire will immediately activate the fire alarm if it is nearby (or send someone to do it) and, if it is safe to do so, send someone to the Main Reception desk to report the location and size of the fire while directing evacuation of the immediate area. As soon as reasonable, a Crime/Incident Report should be completed. <http://www.rivervalley.edu/crimereportform.html>
- Faculty will ensure the students in their class evacuate the building or wait in the designated areas for handicapped evacuation. Elevators must not be used. Doors should be closed and left unlocked after exiting, including classrooms and hallways. Faculty are asked to bring class rosters outside and ask students to check in with the instructor at the Emergency Assembly Area.
- Facilities staff will do a sweep of the building if it is safe to do so in order to ensure everyone is out of the building as they exit themselves, and will assist with the evacuation of handicapped individuals in the case of immediate crisis. See: Evacuation Plan for Handicapped Students and Staff on the next page.
- Faculty and staff must do their best to ensure that all individuals move away from the building and do not block entrances or driveways that may be used by emergency vehicles and personnel. **Evacuees must be careful of entering emergency vehicles. Do not leave campus, doing so will block roadways.**

Evacuees should gather at the following designated Emergency Assembly Areas:

- Main Campus - Claremont
  - Main Entry (by Library) – South Parking Lot on or near the grassy area
  - North Parking area – adjacent to the Gazebo and Soccer Field
- Academic Center – Keene
  - Main Entry – Go to South End of Parking Lot – keep driveway and parking area free for emergency vehicles.
- Control and order are of prime importance. Speed is secondary. Individuals should evacuate the building without stopping to gather books or other personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
- If an exit is blocked, a faculty or staff member shall instruct the group to proceed to the appropriate alternate route.
- Once the building is evacuated, no re-entrance may occur until authorized by the Incident Command Post. The Incident Commander will notify each Emergency Assembly Area that it is safe to return to the building.

#### Evacuation Plan for Handicapped Students, Staff and Visitors

1. Important procedures for anyone unable to use the stairs. Individuals on the first floor should evacuate with everyone.
  - a. To avoid injuries, a handicapped person should be evacuated after all others when possible.

- b. Elevators must not be used as a means of exit.
2. Staff/Fire Monitors are requested to assist handicapped persons in their area to exit the building (first floor) or to the nearest accessible stairwell when evacuation is underway and notify the Incident Commander that there is someone awaiting assistance.
3. Fire Department personnel will be responsible for checking these areas and assist with evacuation as deemed appropriate by them. If the Fire Department has not arrived and danger is imminent, the faculty or staff person in the area will make and implement the decision with the handicapped individual regarding whether and how to transport out of the building.

## Daily Crime Log

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

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

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

## How RVCC Prevents Crimes

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

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

RVCC expects students to be mature, honest and responsible members of the College community. Any behavior that infringes upon the rights, safety, property and privileges of another person or which impedes the educational process is unacceptable. In addition, any behavior or activity that violates state, local or federal law is unacceptable and will not be tolerated. For further information, refer to the Student Code of Conduct policy located in the Student Handbook or RVCC website: [www.rivervalley.edu/documents/2011handbook.pdf](http://www.rivervalley.edu/documents/2011handbook.pdf)

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

## Domestic Violence in the Workplace Policy

In conjunction with all public agencies and institutions in New Hampshire, RVCC abides by the *Domestic Violence in the Workplace Policy*. This policy addresses acts of domestic violence perpetrated by or against any employee while in state offices, facilities, work sites, vehicles or while conducting state business and specifically, that these acts will not be tolerated. This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace.

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

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

## Sexual Assault at RVCC

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

Due to the criminal nature of these occurrences, RVCC refers reports of such activities to the civil authorities. Where such activities are in violation of the RVCC Student Code of Conduct, these activities may be referred to the RVCC Judicial Board, and/or College administration for adjudication.

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

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

- Put in contact with the Vice President of Student Services & Community Relations 542-7744 x5320.

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

### **If you have been raped or sexually assaulted:**

- Go to a safe place. Call a friend and or a rape crisis volunteer. Turning Points Network (Claremont) 800-639-3130 or Monadnock Center for Violence Prevention (Keene) 1-888-511-6287. A trained volunteer can provide you with immediate support and information.
- Do not wash, bathe, douche or change your clothing before going for help.
- Receive medical attention for treating injuries sustained during an assault, testing for pregnancy, and sexually transmitted diseases, and collecting evidence should you choose to press charges.
- Report the crime to police.
- In the event the assault has taken place on college property, or during a college activity or event (off campus), it is important to notify one of the following College authorities: Vice President of Student Services 542-7744 x5320; Vice President for Academic Affairs, 542-7744 x5340; or Associate Vice President of Academics (Keene) 357-2142.

### **RVCC Drug & Alcohol Policy**

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance prohibited in and on property owned or operated by RVCC. No employee may report to or engage in College-related work while under the influence of alcohol or illegal drugs. Likewise, unlawful possession, use or distribution of illicit drugs or alcohol by students and employees is also prohibited.

Employment Policies are available in Human Resources (main campus) and Student's Code of Conduct Policies are available on-line at [www.rivervalley.edu](http://www.rivervalley.edu) and in the Student Handbooks located at the Student Services Information Center at the main campus and the Academic Center in Keene.

## Campus Crime Statistics

Category	2008	2009	2010
<b>Homicide</b>			
Murder & Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>			
Forcible	0	0	0
Non-Forcible	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Liquor Law Violations*</b>	0	0	0
<b>Drug Law Violations*</b>	0	0	0
<b>Illegal Weapons Possession</b>	0	0	0
<b>Hate Crimes**</b>			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny	Not counted	Not counted	0
Theft	Not counted	Not counted	0
Simple Assault	Not counted	Not counted	0
Intimidation	Not counted	Not counted	0
Destruction/damage/vandalism of Property	Not counted	Not counted	0
Any crime involving bodily injury	Not counted	Not counted	0

A paper copy of the annual crime statistics report that was sent to the Department of Education can be obtained at the RVCC Student Services office. The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of above crimes and other information, please visit the Security on Campus, Inc. Web Site at: <http://www.securityoncampus.org>.

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

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

## Definitions of Crimes

The following list of crimes, and their definitions, includes those required to be reported to the United States Department of Education. The Crime Definitions are taken from the Uniform Crime Reporting Handbook.

- **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Hate Crimes Involving Bodily Injury:** a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability will be reported including those crimes that include: bodily injury or not, larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

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

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

- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses- Nonforcible:** Unlawful, nonforcible sexual intercourse.

- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Age of consent in NH - (under the age of 16, unless that person is the other person's legal spouse - NH RSA 632- A:3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an uncle, aunt, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption NH RSA 639-A:2.).

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