

Annual Security Report 2008



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www.rivervalley.edu

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From the President's Desk...



Thank you for taking the time to review this year's annual security report. This report provides readers important information about the college's safety and security policies and procedures, the report also contains statistics about crime at River Valley Community College.

When you review the statistics, you will note that River Valley Community College is extremely safe. 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 Affairs, in partnership with the Director of Facilities Services, and college administration 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 departments focus on three 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 is creating a proactive approach to planning for emergencies. These efforts were charged to the college's Safety & Security Team in conjunction with the FIRSTeam – the college's first responder team; 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 stay at River Valley Community College is enjoyable and safe. If you have questions or would like additional information about safety and security at River Valley Community College, please visit us at www.rivervalley.edu or contact me at 603-542-7744 x331.

Steven Budd, President

The Campus Security Act – Legal Requirements

The 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.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities or remote classrooms. The statistics must be gathered from local law enforcement, 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 an ongoing “threat to students and employees,” notice, and
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus...and is reported to campus police or security department.”

The Office of the Vice President of Student Services & Community Affairs is responsible for preparing and distributing this report. We work with many other departments and local law enforcement at Claremont and Keene to compile the information. This report is available in hard copy at the Puksta Library located at the Main Campus in Claremont, at the Information Desk at the Keene Academic Center, and on-line at <http://www.rivervalley.edu/crime-stats.html>

College Security Authority

The telephone number for all emergency calls is 911.

College Security Authorities include:

College Facilities	542-7744 x355 or 356	Human Resources	542-7744 x332
Student Affairs	542-7744 x320	FIRSTeam Coordinator	542-7744 x413
Academic Affairs	542-7744 x340	College Reception	542-7744 x0
President’s office	542-7744 x331 or 332	Center Reception (Keene)	357-2142

River Valley Community College 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, Vice President for Academic Affairs, and College Facilities management. 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, simply to document the incident and provide the information to campus officials for follow-up.

FIRSTeam membership is made up of faculty, staff and administration. FIRSTeam provides college-wide, first-response for non-emergency situations that come up during the day-to-day goings on of the college. The human resources representative and president's office is kept abreast of all incidents and emergencies at the college. Members of campus facilities and FIRSTeam members are trained in CPR, AED and First Aid. All facilities personnel and key locations on the campus are equipped with two-way radios for immediate contact in the event of an emergency.

Cooperation with 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. City of Claremont and City of Keene police departments provide RVCC with crime statistics for public areas that border the RVCC campus, as well as, crime statistics for areas that border non-campus buildings controlled by RVCC.

Description of 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 x355 or 356, 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. Telephones are available in all classrooms and lab and 911 can be accessed by dialing 9-911. Instructions and phone number listings are posted at every telephone at the main campus in Claremont and at the Academic Center in Keene.

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 Keene Academic Center. 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.

Campus Website: Access to current and past three years' crime statistics is available on the college website. Students, faculty and staff can also access an Incident Reporting form to report any incidents, crimes or other issues. Access to the site is found at <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 students and new employees of RVCC. Additionally, all printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are provided at all orientations. These materials include the Student Handbook, New Employee Orientation Binder, 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 year to all employees via 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, and at the Keene Academic Center year-round.

CPR/First Aid/AED training for RVCC faculty and staff was conducted. Eleven attendees participated in this annual training session, which is held in January.

The Associate is the name of the college newsletter. General safety and security information is included in this annual publication. The Associate is distributed to all students, faculty and staff of the college.

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 is represented by members of faculty and staff. The Safety Team meets regularly and minutes are taken.

FIRSTeam is represented by members of faculty and staff. The FIRSTeam meets four times a year and as needed. Unofficial minutes are taken and maintained. Due to the nature of some of the discussions at the meetings, some discussions are made in a “closed session” not for public information.

How to Report Crimes at RVCC

- Dial 9-911 - All students, faculty, staff and visitors to River Valley Community College can use any phone to report an emergency by dialing 9-911 from any campus telephone. Telephones are located in offices and classrooms.
- 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 the FIRSTeam.
- Use the elevator phone to contact 911.
- Access the college website to print and complete an incident report form.

College administration encourages prompt and accurate reporting of all criminal matters or incidents that happen at the main campus, or Keene Academic Center.

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. With permission, the Vice President for Student Services with the Director of Campus Facilities 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/center community is maintained.

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 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 Office of the Director of Facilities 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 Vice President of Student Services or the Director of Facilities.

Potential or actual criminal activity and other emergencies can be reported by anyone on 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 the 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 on the college website <http://www.rivervalley.edu/documents/handbook0809.pdf>

Disciplinary issues are the responsibility of the Student Services Office and the Judicial Committee of the College. The Vice President of Student Affairs or 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.

Domestic Violence in the Workplace Policy (excerpted)

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 271-4336.

The Domestic Violence in the Workplace policy, in its entirety, can be found at http://doj.nh.gov/victim/domestic_violence_workplace.html

Sexual Assault on Campus

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 on campus or at the Academic Center.
- Assisted in gaining access to the resources they need.
- Treated with respect placing no blame for the assault and will avoid pressuring the student/employee to make decisions
- Put in contact local police authorities
- Asked to keep the evidence in tact by assuring that the student 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 542-7744 x320

If the student is reluctant to notify police and does not want medical assistance, encourage the student to contact the Turning Points Network or the Monadnock Center for Violence Prevention (contact info above). The Vice President of Student Services 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.
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- 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.
- It is important to report the crime to police.
- It is also important to notify one of the following college authorities: Vice President of Student Services 542-7744 x320; Vice President for Academic Affairs, 542-7744 x340; or the Director of Facilities 542-7744 x355.

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 and, Student's Code of Conduct Policies are available on-line at www.rivervalley.edu and in the Student Handbooks located at the Student Services Information Center at the main campus and the Keene Academic Center.

Campus Crime Statistics

YEAR	2008		2007		2006	
Type of Incident	# of Incidents	Where Incident Occurred	# of Incidents	Where Incident Occurred	# of Incidents	Where Incident Occurred
Aggravated Assault	0		0		0	
Arson	0		0		0	
Arson Investigated by Law Enforcement	0		0		0	
Burglary	0		0		0	
Drug Law Violation Arrests	0		0		0	
Drug Law Violations	0		0		0	
Forcible Sex Offense	0		0		0	
Hate Crime**	0		0		0	
Homicide	0		0		0	
Illegal Weapons Possession	0		0		0	
Illegal Weapons Possession Arrests	0		0		0	
Liquor Law Arrests	0		0		0	
Liquor Law Violation	0		0		0	

Motor Vehicle Theft	0		0		0	
Murder, Non-negligent Manslaughter	0		0		0	
Negligent Manslaughter	0		0		0	
Non-forcible Sex Offense	0		0		0	
Robbery	0		0		0	
Sexual Harassment	0		0		0	
Simple Assault	0		0		0	
Theft	0		0		0	
Trespass	0		0		0	
Vandalism	0		0		0	

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

If a crime has been committed it must be reported as to the specific location. The following codes will indicate the campus location and be listed in () next to the type and number of crimes:

(A) = on campus;
(C) = public property;

(B) = in or near a non-campus building or property;
(D) = dormitory or other residential facility.

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that "campus security authorities" report crime statistics for inclusion in the college's Annual Security Report.

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

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

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

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

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

Sex Offenses- 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.).