



Annual Security Report 2021

Claremont Campus - 1 College Place, Claremont, NH 03743

Lebanon Academic Center - 15 Hanover Street, Lebanon, NH 03766

Keene Academic Center - 67 Winchester Street, Keene, NH 03431

438 Washington Street, Keene, NH 03431

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2021 Crime Awareness & College Security Information Report

Executive Summary

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 River Valley Community College Campus Safety Officer using statistical data and other information supplied by Facilities, the Campus Assessments, Response, and Evaluation (CARES) Team, and police departments from the cities of Claremont, Keene, and Lebanon. The report is updated annually.

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 campuses in Claremont, Keene, and Lebanon, 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 safety on campus by reporting suspicious activities and using common sense when going about their daily activities.

The Vice President of Academic and Student Affairs (VPASA), in collaboration with RVCC Administration, the Facilities Manager, Campus Safety, the Safety Committee, and the CARES Team are primarily responsible for developing services, programs, and strategies for maintaining a reasonably safe environment at the Claremont campus and Academic Centers.

To meet this goal, the college focuses on three important functions:

- Maintain a strong partnership with the civil authorities and community groups in the greater Claremont, Keene, and Lebanon communities.
- Focus on emergency management requiring a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. RVCC strives to be proactive when planning for and handling emergency events. These efforts are charged to the college's Safety committee in conjunction with the CARES team – the college's first responder team for students and employees in personal and emotional crisis.
- Utilize systems that allow us to enhance safety through automated locking systems, regularly scheduled drills, and applications such as Mutalink.

The safety of our campus community is vitally important to RVCC. It is our hope that 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, security, and emergency management at the college, please visit <https://www.rivervalley.edu/about/campus-safety/> .

Higher Education Act (HEA) – Legal Requirements

The Federal Higher Education Act requires all 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 campus or academic centers, non-campus facilities, or remote classrooms. The statistics are gathered from local law enforcement, Campus Safety, Facilities, 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 RVCC Campus Safety Officer or a designee is responsible for preparing and distributing this report. Campus Safety works with departments throughout the college, the President’s Office, the CCSNH Chancellor’s Office, and local law enforcement in Claremont, Keene, and Lebanon to compile the information herein.

The URL and direct link are included on the RVCC Campus Safety Website to inform prospective and current students and employees. Paper copies of the report may be obtained by contacting the Office of Campus Safety and Emergency Management at 603-542-7744 x5420 or the Office of Human Resources at 603-543-4423.

The URL for this report is <https://www.rivervalley.edu/about/campus-safety/>

College Security Authorities

The telephone number for all emergency calls at any campus is 911.

College Security Authorities include RVCC employees staffed in:

Academic and Student Affairs Office (603) 542-7744 x5331

Academic Center – Keene (603) 357-2142

Academic Center – Lebanon	(603) 443-4200
Campus Safety Office	(603) 542-7744 x5420
Facilities Office	(603) 542-7744 x5355
Human Resources	(603) 542-7744 x5323
Library Circulation	(603) 542-7744 x5465
One Stop Desk	(603) 542-7744 x0
President’s Office	(603) 542-7744 x5527

Many college employees, including the departments listed above, along with faculty and staff who have significant responsibility for students and campus activities, are Campus Security Authorities. Staff members who are notified of campus incidents and allegations made in good faith are also identified as Campus Security Authorities (CSA). CSAs are not expected to investigate the allegation to determine its validity, but to simply document the incident and provide the information to campus officials for follow-up.

The CARES Team provides college-wide first response for non-emergency personal and emotional crisis situations. CARES Team membership includes faculty, staff, campus safety, and administration personnel. Confidential minutes are maintained by the CARES Team as required by law.

All facilities personnel, campus safety personnel, main reception desks, the President’s Office, and other key locations are equipped with two-way radios for communication in the event of an emergency. The President’s Office, Human Resources, Facilities Director, and Campus Safety Officer are kept abreast of all incidents and emergencies that take place at all RVCC locations that involve students and/or employees. Members of the college community are trained in CPR, including AED use, and First Aid. Records of CPR certification are maintained by Human Resources.

Facility Security and Access

All employees, students, and vendors are issued a photo ID badge with access dependent on the person’s job title or status. During business hours, the main entrance of the Claremont and Lebanon campuses are open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to RVCC facilities is by ID badge, key, if issued, or special request to Campus Safety.

All RVCC facilities have a security survey conducted annually. The President, Vice President of Academic and Student Affairs, CCSNH Capitol Planning and Development Director, CCSNH Risk Management Director, and other concerned departments review these results and recommend or implement improvements. This survey examines physical security issues such as landscaping, locks, alarms, lighting, and communication. Additionally, the RVCC Safety Committee meets to discuss issues of concern presented by staff, students, or leadership.

RVCC & Local Emergency Service Providers

RVCC Campus Safety, Administration, and Facilities maintain a professional working relationship with the cities of Claremont, Keene, and Lebanon police and fire departments. A memorandum of understanding (MOU) exists between RVCC and Claremont, Lebanon, and Keene police departments. The MOU describes the working relationship between RVCC and local law enforcement. These police departments provide RVCC crime statistics in support of this Annual Security Report. Due to the working relationships with local police departments, RVCC does not maintain a working relationship with the New Hampshire State Police.

Campus Law Enforcement Authority

Any employee has the authority to ask for identification to determine whether the individual(s) have lawful business at any RVCC location. Criminal incidents are referred to the local police departments who have jurisdiction on RVCC campuses. Although Security personnel do not have arrest powers, The Campus Safety Department has a written MOU with Claremont, Keene, and Lebanon police departments to investigate alleged criminal offenses. Security Personnel maintain jurisdiction within campus property lines and no further.

RVCC maintains a highly professional working relationship with local police departments. All victims of crime and witnesses are strongly encouraged to immediately report the crime to campus officials and the appropriate police agency. RVCC encourages prompt reporting of all crimes to the Campus Safety Department. This will ensure timely warning notices on campus and timely disclosure of crime statistics.

RVCC recognizes that laws and rules are necessary for society to function. RVCC supports the enforcement of law by governmental agencies and enforcement of rules by RVCC officials. All persons on campus are always subject to these laws and rules. Law enforcement officers may enter the campus to conduct business as needed. Additionally, local police departments are invited and encouraged to patrol RVCC campuses to assist in deterring crime.

RVCC Administration is notified of all crime on-campus and are immediately notified of major crimes via telephone or two-way radio. RVCC primarily relies on the telephone to contact

police, fire, or EMS for emergency response. The Claremont campus is equipped with silent panic buttons at key locations to alert police in an instance where the telephone cannot be used. All victims are offered an opportunity to report crimes to RVCC personnel and contact the local police department, where appropriate.

Annually, RVCC is provided with a summary of all crime occurring on campus. Any special needs are communicated between agencies as they occur. Crimes committed at off-campus facilities under the control of RVCC will be disclosed in these statistics. RVCC does not own or control off-campus housing or off-campus student organization facilities.

Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. 1092 - Institutional and financial assistance information for students (f), clarification was given to those considered to be Campus Security Authorities. Campus professional councilors when acting in this role, are not considered to be a Campus Security Authority, and are not required to report crimes for inclusion into the Annual Security Report. As a matter of policy, they are encouraged, if appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary basis for inclusion in the Annual Security Report. RVCC's online incident reporting system allows for students or staff to submit anonymous reports for review and/or investigation.

Security Awareness Programs for Students & Employees

Information about campus safety, security, and emergency management are presented to employees at the annual mandatory all-college meeting before the start of the fall semester by the Campus Safety Officer, and to students during the self-guided online orientation. Additional information on safety, sexual assault, and domestic violence is available in the student handbook, through the students' academic advisor, and other campus safety materials. Crime and sexual assault prevention programs are available for staff and students online. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and security.

Crime Prevention Programs for Students and Employees

The Safety Committee is committed to the safety and well-being of all members of the campus community. A truly safe campus can only be accomplished through the cooperation of the entire RVCC community. RVCC strongly encourages the reporting of crimes, accidents, incidents, and emergencies to any Campus Security Authority. Additionally, direct access to 911 is provided on the Claremont campus via emergency call boxes located in the front and rear

parking areas. RVCC encourages reporting directly to local authorities in situations where the need is obvious, such as a theft you witness taking place, a situation requiring immediate medical attention, etc. Notification of college personnel should take place after emergency services are in route.

Further information on safety, security, and emergency management at RVCC is available online at <https://www.rivervalley.edu/about/campus-safety/>.

Crime Prevention Resources & Services

Campus Safety provides direct service to the college community. These programs are dedicated to the prevention of crimes on-campus; they vary in scope and content, with an emphasis on community involvement. Specific initiatives for campus safety and security include:

- Uniformed professional campus safety officers
- Safety audits of facilities and grounds
- Campus safety escorts to or from your vehicle
- Campus lighting checks and surveys
- USafeUS – dating violence prevention (<https://usafeus.org/>)

Annually, through a campus safety and security brochure, the student handbook, and other college publications and resources, the Office of Academic & Student Affairs distributes information regarding crime prevention tips and existing counseling, mental health, and other services to students, both on campus and within the local community.

Workshops are conducted on campus and virtually for students, faculty, and staff. We partner with the organizations below to offer training and education sessions.

- Turning Points Network: Provide crisis and support services to those impacted by relationship abuse, sexual abuse, stalking, sexual harassment, and sex trafficking. Turning Points Network provides educational programming. Turning Points network offered a workshop on boundaries, safety, and relationships. RVCC also sponsored a team, raised money, and participated in a 5K titled, “Stepping Up to End Violence.” (<https://www.turningpointsnetwork.org>)
- Claremont Green Dot: Ending Violence One Green Dot at a Time. The Claremont Green Dot mission statement was “We want fewer people hurt by power based personal violence.” The Green Dot defines power based personal violence as domestic, sexual and stalking violence. The Claremont Green Dot provided bystander training. Although, the Claremont Green Dot is not a separate initiative any longer, Turning Points Network

offers bystander training and prevention education programs focusing on power based personal violence. (<https://claremontgreendot.org>)

- Onward NH: “Recognize, Care, Connect. Early Serious Mental Illness, A detour, not a destination.” We partnered with Onward NH to offer a webinar titled, “Getting a better understanding of Transgender and Nonbinary Youth Experiencing Early Serious Mental Illness.” The webinar was accessible to students, faculty and staff. (<https://www.onwardnh.org>)

Student newsletter: A monthly student newsletter is written by the Student Life Coordinator and other campus contributors and sent electronically to all students. We implemented a section highlighting and sharing information on campus safety topics. Topics covered are domestic, sexual and stalking violence, resources, crimes of convenience, and how to stay safe. Below is an example:

Did you know?

- 1 in 4 Men Report Being Physically Assaulted by an intimate partner in the USA
- 33.4% of NH women experienced intimate partner violence
- 81% of perpetrators were either married or related to the victim in NH

The NH Coalition Against Domestic or Sexual Violence provides a 24/7 Domestic & Sexual Violence Helpline staffed by confidential advocates. The number is 1-866-644-3574.

The organization’s website provides helpful information and resources for victims and survivors of sexual assault, domestic violence, stalking and human sex trafficking. <https://www.nhcadsv.org/>

Remember ***Abuse is Not Okay***

Training:

- Students have access Title IX training to learn more about their rights. The training is presented as a series of videos. (<https://www.rivervalley.edu/titleix/>).
- All employees are required to complete a Title IX training annually as required by our insurance carrier.
- Employees are encouraged to complete a six video online series on Title IX. ([Title IX Training Videos](#))

Counseling

RVCC offers a Student Assistant Program (SAP) through Kepro. The SAP provides students with access to support and services when they need it. Services are confidential and students are available 24 hours a day, 7 days a week, and 365 days a year. Students have the option to call a tollfree telephone number or access resources and tools online. The SAP offers counseling and support, online resources, legal and financial services, and eldercare and childcare resources. Information is available for students on the Counseling webpage ([Counseling – River Valley Community College](#)) and includes an overview of counseling services and links to the SAP Welcome letter, Summary of Services, and What to Expect When You Call! The documents can be printed and used as a guide by students. Students are notified of the services through email notification and the student newsletter.

RVCC CARES Team: CARES stands for **C**ampus **A**ssessment, **R**esponse, and **E**valuation. Our team consists of professionals from multiple areas of the College. We meet bi-monthly to evaluate students of concern and connect them with appropriate resources. The CARE team, a team of specially trained faculty and staff who deal in crisis management are a resource to our campus community. Listed on the RVCC CARES Team website page is the mission, the team members, and links to resources including but not limited to the Veterans' Crisis Line, NH Drug and Treatment Locator, and suicide prevention. Cares Team members are trained in how to use the NaBITA Risk Rubric when determining intervention options. Referrals can be submitted through the CARES Team webpage by anyone who has a concern about a student, faculty, or staff member. The CARES Team reviews referrals within 1-2 days during business hours. If the concern is an emergency or a more immediate concern, we advise the person to call 911. ([CARES Team webpage](#))

River Valley Community College Safety Initiatives

Campus Safety Escorts: Campus safety officers and facilities staff offer escorts to students and staff to or from their vehicle. This service is provided for free to the college community. Any member of the campus community can request an escort by email, telephone, or in-person at the One Stop desk.

Telephones: All offices, classrooms, and labs are equipped with VOIP phones with enhanced 911. Use these phones in an emergency, dial 9 to get an outside line. These phones can also be used as a public-address system if needed.

Alarm Systems: All campuses are equipped with computer based electronic alarm systems. This system is monitored by an alarm service and immediately notifies Campus Safety and Facilities

if activated. In the event of a fire alarm activation the respective fire departments will be alerted through a master box system.

Video Monitoring: All public areas of RVCC campuses are monitored by an IP video recording system. “Video surveillance in use” signs are posted at each campus. RVCC maintains a minimum of 30-days of archived footage.

RAVE Alerts: Emergency Notification System Helps ensure rapid and reliable mass communication to students, faculty, and staff by cell phones (text/voice) landlines, and e-mail in the event of a crisis, emergency or weather closure/delay.

RVCC Website: Emergency events and notices for closings are available on the RVCC webpage. This Annual Security Report will also be available by October 1st of each year on the campus safety webpage. Students, staff, and faculty can also access the confidential incident reporting system on the campus safety webpage.

The New Hampshire Campus Consortium Against Sexual and Interpersonal Violence: RVCC is a participant in this state-wide consortium whose mission is to provide a forum where post-secondary educational institutions in New Hampshire can discuss, develop, and implement strategies to end violence against women and men on their respective campuses.

RVCC Safety Committee: The RVCC Safety Committee is comprised of staff, faculty, and administrative staff. The Safety committee meets regularly to discuss safety issues and recommend solutions. Meeting notes are maintained by Campus Safety.

How to Report Crimes at RVCC

All staff, faculty, students, and visitors to RVCC campuses in Claremont, Keene, Lebanon, or the Cheshire House can report an emergency by:

- Dialing 9-911 from any campus telephone. Telephones are in every classroom and office on all RVCC campuses.
- Using the emergency telephones located in the elevators in Claremont and Keene. These phones dial 911 automatically.
- Going to any employee to ask for assistance.
- Contacting a member of Administration, Campus Safety, or CARES Team.
- Using the emergency call box phones located in the front and rear parking lots at the Claremont campus.

RVCC administration encourages prompt and accurate reporting of all criminal matters or incidents that occur on all campuses and the Cheshire House in Keene, NH. This includes

situations when the victim of such crime elects, or is unable to make such a report. Persons who are victims of a crime and do not want to pursue action within the college or criminal justice system are encouraged to fill out an incident report and can do so anonymously. With permission of the alleged victim, the Vice President of Academic and Student Affairs may file a report with the details of the incident without revealing identities. The purpose of the confidential reporting option is to comply with the wishes of the victim while taking steps to ensure the safety of the college community is maintained.

RVCC's Emergency Management Plan – Summary

The purpose of RVCC's emergency management plan is to establish and document policies, procedures, and organizational structure for response to emergencies at any of the RVCC campuses and the Cheshire House. The Emergency Management Plan contains clear strategies and roles played by the Major Incident Response Team during the initial response and throughout the duration of the incident. Members of the Major Incident Response Team include the President, Vice President of Academic and Student Affairs, Campus Safety, Facilities Manager, and other staff as needed. Nothing in the plan shall be construed in a manner that limits the use of good judgement and common sense in matters not covered by the elements of the plan. All RVCC emergency plans shall be subordinate to state and federal plans during a disaster declaration by local, state, or federal authorities.

Emergency Notification Procedure

RVCC's policies guide emergency response and evacuation procedures, including the use of the college's emergency notification system – RAVE alerts. When an incident is reported, the Vice President of Academic and Student Affairs or their designee will assess the situation to determine the seriousness of the incident. The incident is determined to be an emergency when it is a situation that will threaten the safety and cause harm to students and employees. These policies and procedures require the Vice President of Academic and Student Affairs, in consultation with the President, Campus Safety, and Facilities Manager, to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation, unless issuing a notification will compromise efforts by emergency services to mitigate the emergency. The Vice President or their designee is responsible for writing the content and sending out the emergency notification.

RVCC will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system. Emergency messages may also be reported to local emergency services. Emergency messages will include information on what

has occurred and instructions on what to do next. When a timely warning notice is issued, a copy of the notice will be filed with the incident case report.

Warnings and updates may be distributed to the RVCC college community through any one or more of the mechanisms below by the President and/or the Vice President of Academic and Student Affairs or their designee(s).

- RAVE Alerts – A brief alert will be sent via text, email, and telephone to all employees and register students. Students are automatically enrolled in this service once registered for a class. Employees are enrolled as part of the employment onboarding process.
- Public address system – Intercom announcements are made using the VOIP telephone network to alert an emergency and provide further instruction to those on campus.
- RVCC website – Alerts are posted in a banner to the top of all RVCC webpages www.rivervalley.edu.
- Email – An email alert is sent to employees and registered students.
- Digital signage – An alert can be posted to campus digital displays.
- Local media –In an effort to disseminate emergency information to the larger community, local media outlets will be notified to assist with notification efforts.

Timely Warning Notice Procedures

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act), RVCC-River Valley Community College will post timely warnings for the College community to notify members of the community about serious crimes that either occur on campus or, in some cases, off campus that, in the judgement of the College Administration constitutes a serious or continuing threat to the College community. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. 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 College President, 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 College President and/or the college leadership will compose the notification to be sent.

RVCC will issue timely warning notices for the following incidents:

- Criminal Homicide

- Sex Offenses
- Hate Crimes
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major incidents of Arson
- Any Clery Act crime that presents a serious or continuing threat to the RVCC college community.
- Any other crimes or incidents deemed necessary by RVCC administration

RVCC will not issue Timely Warning Notices for the above listed crimes if:

- The subject(s) is/are apprehended and the threat of imminent danger to the RVCC college community has been mitigated by this 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.
- Emergency notification may also be withheld if doing so would compromise efforts to assist the students.

Safety Alerts & Tips

The decision to issue a timely warning notice shall be decided on a case-by-case basis in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act. The decision is made by the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs will consult with the President, Facilities Manager, Campus Safety Officer, or designees, considering all available facts, whether the crime is considered a serious or continuing threat to the RVCC college community and the possible risk of compromising emergency services operations.

Any Clery Act crime that is reported to any Campus Security Authority or local police department (when such police departments notify RVCC of said crime) and is considered to represent a serious or continuing threat to the RVCC college community require timely notification be issued as soon as possible.

At the beginning of the fall semester Campus Safety or Facilities will provide, at an all-college meeting, a presentation of campus safety information for employees. Students receive campus safety information during their self-guided on-line orientation. Students, staff and faculty receive campus safety information through email.

In the event of inclement weather or other events, RVCC may issue safety alerts to notify the college community of any safety issues or concerns. Safety alerts include tips and recommendations to follow so that the RVCC college community can make informed decisions about personal safety. Safety tips include:

- Exit the building when an alarm sounds.
- Familiarize yourself with the layout of the building and it's exits.
- Know where the fire alarm pull stations and extinguishers are located.
- Review Campus Safety Emergency Procedures Guide and familiarize yourself with the locations of evacuation assembly points on campus.
- Pair-up with a classmate so you can assist each other during an evacuation; students who are unable to evacuate using the stairs should make arrangements with the RVCC disabilities coordinator for an individual evacuation plan.

Emergency Procedure Testing & Drills

Announced and unannounced drills and testing of the fire alarm system, public address system, and RAVE alert system are held annually. After Action Reports (AAR) will be completed by the Campus Safety Officer to assess and evaluate the effectiveness of the drill. This information will be shared with Administration and the Safety Committee for review and to make recommendations for improvement.

Emergency Response & Evacuation Procedures

If there is an immediate threat on campus to the health or safety to the college community, RVCC will follow its emergency notification procedure. In this instance RVCC is not required to issue a timely warning notice based on the same circumstances; however, RVCC will provide adequate follow up information to the college community as needed. RVCC Administration will, without delay and considering the safety of the college community, determine the content of the notification and initiate the notification system, unless issuing a notification will compromise emergency services operations as described in the Emergency Notification Procedure section of this document. Campus Safety maintains a Campus Safety and Emergency Procedures guide in each classroom and office that details how members of the community

should respond to different types of emergencies. The following is an example using the procedure for a fire or fire alarm:

Excerpt from RVCC emergency procedures guide “FIRE” tab

Upon discovery of an actual fire:

- Provide assistance to anyone with mobility issues evacuating.
- Pull the closest fire alarm.
- Call or have someone else call 911 (dial 9-911 from a college phone) immediately from a safe location.
- Evacuate the area of the fire.
- Close all doors and windows to confine the fire and reduce oxygen, if it is safe to do so but, DO NOT LOCK THEM.
- *RACE* – Rescue, Alarm, Contain, Escape, or Extinguish.
- *PASS* – Pull, Aim, Squeeze, Sweep, to use an extinguisher.

EVACUATE when the sound of the fire alarm is heard

- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate the building.
- Never allow the fire to come between you and the exit.
- Report to the nearest evacuation assembly site. Do not leave the campus.
- Document the names of individuals who are unaccounted for or absent.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by RVCC Administration, Campus Safety, Facilities, or the fire department.

Daily Crime Log

RVCC keeps a record of all incidents and reported crimes on all campuses and the Cheshire House via RVCC’s incident reporting software. These records contain the date, time the incident was reported, and includes all information relating to the incident or crime. The daily crime log is available for public inspection upon request at the Claremont campus. The daily crime log includes the nature, date, time, and general location of the crime reported, as well as the disposition of the complaint, if known, at the time the log is created. The Campus Safety Officer will post specific incidents in the daily crime log within 2 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 RVCC 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 campuses are well lit, any student or staff member can call Campus Safety at extension 5420 and request an escort to their vehicle. Campus Safety encourages the use of the buddy system when waking in the parking lot. Vehicles on campus should be locked and valuables stored out of sight. Any suspicious persons, activity, or vehicles should be reported to Campus Safety as soon as possible. Potential or actual criminal activity and other emergencies can be reported by anyone. RVCC encourages reporting directly to local authorities in situations where the need is obvious, such as witnessing a theft or a situation requiring emergency medical attention. RVCC personnel should be notified after emergency services have been dispatched.

RVCC expects students to be mature, honest, and responsible members of the RVCC college community. Any behavior that infringes on the rights, safety, property, privileges of another person, or which impedes the educational process is unacceptable. In addition, any behavior or activity that violates local, state, or federal law is unacceptable and will not be tolerated. For additional information refer to the Student Code of Conduct policy located in the student handbook. Go to <https://www.rivervalley.edu/about/campus-safety/> and click on the “Student Handbook” link to access the most current version. Disciplinary issues involving students are the responsibility of the Vice President of Academic and Student Affairs in conjunction with the RVCC Judicial Committee. The Vice President of Academic and Student Affairs, or designee, may take administrative disciplinary action when necessary to ensure the safety of the college community and to ensure the continuation of the educational process.

RVCC Procedures for Responding to Sexual Assault

This section outlines the procedures RVCC follows in responding to reports of domestic violence, dating violence, sexual assault, or stalking. It assumes that the incident occurred on campus, near campus, or at an official RVCC function. However, many of the procedures and services described also apply if an incident occurs off-campus or if the individual reporting the incident is not a student.

Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can may be made in person or by calling Vice President for Academic & Student Affairs Jennifer Cournoyer at 603.542.7744 x5331, email to jcournoyer@ccsnh.edu, or mail to 1 College Place Claremont, NH 03743. A report of sexual misconduct/sexual harassment may also be made to Campus Security, or local police.

When an incident is reported, the person to whom the report was made shall inform the student of their option to notify local law enforcement. Victims of sexual misconduct may choose, or decline, to report incidents of sexual misconduct. Individuals may request assistance from the Title IX Coordinator with contacting law enforcement.

- **Campus Safety** 603-542-7744
- **Claremont Police Department** 603-542-9538
- **Keene Police Department** 603-357-9815
- **Lebanon Police Department** 603-448-1212
- **NH State Police** 603-271-1162
- **United States Attorney's Office** (federal law enforcement) 603-225-1552

The student shall also be informed of the importance of preserving evidence of possible criminal activity and availability of RVCC personnel to assist the student in notifying the police. Finally, the student shall be informed of counseling, mental health, and other student services available to them.

Although the student is not required to notify law enforcement, the police officer or department to whom the report is made shall contact Campus Safety to inform them that an incident of domestic violence, dating violence, sexual assault, or stalking may have occurred on or near campus or at an official RVCC function. Campus Safety shall in turn notify the Vice President of Academic and Student Affairs, RVCC's Title IX Compliance Officer, who is responsible for coordinating the campus response to the incident. Licensed mental health workers who learn about sexual assault as part of their professional roles, are required to maintain confidentiality. Hence only anonymous summary statistical information will be reported. RVCC's Title IX Coordinator will act as liaison to the CCSNH Title IX Coordinator to assist in system-wide tracking and monitoring of sexual misconduct or sex discrimination.

After Campus Safety is contacted, an officer will be dispatched to take a report. The student may request a male or female officer to take the report. This request will be accommodated whenever possible. If the student is unwilling to report the incident to police or to be transported to the hospital, they are urged to seek assistance immediately from community health services for coordination of medical care, counseling, and other support alternatives. The student or the alleged assailant may request changes in their academic situation after a report of an assault. RVCC shall grant any reasonable request for such a change.

When a student reports being a victim of domestic violence, dating violence, sexual assault, or stalking by another student, RVCC will investigate and determine if college policies were violated. Depending on the circumstances, RVCC may impose interim protections and remedies

according to the Student Code of Conduct during the investigation into the allegations. At the conclusion of the investigation, the investigator will forward findings to the RVCC Judicial Committee. After receiving the results of the investigation, the Judicial Committee will determine whether to charge the offending student with a violation of the student code of conduct and communicate that decision in writing. When student conduct charges are brought against a student by RVCC, the case shall be resolved according to the CCSNH Student Code of Conduct and the judicial process.

All incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Academic and Student Affairs who will identify the appropriate investigator to complete the investigation. The conduct process is suspended until the conclusion of the investigation.

If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc. The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

A prompt, fair, impartial investigation and resolution will be provided as outlined in the Student Code of Conduct, <https://catalog.rivervalley.edu/student-code-of-conduct>.

Title IX Formal Grievance Procedures: Applicable to Students, Staff, and Faculty

Formal Complaint

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible.

All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.

No investigation will occur unless a formal complaint is filed with the Title IX Coordinator by the complainant, or the Title IX Coordinator decides to file a formal complaint. The formal complaint must be in writing and include the following:

1. Basic information about the possible violation(s) of sexual harassment (such as date, time, location, type of incident, name(s) of individuals involved).
2. A request that CCSNH/RVCC investigate the allegation(s).

The Title IX Coordinator may determine that specific circumstances warrant pursuing a formal complaint (such as when the alleged respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the CCSNH/RVCC community), even when the complainant does not file a formal complaint. In such cases, the complainant will receive advance notice as well as notices of activities at various points in the procedure, but is not a party to the case. Likewise, the Title IX Coordinator is not a party, for purposes of this procedure, if they file a formal complaint on behalf of CCSNH/RVCC.

The Title IX Coordinator may consolidate formal complaints where circumstances warrant.

Dismissal of Formal Complaints

Under the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint:

1. If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as defined in Section II.A of this policy); or
2. If the conduct alleged did not occur within the scope of the College's education programs and activities, or did not occur in the United States.

However, if the conduct alleged is otherwise covered by another CCSNH/RVCC policy, the conduct may be addressed under the applicable policy, depending on the circumstances.

The Title IX Coordinator may also dismiss a formal complaint if a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; if the respondent is no longer enrolled in CCSNH/RVCC; or if there are specific circumstances that prevent CCSNH/RVCC from gathering evidence sufficient to reach a determination regarding the formal complaint.

If a formal complaint is dismissed for any reason, the Title IX Coordinator will promptly and simultaneously send written notice to the parties explaining the reasons. Parties have the opportunity to appeal dismissals.

Steps in the Process

A formal complaint initiates the Title IX Grievance Procedure. The Title IX Coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form.

1. General Obligations of RVCC and Timeline

RVCC will:

- Treat complainants and respondents equitably;
- Not presume a respondent is responsible until and unless such a determination is made following a hearing as provided in this policy;
- Objectively evaluate all relevant evidence;
- Ensure that any individuals involved in the procedure have appropriate training, and do not have conflicts of interest or bias;
- Follow reasonably prompt timelines for conclusion of the procedure and provide reasons for delay;
- Provide all required notices of meetings and hearings;
- Provide opportunities for parties to review and respond to relevant evidence, both favorable and unfavorable;
- Provide parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice;
- Provide parties with the opportunity to present witnesses, as well as other relevant evidence;
- Not restrict the parties from speaking about the case for their own emotional support and to prepare their case;
- Assume the burden of gathering evidence and of proof (rather than such burdens resting with the parties); and
- Comply with all applicable confidentiality and privacy laws and regulations during the procedure.

In general, RVCC will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer due to the

absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from parties for extensions equitably, and shall notify the parties of any extensions that are granted or denied.

2. Notice to Parties and Initial Steps

- i)** The Title IX Coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:
 - Notice regarding the procedure and the availability of an informal resolution process;
 - Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five calendar days).
 - As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
 - Notice that the parties may have an advisor of their choice, who may be an attorney;
 - Notice that the parties may inspect and review evidence;
 - Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;
 - Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or procedure;
 - Notice that CCSNH/RVCC, not either party, has the burden of proof;
 - Notice of the name of the investigator, with sufficient time (no less than five calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator
- ii)** If additional allegations become known at a later time, the original notice to the parties will be supplemented. Misconduct which subsequently becomes known but is

not covered by this policy may be addressed pursuant to other applicable CCSNH/RVCC policies, as appropriate.

- iii) The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.
- iv) Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding CCSNH/RVCC officials involved in the procedure will be resolved by the Title IX Coordinator. At the hearing, such claims may be raised with the decision maker.

3. Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by CCSNH/RVCC must be approved by the Title IX Coordinator. If an informal resolution agreement is reached, it must be signed by the parties and RVCC. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.

4. Emergency Leave

CCSNH/RVCC, in consultation with the Title IX Coordinator, may place a student respondent on emergency leave at any point after a formal complaint is filed:

- i. If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.

- ii. The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.
- iii. Any such decision to place a student on emergency leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

5. Investigation Process

The Title IX Coordinator will appoint an investigator to investigate the formal complaint. The investigator will:

- i. Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- ii. Allow parties to have their advisor at all meetings (advisors may not speak for the party).
- iii. Allow parties to identify witnesses and submit favorable and unfavorable evidence.
- iv. Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
- v. Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- vi. Prior to completing the investigation report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint. This includes all directly-related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties. The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
- vii. Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

- i. Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person, but may use it to prepare for the hearing. Responses to the investigation report must be

provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each party with all responses.

- ii. In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX Coordinator, in consultation with other CCSNH/RVCC officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.
- iii. Appoint a decision maker, notify the parties of the identity of the decision maker, and provide not less than five calendar days for a written response from the parties raising any concerns regarding a conflict of interest or bias on the part of the decision maker.
- iv. Forward the investigation report and the parties' responses to the decision maker in advance of the hearing.

6. Live Hearing

CCSNH/RVCC shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The Title IX Coordinator shall be responsible for scheduling the live hearing (no less than ten calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Some important features of hearings include the following:

- i. Under Title IX, CCSNH/RVCC has no authority to compel parties, witnesses or advisors to be present for a hearing.
- ii. At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.
- iii. The decision maker, not the investigator, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX Coordinator or the investigator.
- iv. The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- v. The decision maker may ask questions of the parties, their advisors and any witnesses.

- vi. The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- vii. The decision maker may request input from CCSNH/RVCC officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- viii. CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- ix. Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, CCSNH/RVCC will appoint one for the party at no cost to the party.
- x. The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- xi. A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

7. Standard of Proof and Determination of Responsibility

CCSNH/RVCC uses a preponderance of the evidence standard ("more likely than not") in making determinations of responsibility.

The decision maker shall issue a written determination, which shall include the following:

- i. Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy.
- ii. A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- iii. Findings of fact supporting the determination.
- iv. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and any disciplinary sanctions CCSNH/RVCC imposes on the respondent.
- v. A statement as to whether remedies designed to restore or preserve equal access to CCSNH/RVCC education programs and activities will be provided to the complainant; however, the decision maker shall not identify such remedies. The Title IX Coordinator shall work with the complainant to design remedies consistent with the decision maker's findings.
- vi. The procedure and permissible bases for the complainant and respondent to appeal the determination (or dismissal).

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that CCSNH/RVCC provides the parties with the written determination of the results of the appeal, if an appeal is filed (see subsection 9 below), or if an appeal is not filed, the date on which the appeal period expires. A complaint filed with an external agency is not an appeal for purposes of determining when a finding of responsibility becomes final.

8. Remedies, Supportive Measures and Sanctions

i. Remedies

- i. “Remedies” are measures used to ensure that the complainant has equal access to the College’s education programs and activities following a decision maker’s determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

ii. Supportive Measures

- i. The Title IX Coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant’s needs at that time.

iii. Sanctions

Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:

WARNING - a notice in writing to the student that the student is violating or has violated institutional policy;

PROBATION - a written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;

LOSS OF PRIVILEGES – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, persona non grata designation);

NO CONTACT – restriction prohibiting an individual from approaching or contacting a specified individual;

FINES – previously established and published fines may be imposed;

RESTITUTION - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;

CLASS/ COLLEGE SUSPENSION – separation from class(es) or the College for a definite period of time, with conditions for readmission (if appropriate);

COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.

EDUCATIONAL OR SERVICE SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to: work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

9. Appeals

Parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Appeals are allowed on the following grounds:

- i. Procedural errors that affected the outcome of the matter;
- ii. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- iii. The Title IX Coordinator wrongfully concluded that the formal complaint did not constitute sexual harassment under this procedure and dismissed the formal complaint;
- iv. The Title IX Coordinator, investigator or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; or
- v. A sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a Party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the decision maker.

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX Coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

- i. Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer.

- ii. The Title IX Coordinator shall provide a copy of the appeal to all other parties.
- iii. The other parties shall have seven calendar days to submit a written statement addressing the appeal.
- iv. The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/RVCC officials and/or CCSNH counsel in making their decision.
- v. The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may:
 - 1. deny the appeal;
 - 2. grant the appeal and send back the matter to the decision maker for further consideration;
 - 3. grant the appeal and send back the matter for a new live hearing before a new decision maker;
 - 4. grant the appeal by revising the sanction; or
 - 5. grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted.

Supportive Measures

After a report of sexual misconduct/ sexual harassment, is made, the Title IX Coordinator will meet with the complainant (alleged victim), if they are identified in the report, to discuss and implement any needed supportive measures. Such measures will remain confidential to the extent possible in the particular circumstances.

Supportive measures are individualized services offered to a complainant following a report of sexual misconduct/sexual harassment. Supportive measures may also be provided as appropriate to respondents after a formal complaint is filed. Supportive measures are designed to facilitate a party's ability to access education programs and activities, without overly burdening the other party (prior to a finding of responsibility). Examples of supportive measures include, but are not limited to no contact orders, referrals for services, changes in schedules, etc.

The Title IX Coordinator will explain the process(es) that apply to the allegations raised, including the process for filing a formal Title IX complaint if the conduct may constitute sexual harassment under Title IX.

Protection Orders

Victims of sexual misconduct/sexual harassment may obtain a protection (no contact) order, as well as other supportive measures, from the Title IX Coordinator following a report of sexual misconduct/sexual harassment

Victims of sexual misconduct involving domestic violence or stalking may pursue a court-ordered protection order by working with their victim advocate from the crisis center to file an order with the court system.

Individuals who obtain a protection order issued by a court are asked to contact, and provide a copy of the order to, the CCSNH/ College Title IX Coordinator. Upon receipt, CCSNH/RVCC can assist in enforcement of the order as it pertains to the alleged victim's or respondent's participation in CCSNH/RVCC programs or activities, to the extent applicable.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student will receive simultaneous written notice of the outcome of the RVCC or CCSNH resolution process. Both the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted files charges with the local police department, the criminal investigation and the RVCC investigation are coordinated but independently conducted, on a case-by-case basis.

Reporting Sexual Misconduct for Employees

All employees and other persons are encouraged to report incidents of sexual misconduct/sexual harassment involving employees, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.

All CCSNH/RVCC employees with supervisory or management responsibilities, and individuals designated as Campus Security Authorities under the Clery Act who receive information about possible sexual misconduct/harassment of employees are required to make a report.

Reports of sexual misconduct/sexual harassment should be directed to the appropriate Title IX Coordinator and can be made in person or by calling Vice President for Academic & Student Affairs Jennifer Cournoyer at 603.542.7744 x5331, email to jcournoyer@ccsnh.edu, or

mail to 1 College Place Claremont, NH 03743. The Title IX Coordinator shall notify the CCSNH Director of Human Resources of the report.

A report of sexual misconduct/sexual harassment may also be made to Campus Security, or local police.

Campus Sex Crime Prevention Act & Duty to Report

CCSNH and RVCC prohibit sexual misconduct/sexual harassment against any person participating in or attempting to participate in education programs and activities of CCSNH/RVCCs (which includes employment).

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 RVCC, the state of New Hampshire must promptly notify RVCC and local police departments. Members of the college community who wish to obtain information regarding registered sex offenders can review the online registry: <https://business.nh.gov/nsor/> or visit their local police agency.

Campus Support for Victims of a Sex Offense

RVCC is acutely aware of the concerns regarding the sudden and dramatic increase in the number of victims seeking help who have been sexually harassed, assaulted, raped, experienced dating violence, or stalking on college campuses. It is the policy of the Community College System of New Hampshire (CCSNH) that all employees and students work, study, attend classes and activities in an environment that is safe, free of discrimination, and harassment. 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 RVCC Administration for adjudication.

Information is emailed to students, faculty, and staff twice a year. Once in the fall semester and once in the spring.

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
- Treated with respect, placing no blame for the assault. No pressure will be used to force the alleged victim to make decisions.
- Put into contact with local police.

- Assisted in gaining access to resources they need. <https://www.rivervalley.edu/titleix/> Financial assistance may be available through the NH [Victims Compensation Program](#) or through the Office for Victims of Crimes. (<https://ovc.ojp.gov/states/new-hampshire#zp3t3>.) Services and support for immigrants are available through Welcoming New Hampshire. (<https://www.welcomingnh.org>)
- Asked to keep evidence intact. Anything handled by the attacker should not be touched. Explain the reason for this is to preserve evidence that may assist in proving the alleged criminal offense occurred. It may also be helpful in obtaining a protection order.
- Put into contact with the Vice President of Academic and Student Affairs (603) 542-7744 x5331

If the alleged victim is reluctant to contact police and does not want medical assistance, encourage the alleged victim to contact the New Hampshire 24-hour sexual assault hotline at (800) 277-5570. A letter will be sent to the alleged victim outlining the resources available to them.

The Vice President of Academic and Student Affairs 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, the New Hampshire 24-hour sexual assault hotline (800) 277-5570 or go to <https://www.rivervalley.edu/titleix/> for additional resources.
- Do not wash, bathe, or change your clothing before going for help.
- Receive medical attention to treat injuries sustained during an assault and to collect evidence should you choose to press charges.
- Report the crime to local police.
- If the assault has taken place on RVCC property or at an official RVCC event, notify the Vice President of Academic and Student Affairs (603) 542-7744 x5331

Non-Campus Support for Victims of a Sex Offense

Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a New Hampshire Domestic and Sexual Violence Crisis Center.

Claremont: [Turning Points Network](#)

11 School Street Claremont, NH 03743

1-800-639-3130 [crisis line]

603-543-0155 (Claremont office)

603-863-4053 (Newport office)

Keene: [Monadnock Center for Violence Prevention](#)

12 Court Street Keene, NH 03431

1-888-511-6287 [crisis line]

603-352-3782 [crisis line]

603-352-3782 [Keene office]

603-209-4015 [Peterborough]

Lebanon: [WISE](#)

38 Bank Street

Lebanon, NH 03766

1-866-348-WISE (9473) [crisis line]

603-448-5525 [local crisis line]

603-448-5922 [office]

Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call.

Immediate, confidential help is also available by calling: ☎ New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574 ☎ New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570 ☎ National 24-hour Sexual Assault Hotline: 1-800-656-4673 Conversations with crisis center and crisis line volunteers and advisors (who are also confidential resources) are protected under New Hampshire's confidentiality statute (NH RSA 173-C).

Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.

The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the Title IX Coordinator, investigation interviews, discipline meetings or hearings. Confidential resources are not employees of CCSNH.

Campus Crime Definitions

Campus Crime Definitions can be found in the student handbook. Definitions relating to domestic violence, dating violence, and stalking can be found on the Title IX website located at <https://www.rivervalley.edu/titleix/>, under “definitions”.

Arson – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or other incendiary device.

Aggravated Assault (1st & 2nd degree assault) – The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Simple Assault – An unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary – The unlawful entry of a building or other structure with the intent to commit a Felony or a theft.

Criminal Mischief - To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence

Domestic Violence - Also known as dating violence, relationship violence or intimate partner violence, is any act committed by a person in an intimate relationship against the other member of the intimate relationship to exert power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Domestic violence can happen to anyone regardless of race, sexual orientation, socio-economic status, education, age, religion, etc. Domestic violence can occur

between current or former intimate partners who have dated, lived together, have a child together, or who are otherwise connected through a past or existing relationship.

Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Weapons law Violation - 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.

Disorderly Conduct - Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Liquor Law Violation - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Trespassing - To unlawfully enter land, a dwelling, or other real property.

Drug/Narcotic Violation - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offences - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Motor Vehicle Theft – The theft of a motor vehicle.

Stalking - is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Consent - as used in this policy is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

Sexual Assault - as defined in the Clery Act includes 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes forcible regardless of gender.

There are four types of forcible sex offenses:

1. *Rape* is the sexual penetration, no matter how slight, of a 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 temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape regardless of gender.

2. *Fondling* is 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.

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

4. *Statutory Rape* is non-forcible sexual intercourse with a person who is under the statutory age of consent.

RVCC Drug & Alcohol Policy

The possession, sale, or the furnishing of alcohol on RVCC campuses is governed by the CCSNH Alcohol Policy and New Hampshire state law. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by RVCC. Violators are subject to college disciplinary action, criminal prosecution, and fines. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the CCSNH Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus not specifically allowed by CCSNH policy. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by RVCC. In addition, CCSNH and its colleges have an interest in off-premises events held in their names. If alcohol is used illegally or inappropriately at such events, CCSNH or RVCC may take steps to protect its interests including, but not limited to, instituting disciplinary action against an employee or student. Employment policies are available from RVCC Human Resources. Student Code of Conduct policies can be found at <https://catalog.rivervalley.edu/student-code-of-conduct>

Drug Free Workplace and Drug Free Schools and Communities

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance prohibited in and on property owned or operated by River Valley Community College. 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. Employee policies are available in Human Resources and Student's Code of Conduct Policies and at the Student Services Information Center at the main campus and at the Keene and Lebanon locations.

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 RVCC offices, facilities, work sites, vehicles, or while conducting RVCC 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 concerns of domestic violence and its impact on the workplace.

Any employee, student, or vendor who on RVCC property threatens, harasses, or abuses someone at the workplace, or from the workplace, using RVCC 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 they are a victim or perpetrator of domestic violence to the State of New Hampshire Employee Assistance Program at 1-800-852-3345, extension 4336 or RVCC Human Resources at (603) 542-7744 x5323.

Coronavirus (COVID-19) Pandemic Safety Protocols

RVCC is committed to providing the college community with enhanced public health and safety protocols during the ongoing Coronavirus (COVID-19) Pandemic and has undertaken many safety protocols and programs to ensure the health and safety of the college community. RVCC has undertaken several Coronavirus (COVID-19) process and procedures to comply with ensure compliance with recommended guidance from State of New Hampshire Executive Orders, the NH Department of Health and Humans Services (NHDHHS), the Center for Disease Control and Prevention (CDC), the Occupational Health and Safety Administration (OSHA), the Environmental Protections Agency (EPA), and other industry guidance as applicable. Protocols are put into place at the discretion of the President. For information on College COVID-19 policies and procedures, please refer to RVCC Covid-19 Information webpage:

<https://www.rivervalley.edu/student-support/information-on-coronavirus/>.

A paper copy of the Annual Crime Statistics report was sent to the Department of Education and can be obtained by sending requests to Connie Sampson, RVCC Human Resources Manager, at csampson@ccsnh.edu or 603-542-7744 x5323. The crime rate is calculated by dividing the number of incidents reported by the campus population. For more information on mandatory crime reporting and the Clery Act please visit <https://clerycenter.org/policy/the-clery-act/>

Campus Crime Statistics

Offense	On-Campus Student Housing			On-Campus Property			Non-Campus Property			Public Property			Unfounded Crimes			Total		
	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019
Murder/Non-Negligent Manslaughter	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	N/A	N/A	N/A	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Robbery	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	N/A	N/A	N/A	2	0	0	0	0	0	0	0	0	0	0	0	2	0	0
Destruction of Property	N/A	N/A	N/A	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Arrests: Liquor Law Violations	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred for Disciplinary Action: Liquor Law Violations	N/A	N/A	N/A	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
Arrests: Drug Abuse Violations	N/A	N/A	N/A	1	0	0	0	0	0	0	0	0	1	0	0	2	0	0
Referred for Disciplinary Actions: Drug Abuse Violations	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Weapons Carrying, possessing, etc.	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referred for Disciplinary Action: Weapons: Carrying, possessing, etc.	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime: Total	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gender</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gender Identity</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Race</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Disability</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Religion</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Ethnicity</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Natural Origin</i>	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	N/A	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**One Drug Abuse incident is considered unfounded due to a suspected drug transaction, however, when responding officer(s) arrived to investigate, the suspect vehicle had left the property; thus, the officers were not able to determine the validity of the complaint.

Clery Location Definitions

The statistical crime report for the last three calendar years is shown on pages 21 & 22 of this document. The following is a list of location definitions as defined by the Clery Act (U.S. Dept. of Education, Office of Postsecondary Education, 2016, 2-2).

On-Campus:

- Any building or property owned or controlled by an institution within the same reasonably 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 but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- RVCC maintains three on-campus properties include the Claremont Campus, Lebanon Academic Center, and Keene Academic Center.

Non-Campus:

- 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.
- RVCC maintains one non-campus property, the Cheshire House, located at 67 Winchester St. Keene, NH. This location provides administrative and student support for RVCC students taking classes in the Keene, NH area.

Residential Facilities:

- Dormitories or other residential facilities for students on campus.
RVCC does not have dormitories or other residential facilities for student housing

Public Property:

- The public property that immediately borders and is accessible from the campus. This includes the public sidewalk that borders the campus, the public street, and the public

sidewalk on the other side of the street. It also includes public property within the campus

Campus Property, Non-Campus Property, and Public Property Maps



Claremont Campus – 1 College Place, Claremont, NH 03743

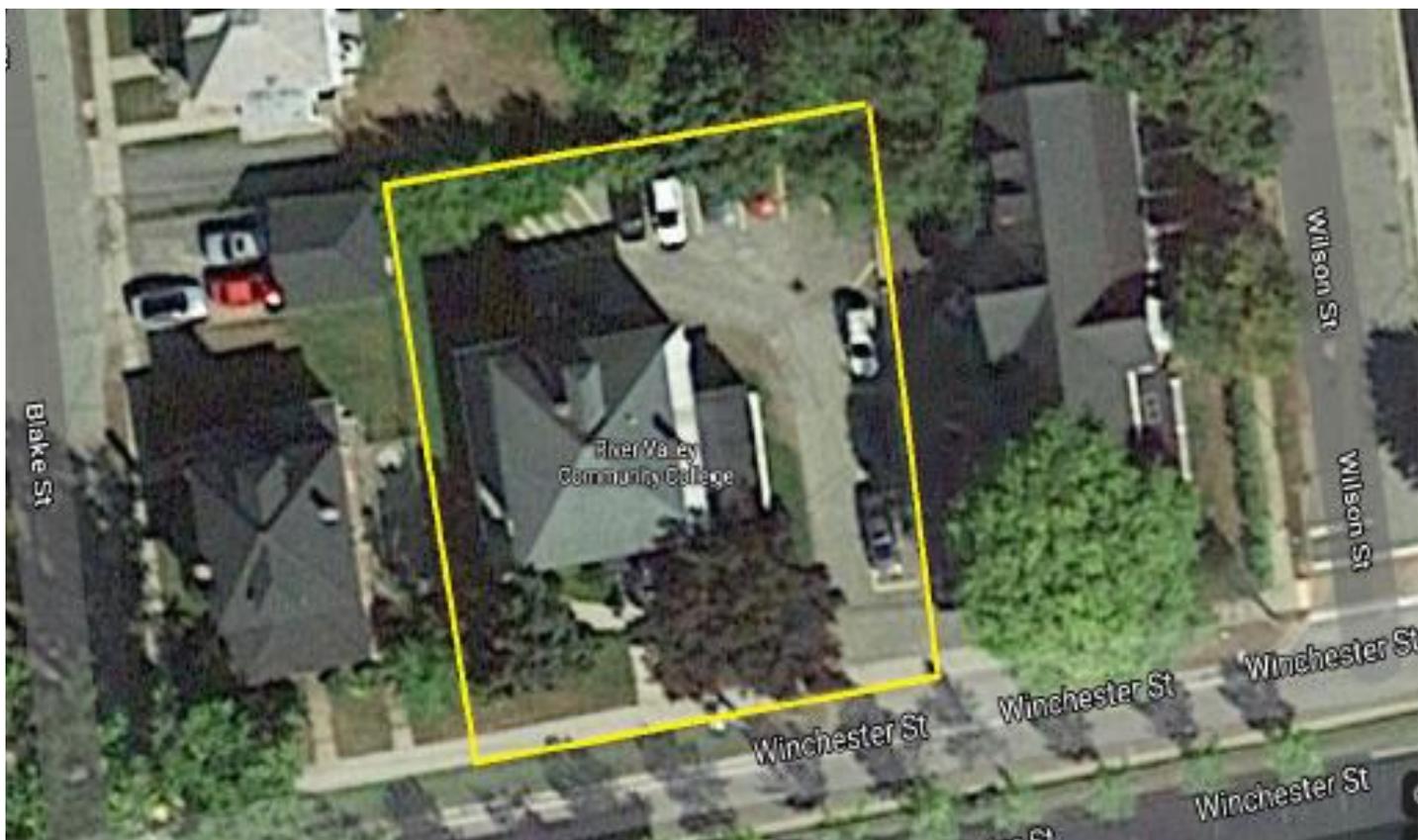


Lebanon Academic Center – 15 Hanover Street, Lebanon, NH 03766



Keene Academic Center – 438 Washington Street, Keene, NH 03431

Cheshire House (non-campus property) – 67 Winchester Street, Keene, NH 03431



The Cheshire House is located adjacent to Keene State College. Clery statistics and crime reporting information for Keene State can be found at <https://www.keene.edu/administration/policy/detail/clery-report/> or by contacting RVCC Campus Safety at (603) 542-7744 extension 5420.