Section 1: Campus Safety and Security

The following outlines the Campus Safety and Security policies of NCC. This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act of 1998. The gathered statistical data for reported crimes is provided by Nashua PD.

Campus Safety Department: The Campus Safety Department operates during the normal operating hours of the college. Campus Safety Officers conduct foot and vehicle patrols on campus and are charged with the enforcement of federal, state and local laws, as well as Nashua Community College (NCC) policies and regulations. Campus Safety Officers do not have statutory arrest powers. The Campus Safety Department maintains a strong working relationship with the Nashua Police Department, who provide law enforcement services for NCC. There is a formal Memorandum of Understanding in effect between NCC and the Nashua Police Department. The College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the College. All persons on the campus are subject to these laws and rules at all times. The College is public property, and law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist the College in deterring crime.

The Campus Safety Office maintains a daily log of activity available for public view during normal operating hours. The Campus Safety Department compiles crime statistics, which are reported yearly in the Annual Security Report. Please review your student handbook/planner for General Policies such a parking and smoking regulations

The student handbook is available on the NCC website; _____

_____

Building Security: Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during normal business hours. Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. Buildings are patrolled and checked by Campus Safety staff and are equipped with video monitoring and fire detection systems. Emergency telephones are available in offices, classrooms, and common hallways. Entrances to residential halls not applicable as there is no on-campus housing.

Section 2: Safety/Services Provided

Alarm Systems: A computer based electronic system, monitored by an off campus alarm company, immediately notifies campus safety upon activation. Alarm systems are configured to denote duress, intrusion, and other types of activations. In the event of a fire alarm activation, the Nashua Fire Department will be notified immediately through a Master Box system.

Annual Report: The Department of Campus Safety will publish an annual report prior to October 1 of each year. The report will be directly linked to the NCC Campus Safety website. Copies of the report are available in the Campus Safety office Room 124.

Campus Safety Website: Nashua Community College maintains a website _____ _____ For quick and up to date information on the Campus Safety department and services it provides in addition to Crime statistics, crime prevention information, emergency procedures, and online registration for parking permits.

Campus Student Activity Calendar and Newsletters: NCC puts out a weekly student activity calendar and newsletter as well as a weekly newsletter called NCC 505 Review for faculty and staff. The Safety Department publishes articles that provide updated information on issues of safety and security for both publications.

Digital Information Displays: Display monitors are located at high traffic areas around the NCC campus. The monitors display updated information regarding the activities occurring on campus as well as helpful campus tips.

Emergency Telephones: NCC has yellow Emergency Call Boxes located next to the elevators. Additional red emergency phones are located at various locations in the campus building hallways. Both styles of phone connect to the State of New Hampshire 911 system.5

Video Monitoring System: Nashua Community College has approximately 100 surveillance cameras located throughout the college on both the interior and exterior of the campus building. Which utilizes a high quality video surveillance system, which monitors campus activities 24 hours a day. Information is stored digitally for a period in order to allow review of any incident occurring inside or outside of the campus buildings. The Campus Safety Office manages the system. A policy is created in place for those operating the system to ensure proper useage.

Section 3: Reporting Crimes/Emergencies/Campus Security Authority

The Campus Safety Office is located in Room 124. Please contact the office for any emergency, safety issues or to report a crime that occurred on campus, or on property controlled by the college. Crimes can also be reported to any Campus Safety Authority, or CSA located on campus. The Campus Safety Department encourages prompt and accurate reporting of all criminal matters.

In the case of any immediate or life-threatening emergency, call 911.

- Dial 9-1-1 to contact Emergency Services directly.
- Push the button on any Yellow Boxes on campus to dial 911.
- Dial 9-1-1 from red emergency telephone on campus.
- Push the button on any Blue Emergency Phones on campus to dial 911.
- Go to any office on campus and ask them to contact 911.

Campus Safety Office

- Daytime Emergency # (603) 921-1089.
- Evening Emergency # (603) 897-9988.
- Dial (603) 578-8900 ext. 1767 to report non-emergencies.

Crime Reporting Methods

- Contact a Campus Safety Officer.
- Contact a CSA to complete an incident report form.
- Access the Campus Safety website and fill out the incident report form: http://www.nashuacc.edu/about/campus-safety-and-security/incident-report-form
- The incident form can be done anonymously.

Voluntary Confidential Reporting: If you are the victim of a crime and do not want to pursue action within the College disciplinary System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Safety Director or a desi

Listing of Campus Security Authorities by Title

Section 4: Preventing Crimes

and sexual assault/harassment. It is the policy of this institution that all offenses of domestic violence, dating violence, sexual assault, and stalking are prohibited.

Definitions and Terms

Domestic Violence:

violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with or has cohabitated with the victim as a spouse. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person

Reporting Procedures and Victim Rights

If you are the Victim of a Sexual Assault: Go to a safe place, call a friend and/or a rape crisis center. The crisis center can provide you with immediate support and information. Preserving evidence in cases of sexual crimes is of the highest importance for any possible future investigative and prosecutorial purposes.

Do not wash, bathe, douche or change your clothing before going for help. It is important to receive medical attention for treating injuries sustained during an assault, testing for pregnancy and sexually transmitted diseases and collecting of evidence. If you suspect that you may have been given a rape drug, ask the hospital or clinic where you receive medical care to take a urine sample. Rape drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

As a victim, you have the option of getting an examination for a sexual assault and having evidence gathered at a hospital at no cost to you. Preserving evidence is crucial if protective orders are sought after. This include offenses such as domestic violence, dating violence, and or stalking. Information on where to report will be given written to victim. This will ensure the victim will have documentation in the case of obtaining protective orders.

NH RSA 21-M: 8-c Victim of Alleged Sexual Offense. If a physician or a hospital provides any physical examination of a victim of an alleged sexual offense to gather information and evidence of the alleged crime, these services shall be provided without charge to the individual. Upon submission of appropriate documentation, the physician or hospital shall be reimbursed for the cost of such examination by the Department of Justice to the extent such costs are not the responsibility of a third party under a health insurance policy or similar third party obligation. The bill for the medical examination of a sexual assault victim shall not be sent or given to the victim or the family of the victim. The privacy of the victim shall be maintained to the extent possible during third party billings. Billing forms shall be subject to the same principles of confidentiality applicable to any other medical record under **RSA 151:13**. Where such forms are released for statistical or accounting services, all personal identifying information shall be deleted from the forms prior to release.

Sexual assault victims experience profound emotional trauma. Although victims react in different ways, common responses include feelings of shock and disbelief; intense fears about personal safety; preoccupation with recurrent intrusive thoughts about the assault; sleep disturbances; anxiety and impaired concentration; mood swings; depression; and feelings of anger, shame and self- - rauma Syndrome

Victims of acquaintance rape often experience intense feelings of shame and self-blame. Many also feel betrayed because someone they initially trusted has violated them. Some victims lose confidence in their own judgment and find it hard to learn to trust again. The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or boyfriend of the victim, or someone the victim knows only casually from his/her class or through mutual

The parties may file an appeal, if applicable.

Every complainant has the right for the complaint to be decided using a **preponderance of the evidence** standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred). College adjudications are based on civil law, not criminal, for very good reasons for both the victim and the accused. Each individual that receives a complaint is required to part take in trainings to be informed of the most recent procedures.

Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings: **Schools must disclose to the complainant information about the sanction imposed on the perpetrator when the sanction directly relates to the harassed student**. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.

Additionally, the **Clery Act (20 U.S.C. §1092(f))** requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense, domestic violence, dating violence, sexual assault, and or stalking.

The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

When conducting an investigation of an alleged sexual assault, the College's focus will be on addressing the sexual assault and not on lesser policy violations that may be discovered or disclosed. The College may, however, provide referrals to counseling or require other educational options.

Patients who are victims of sexual assault

compensation of medical/dental expenses, mental health therapy expenses, lost wages or other out-of-pocket expenses not covered by insurance or other resources available to the victim. The

losses and pain and suffering cannot be compensated using this method of compensation. In order to qualify, the victim must report the crime to law enforcement. The victim should be told to call 1-800(insur)-9(a)4(nc)4(e)4( )-9(or othe)5(r r)6(e)4(sou)-10(rc)7(e)4(s)-10nfBT/F1 12 Tf1 0 0 1 69gont1ha1

The Vice President of Student Affairs will oversee the adjudication of those disciplinary
 -academic
 propriate
behavior leads to recommended sanctions in both the academic and non-academic arenas.

Additionally, the Leadership Team of the college will appoint a Student Judicial Advisor from among the faculty/staff ranks for a renewable two-year term to monitor and maintain records of the various judicial bodies and proceedings; to advise judicial bodies and students/individuals on appropriate or alternative courses of action; to review requests for judicial appeals and to ensure consistency in the application of sanctions.

A time shall be set for an initial hearing between the accused and the authorized investigating individual, not less than one (1) nor more than five (5) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Vice President of Student Affairs (or designee).

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accuser and accused shall be notified in writing simultaneously of:

The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
The method of appeal for the results of the disciplinary proceeding.
Any change to the results that occurs prior to the results becoming final. When the results become final.
All hearings will be decided using a **preponderance of the evidence** standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred). College adjudications are based on civil law, not criminal, for very good reasons for both the victim and the accused.

Reasonable changes to academic situations may be made for the victim of a sexual assault if requested by the student.

INTERIM SANCTIONS: In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body.

Interim sanctions may be imposed only:

To ensure the safety and well-being of members of the college community or preservation of college

Be sure the student does not wash, douche change or wash clothes. Anything handled by the attacker should not be touched.

Call the Rape and Domestic Violence Crisis center through the Sexual Assault Hotline, 603-883-3044.

The victim must be made aware that a medical exam is the next step. It is an option to have the examination at a medical facility and have the examination kit to law enforcement without submitting the name of the patient/victim. This allows the evidence to be preserved for any future prosecution.

Contact the Vice President of Student Services, (603) 578-8900 Ext. 1528.

If the student is reluctant to notify the police and does not want medical assistance, assist the student in contacting the Rape and Domestic Violence Center 603-883-3044.

Campus Safety **must** be notified in all cases of rape or sexual assault, whether the individual wished to press charges or not.

Compliance with these provisions does not constitute a violation of **section 444 of the General Education Provisions Act (20 U.S.C. 1232g),** commonly known as the **Family Educational Rights and Privacy Act of 1974 (FERPA).**

Prevention and Awareness: NCC distributes educational material regarding date rape prevention and Safe at College tips during incoming student orientation sessions. Campus wide postings of domestic and sexual violence information via the ***Bridges Program*** are posted and maintained by the Campus Safety office. All new employees and students are made aware of services in area. There is no student housing at Nashua Community College, therefore we offer virtual or online safety prevention awareness.

Educational videos regarding sexual assault awareness, dating violence, stalking, are available to view online:

Culture of Silence: Stalking Education and Awareness Video:
https://www.youtube.com/watch?v=lBTWyc5tyiI&feature=youtu.be

Speak Out & Stand Up (SOSU): Raising Awareness About Sexual Assault Video:
https://www.youtube.com/watch?v=9XokkUf8CZ8&feature=youtu.be

Program information is also available on the NCC website:

Bridges in Nashua

Whom You Should See On Campus

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

Director of Campus
Safety (603) 897-9988

Campus Safety Main
Number (603) 921-1089

Vice President of Student
Services (603) 578-8900 Ext.1528

Campus Security Authorities (as listed on page 7 of this report).

Care Team Reporting Link: CARE Team Nashua Community College (nashuacc.edu)

Resources:

NH State Law on Sexual Assault
http://www1 0 06T 9srces:

Violation of the rules concerning use of possession of intoxicating beverages as set forth (4) in paragraphs above will result in referral to a judicial hearing which may result in suspension or dismissal from the college
However, if requested, a waiver may be granted by the College President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations.

Drugs and Narcotics: The use, possession, manufacturing, sale or distribution of non-prescribed drugs and narcotics, or other controlled substances or purported controlled substances including marijuana, except as expressly permitted by law is not allowed on campus and will result in suspension or dismissal from the College as well as possible criminal prosecution and fines. Any college student trafficking in drugs shall be subject to criminal and college action. The policy of the College will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

Student Sanctions: Violations of the rules concerning use of alcohol and other drugs, as set forth in the Nashua Community College Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the Nashua Community College judicial process. Individuals not enrolled at Nashua Community College who

For a complete list of sanctions for violating the Nashua Community College Drug and Alcohol Policy, refer to the Student Handbook.

The College is concerned about substance abusers using tools and equipment, which can be harmful to the individuals as well as to others nearby. The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol.

Recognizing its responsibility to be concerned with the total wellbeing of its students, NCC provides referral service to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need.

Nashua Community College follows local NH state and federal legislation for underage drinking, more information can be found at this link:

Federal Drug Laws

Federal law prohibits the possession, use, or distribution of illicit drugs. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

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

Forfeiture of Personal Property and Real Estate 21 U.S.C. 853:

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

Heavy drinking over a period of time can cause physiological damage, physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only affects upon the abuser, it places profound stress upon family members, relationships, and friendships.

Alcohol

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- No more than 3 drinks for women, 4 drinks for men on any given day

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal-aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits.

However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

Effects: The users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low-risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

Risks: High-risk amounts can increase risk for:

Risk taking behaviors (example: sexual, driving).

Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs).

Hostility or other behavior changes.

Dependence and/or addiction.

Uncharacteristic family, school, work and/or legal problems.

Health problems such as cancers, health disease and cirrhosis of the liver.

Unintentional injuries and death.

Birth and developmental defects if exposed during pregnancy.

CCSNH Policy Governing Alcohol and Controlled Substances

Use of Alcohol and Controlled Substances during Work Hours

Every attempt will be made to distribute the Alert within 6 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident.

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

NCC Alert system

NCC ALERTS:

Section 9: Testing Emergency Response and Evacuation Procedures

NCC will conduct a yearly test of its emergency response plan and notifica