
KEENE STATE COLLEGE
DEPARTMENT OF CAMPUS SAFETY
CAMPUS CRIME REPORT
2009

In compliance with the
Jeanne Clery
Disclosure of Campus Security Policy
and Campus Crime Statistics Act

Compiled by the
Keene State College Department of Campus Safety
(603) 358-2228
www.keene.edu/campussafety/

MESSAGE FROM THE DIRECTOR

Welcome to Keene State College. The safety of students, faculty, staff and visitors is our highest priority at Keene State. Keene State has always taken its responsibilities about safety very seriously.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College developed a comprehensive Emergency Operations Plan in 2006 to respond to the myriad crises that can occur on a college campus. The College's senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed and debriefs to ensure our response is appropriate. During an emergency requiring immediate action, Keene State College can notify community members via the CityWatch Emergency Notification system (to enroll, go to www.keene.edu/campussafety/ens.cfm) and the emergency siren and public address system, in addition to the more traditional methods of communication (e-mail, telephone, etc.)

The Department of Campus Safety is an integral part of the emergency response and management plan and campus life. Campus Safety officers are on duty 24 hours a day, year round, patrolling campus and responding to emergencies and requests for assistance. Campus Safety officers have full authority, granted by Keene State College and the Board of Trustees of the University System of New Hampshire, to enforce the policies as outlined in the *Student Handbook*, the *Parking and Motor Vehicle Policies*, and the *Staff* and *PAT Handbooks*.

Full-time Campus Safety officers attend a 50-hour campus safety academy within the first year of employment. Additional in-service training is provided throughout the year on topics such as CPR/AED , First Aid, Incident Command, Critical Incident Management, management of aggressive behavior, cultural diversity, student development, drug identification, and other programs.

Keene State College is located in the City of Keene, a quiet New England city of 25,000 residents with a very low crime rate. Because of our environment, we are not subject to most of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying risks and decreasing the opportunities for crime.

Most of the serious incidents reported on campus occur between students and/or parties known to one another and many involve the use of alcohol. Theft is the most common crime on any college campus and most thefts occur when rooms and offices are left unlocked "for just a minute". We encourage all members of the community to properly secure and mark valuables to prevent theft and facilitate recovery, if necessary. Information on crime prevention and awareness is available to all Keene State College community members through various campus programs or with a phone call or e-mail. We encourage everyone to be actively involved in crime awareness and prevention.

Representatives from Campus Safety work with the Office of Residential Life, Physical Plant, the Keene Police and Fire Departments and many other stakeholders to ensure the safety of the entire Keene State College community.

Keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or e-mail if you have any questions.

Sincerely,
Amanda Guthorn Warman, Director of Campus Safety
(603) 358-2766
awarman@keene.edu

MISSION STATEMENT

The Department of Campus Safety is committed to creating and maintaining a safe and secure environment by providing effective, efficient and consistent service to every member of the college community.

Guiding Principles

The Department of Campus Safety provides service by adhering to the following principles:

- Respect – Every individual will be treated with respect.
- Education – Every interaction is an educational opportunity.
- Diversity – Recognize and appreciate the values each individual brings to the campus.
- Commitment – To the mission of the college.
- Participation – Be an integral part of and participate in the life of the college.

Vision and Goals

- Provide protection of persons and property through crime and loss prevention initiatives.
- Achieve voluntary compliance with rules, regulations, ordinances, and laws through equal application of enforcement.
- Establish a cohesive and supportive work environment – one that encourages innovation with an emphasis on the quality of service.
- Promote campus-wide awareness of safety issues.
- Continue to develop a campus safety department that is a forerunner in the field, widely respected and trusted.

INTRODUCTION

The Department of Campus Safety provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

Campus Safety operates 24 hours a day, seven days a week, and is responsible for the protection of life and property, responding to calls for assistance, facilitating the movement of persons and vehicles around campus and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime,
2. Providing service to students, faculty, staff and guests,
3. Ensuring compliance with the policies and regulations of the College, the ordinances of the City of Keene and the laws of the State of New Hampshire.

REPORTING CRIMES AND EMERGENCIES

All members of the Keene State College Community and guests to the campus are encouraged to report emergencies and suspected criminal activity to the Department of Campus Safety immediately.

Campus Safety maintains an **EMERGENCY** phone number for immediate assistance. Emergency phones, many with the “**BLUE LIGHT**,” are located throughout campus exclusively for this purpose. If you witness a crime or wish to report an emergency, call;

EMERGENCY	9-1-1
All Other Calls	358-2228
Keene Police	357-9815

Or report in person at Grafton House on Wyman Way.

When reporting a crime or emergency:

1. **Remain calm.**
 2. **Give the location of the incident** - building name, room number, parking lot name.
 3. **Identify yourself** and give a **callback telephone number**. Your identity will remain confidential if you wish; however, it is important we be able to contact you if we need additional information.
 4. **State the incident you are reporting** i.e. theft, medical emergency, fire.
 5. **Describe the scene** – who and how many people are there, if medical treatment is being given, description of subjects, and other information.
 6. **State the subject’s direction of flight**, if applicable.
 7. **Stay on the phone** until the dispatcher has recorded all of the information.
- When a crime or other serious incident is reported, a Campus Safety Officer will be dispatched to the scene to render assistance and investigate the incident. The Keene Police may also be contacted if circumstances dictate. If the responding officer determines the situation presents a significant or imminent danger to the Keene State College Community, s/he will contact the Director of Campus Safety and/or the Vice President of Student Affairs to provide timely warning to the Community.
 - The Keene Fire Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with Campus Safety personnel.
 - Incidents identified as Residence Life or Maintenance related will be referred to the on-call personnel in the specific department needed.

ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

Community members may use campus facilities for advertised public events, as authorized guests of the Spaulding Gym, Mason Library, Redfern Arts Center, Putnam Theatre, Thorne-Sagendorph Art Gallery, and L.P. Young Student Center or as invitees to non-public campus events.

Persons visiting a specific department or facility should stop at Campus Safety on Wyman Way to obtain a visitor's parking pass. All vendors must be registered at the Parking Office, located in Grafton House. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution.

Administrative buildings are secured at the earliest possible hour, given their projected use each day. Exterior doors to residence halls are locked 24 hours a day and all residence halls have electronic access control and are accessible with key cards. Exterior doors are equipped with door prop alarms that sound if the door is left open. Residence hall rooms have combination locks that are changed each year, when a room occupant moves out or when otherwise deemed necessary. Campus Safety Officers and Residence Life staff members periodically patrol residence halls to check for safety issues.

Some areas on campus, such as computer rooms, laboratories, and studios, are restricted from access without authorization. Authorization must be in writing from the person in charge of the area and must be on file at the Campus Safety Office for these areas prior to access being granted. Valid KSC identification is necessary to confirm authorization for access. Campus Safety reserves the right to give or deny access to any area in case of emergency.

Faculty, staff, and students are required to carry the KSC ID card at all times while on campus. The ID is required to check materials from the Library, eat in the Dining Commons (for students on the meal plan) and use College athletic facilities. Identification must also be presented to a Campus Safety Officer or other College official when requested. KSC ID cards are issued during the first week of classes or at hire, and replacements can be obtained throughout the year at the Zorn Dining Commons.

LOCK-OUTS AND LOST KEYS

Students and employees occasionally get locked out of rooms and offices. Residence Life staff can unlock student rooms during office hours (8 a.m. to 4:30 p.m.) and during duty hours. Campus Safety should be notified for lock-outs at other times. Employees should contact Campus Safety for lock-outs.

In the case of a lost key and/or code, students should immediately notify the Residential Life Office for a lock change and replacement key. Faculty and staff members should notify their supervisor or department head.

CAMPUS SAFETY AND MAINTENANCE ISSUES

Maintenance problems affecting the safety and security of the campus are given high priority. Maintenance personnel are on-call around the clock to rectify problems that present an immediate compromise to safety. Campus Safety Officers and Residence Life staff document and report maintenance needs as part of their regular patrols. The staff in both areas works closely with Maintenance and cleaning personnel to maintain a safe and pleasant environment for living and working.

AUTHORITY AND RELATIONSHIP WITH OTHER AGENCIES

The Officers of the Keene State College Department of Campus Safety, acting as agents of the College, are authorized to enforce policies and regulations of the College and to refer those individuals in violation to the Director of Campus Safety and the Dispute Resolution Coordinator. Officers do not have sworn police powers.

The College maintains a cooperative relationship with the City of Keene and Campus Safety Officers work closely with law enforcement officers from the City. A City of Keene Police Officer serves as a liaison between the two departments and maintains an office on campus in Grafton House. Campus Safety periodically works with local, state and federal organizations on investigations, programs and training.

The College does not have any off-campus student organizations.

PREPARATION OF THE ANNUAL CRIME REPORT

The Assistant Director of Campus Safety compiles the statistics for the Campus Crime Report and the Director of Campus Safety reviews policy statements and other information. The Office of Institutional Research is responsible for its publication and for on-line registration and data entry to the Department of Education website.

Statistics for crimes that occurred on or near campus are gathered from incident reports and from Keene Police regarding alcohol, weapons and drug arrests in the area surrounding campus. The Dispute Resolution Coordinator compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Assistant Director of Campus Safety for inclusion in the report. It is the practice of the College that all incidents reported to other offices be reported to Campus Safety for documentation and follow-up.

The annual report is prepared at the close of the academic year; however, statistics reflect activity that occurred during the previous calendar year.

CONFIDENTIAL REPORTING

While it is preferable for reports to be made to Campus Safety, we understand that some victims may choose not to speak with an officer. Therefore, victims may report a crime on a confidential basis to one of the following people:

Andy Robinson, Vice President of Student Affairs
Gail Zimmerman, Associate Vice President of Student Affairs/Dean of Students
Brian Quigley, Director of the Counseling Center
Chris Burke, Director of the Center for Health and Wellness
Kim Harkness, Director of Human Resources
All Resident Directors and Counselors

A confidential "Third Party Report" with information regarding the incident will be completed; however, no names or identifying information will be used without the consent of the victim. The "Third Party Report" will be forwarded to the Director of Campus Safety.

Incidents can also be reported via a confidential [“Silent Witness”](#) web form. The Silent Witness program is for reporting crimes/incidents and/or serious policy violations which may affect the health, safety or welfare of the Keene State College Community. Silent Witness submissions are reviewed by the Director of Campus Safety during College business hours to determine if follow up and/or further investigation is warranted. Information is confidential however contact information may be submitted voluntarily. No follow-up or investigation will be conducted without the consent of the victim.

Although Counseling Center personnel are precluded from mandated reporting of criminal incidents, they are encouraged to use the “Third Party Report” with the consent of the victim.

POSSESSION, USE AND SALE OF ALCOHOL AND DRUGS

Underage possession or use of alcoholic beverages is prohibited. By state law, no one under 21 years of age is permitted to consume, purchase, transport or possess any alcoholic beverage. The College does not condone violation of criminal law, including underage drinking. The laws of the State of New Hampshire govern all matters relating to alcohol on College premises, or at College-sponsored events. As members of the general public in this state, students are assumed to have full knowledge of these laws. The New Hampshire Revised Statutes Annotated is available in the Library and on-line at www.nh.gov/residents/laws.html.

Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law (e.g. prescription drugs) are forbidden. Federal and state law regarding narcotics and controlled substances shall be strictly observed and enforced. Drug related devices are forbidden on college premises; in accordance with state law.

The full text of the Keene State College Policy on Alcohol and Other Drugs can be found in the Student Handbook www.keene.edu/young/forms/studenthandbook.pdf pages 70 through 74.

SEXUAL ASSAULT POLICY

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in a secure environment free of all forms of harassment, exploitation, violence, and intimidation.

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact (including acquaintance rape), or the threat of such contact, is a violation of an individual’s physical and emotional integrity and is unlawful. Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in a secure environment free of all forms of harassment, exploitation, violence, and intimidation.

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact, or the threat of such contact, is a violation of an individual’s physical and emotional integrity and is unlawful. On college campuses, the perpetrator of sexual assault is most often someone the victim knows.

What Is Sexual Assault?

Along the continuum of sexual harassment, sexual assault falls under the most egregious of behaviors. It includes sexual penetration, sexual touching, or other sexual contact that uses

manipulation, coercion, intimidation, physical force, or threats of physical force or retribution, and is without the meaningful consent of the other. “Meaningful consent” is consent that is freely given.

The individual must:

- have the right and ability to say yes or no to the sexual contact at any point, without threat of consequences or harm,
- be in a clear state of mind, not impaired by drugs and/or alcohol, and
- be able to understand the potential consequences of and alternatives to what is being asked.

In addition, consent may not be inferred from silence or passivity alone. A current or previous dating relationship does not constitute consent. Excessive use of alcohol often precedes many assaults. It is important to note that use of alcohol does not diminish the perpetrator’s personal responsibility.

In the State of New Hampshire, if an individual is forced to have sexual intercourse, is unable to consent (for example, due to the influence of alcohol), or is less than 13 years of age, the perpetrator is considered to have committed Aggravated Felonious Sexual Assault, a Class A felony. Further, subjecting a person to sexual contact which causes serious personal injury or engaging in sexual contact with a person who is at least 13 years of age and under 16 years old is considered Felonious Sexual Assault, a Class B felony. It is important to note that the use of overpowering physical force and/or the infliction of physical injury does not necessarily need to be present in order to prove the commission of these crimes. In some instances, the threat of physical force against the victim (or even against another individual, such as a relative or close friend), is enough show of force to result in a criminal conviction.

College Disciplinary Process

A criminal conviction in and of itself may lead to disciplinary action by the College. In addition, behaviors which are both illegal and in violation of the Student Code of Conduct may be handled separately in court and on campus even though the incident and the individuals involved are the same. Finally, certain offenses of a sexual nature which may not be considered unlawful or are not pursued in criminal court for other reasons may still be regarded as violations of the Student Code of Conduct.

Sexual assault and other types of unprivileged sexual contact could result in costly fines and other criminal penalties including incarceration, and/or strong College sanctions, such as suspension or dismissal. In instances where student organizations are involved, these organizations may also have sanctions taken against them, such as the rescinding of their institutional recognition. Students who would like more information regarding either the New Hampshire sexual assault statute or College conduct expectations may review the law and the Student Code of Conduct and College Discipline System. They may also contact the Director of Campus Safety, the Dean of Students, the Director of Residential Life and Housing Services, or the Coordinator of the Sexual Assault/Harassment Student Education and Prevention Program.

Rights of the Victim in College Disciplinary Process

Keene State College’s disciplinary process will respect the rights of the victim which include the following:

1. The right to be present throughout the hearing and to be accompanied by a person of the victim's choice.
2. The right not to have the victim's past sexual history introduced as part of the testimony unless determined to be relevant by the Dispute Resolution Officer or his/her designee.
3. The right to prompt relocation if the victim and accused reside in the same residence hall/area.
4. The opportunity to describe the impact of the event on the victim and to recommend an appropriate penalty if the accused is found to be responsible. The victim will be allowed to respond to questions by the judicial body in a closed, taped session. The tape of the meeting will be played in the formal hearing so that the accused may respond.
5. The right to be informed immediately of the outcome, pending all appeals.
6. The right to the appropriate handling of requests for information from the press, concerned students, parents, and the community.

Victim Assistance

If you wish to report a sexual assault or have experienced unwanted sexual contact, please seek assistance. Go to a safe place. Do not bathe, douche, change clothes, clean up or touch evidence if at all possible. If you do change clothes, put all the clothing you were wearing in a paper, not plastic, bag. Even if you think you will not press charges, preserving evidence keeps your options open. Seek medical assistance. Call Campus Safety, your residence hall director (if you live in a residence hall), the police, the Monadnock Center for Violence Prevention, the Counseling Center, or the Coordinator of the Student Sexual Assault/Harassment Prevention Program. You may also want to contact a close friend or family member. Keene State College provides support services and counseling for College community members, both female and male, who have experienced rape, sexual assault, sexual abuse, date rape, inappropriate touching of an intimate nature, or another form of unprivileged sexual contact. The assistance includes initial crisis intervention, information on reporting, and personal support services such as:

- Accompaniment to the hospital
- Notification of friends, relatives, or supervisors
- Accompaniment to police headquarters
- Referral to the Counseling Center and/or Health Services for ongoing assistance
- Referral to the Monadnock Center for Violence Prevention
- Referral and/or support for significant others
- Assistance in filing a complaint with the Judicial System
- Lease termination or other arrangements for securing on-campus housing
- Transportation and meals when needed
- Scheduling assistance to reduce time lost from work and/or classes, to include rescheduling of examinations or missed academic work
- Contact with police and/or prosecutor for exchange of information and explanation of case progress

This assistance can be provided through the Office of the Dean of Students in Elliot Center at 358-2842, or any Residential Life staff member. For assistance, please contact any of these individuals or call the Office of Campus Safety at 358-2228 and they will contact one of these individuals for you. Many victims meet with more than a dozen people as they go through initial interviews relating to disciplinary and criminal proceedings. It is easy to be confused by the

various roles of the many officials involved in the process. The Coordinator of the Sexual Assault/Harassment Education and Prevention Program, at 358-2437, can help reduce this confusion by coordinating information and referrals.

Survivor Concerns

A survivor may experience many conflicting emotions in the aftermath of a sexual assault. You might feel shock, fear, anger, guilt, shame, or numbness. Each survivor's response is unique. Often students who have experienced a sexual assault find that their eating or sleeping patterns have changed, that they are isolating themselves from others, or that they are unable to concentrate on schoolwork. Whether you choose to report the assault or not, talking with a counselor or a trusted friend or family member can be very helpful. The KSC Counseling Center (358-2437) is a free and confidential resource.

CRIME AWARENESS AND PREVENTION PROGRAMS

The Department of Campus Safety believes that crime awareness is the key to crime prevention. The following services and programs are provided by Campus Safety and Student Affairs to educate community members:

- *Orientation program on crime awareness for incoming first year, transfer students and parents*
This program is conducted during Summer and Fall orientation and, in Spring semesters for incoming first year and transfer students. It provides an introduction to the Department of Campus Safety and its services and basic crime prevention information.
- *R.A.D. (Rape Aggression Defense) Program for Women*
R.A.D. is a 12-hour self-defense program for women only. The course includes lecture, discussion and self defense techniques, suitable for women of all ages and abilities. Classes are scheduled at least once each semester. This course has its foundation in education and awareness.
- *R.A.D. (Resisting Aggression with Defense) Program for Men*
This course has its foundations in education and awareness. The course includes lecture, discussion and self defense techniques, suitable for men of all ages and abilities. Classes range from nine to twelve hours in length.
- *Training for Residence Life staff*
Campus Safety personnel participate in and provide training during Resident Assistant orientation and at various times during the year. Training has included crisis management, alcohol and drug awareness, fire safety and crisis intervention.
- *Rape Awareness Seminars*
Seminars on rape awareness give an overview of the issue involved and what to do if a student becomes a victim. An introduction to the R.A.D. class is included.
- *CSI:Keene – (Campus Safety Interactive)* The CSI program pairs Campus Safety Officers with campus groups to bring the officers of the Department into closer contact with the campus community in a positive, service-oriented way.
- *Drug and alcohol awareness programs*
Campus Safety personnel are involved in Residence Life programs regarding drug and alcohol awareness.
- *Fire safety programs*

- *Cyber-crime and cyber-safety programs*
- *Periodic crime and campus alerts*
Crime Alerts are issued when a crime or pattern of crimes or other activity has occurred which present an immediate and significant danger to the Community. Crime Alerts are sent out as an e-mail, are posted on those areas affected and notification made to Residence Life staff, if applicable.
Campus Alerts are issued to advise the Community of relevant information in other areas of concern, i.e. weather or storm advisories, traffic advisories, potential or real power outages, etc.
- *Cheshire Crime Stoppers*
This is a county wide anonymous tip program designed to encourage citizens to report incidents of crime or give information regarding criminal activity.

Information on Registered Sex Offenders

In accordance with the Clery Act and state sex offender registration laws, information on registered sex offenders in the City of Keene is available from:

Keene Police Department
350 Marlborough St.
Keene, NH 03430
603-357-9815

EMERGENCY NOTIFICATION SYSTEM POLICY

Keene State College has contracted with Avtex, Inc. to offer the City Watch Emergency Notification System to the Keene State community. The system is designed to send emergency messages to enrolled campus members via SMS (text) message, cellular telephone and/or e-mail when circumstances dictate. The City Watch system is part of the College's overall communication plan.

The Emergency Notification System (ENS) will be used primarily when a situation exists that presents an imminent danger to the campus and/or to notify the College's Emergency Operations Group of an incident. An "imminent danger" is one that threatens the *immediate* safety of the campus community, is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies are a tornado, a chemical or hazardous material spill, or an armed and actively violent person. ENS messages will not be used unless the situation is determined to be imminent and requires immediate action. ENS messages may also be used to notify the campus community about curtailed campus operations.

Information submitted to the City Watch system will be used only for purposes of emergency communication and will not be sold or used for marketing or any purpose other than those mentioned above.

The ENS can be activated through EOP standard protocol and/or through authorization by: the College President; the Vice President of Academic Affairs/Provost; the Vice President of Finance and Planning; the Vice President of Student Affairs; the Vice President of Advancement; the Director of Campus Safety; or the Director of College and Media Relations.

The ENS will be tested once annually and/or as part of a campus-wide drill. The purpose of the drill is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency.

Procedures

Registration

1. In order to receive ENS messages, members of the Keene State College community must enroll online and provide contact information indicating by what means they would like to be notified in case of emergency.
2. Enrollment in the ENS is available to all members of the Keene State College community.
3. Employees:
 - a. Enrollment information will be provided to all new Keene State College employees via the Human Resources orientation process or by the employee supervisor.
 - b. An enrollment message will be sent out to faculty and staff at the beginning of each Fall Semester to ensure contact information is correct and up-to-date.
4. Students:
 - a. Enrollment information will be provided to all new Keene State College students prior to and during Fall Orientation via e-mail.
 - b. Enrollment messages will be sent out to students at the beginning of the Fall and Spring semesters to enroll new students and/or to provide students an opportunity to update contact information.
5. Enrollment is open at all times and is available on the Department of Campus Safety webpage at <http://www.keene.edu/campussafety/ens.cfm>.
6. Individuals who choose to enroll will complete the online registration form and submit the information to City Watch.

Activation of Emergency Notification System

1. When Campus Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus, the supervisor on duty or on call will immediately be notified of the threat.
2. The supervisor will determine if the incident requires an emergency campus notification via the ENS or if the campus notification can be made effectively via other communication methods.
3. If it is determined that the ENS will be used, the supervisor will log on to the City Watch ENS and send out the appropriate warning notification (see attached list).

4. If the supervisor is not able to access the Internet, he/she will authorize the dispatcher to send out the notification.
5. The dispatcher and/or supervisor will immediately notify the Director of Campus Safety or designee if the ENS is used.
6. The Director of Campus Safety or designee will notify the College President or College administrator in charge (designee) to advise them of the emergency and activate the College EOC if necessary.
7. The College President or designee will indicate which College administrators listed below should be contacted and by whom:
 - a. College President
 - b. Vice President of Academic Affairs/Provost
 - c. Vice President of Student Affairs
 - d. Vice President of Finance and Planning
 - e. Vice President of Advancement
 - f. Director of College and Media Relations
 - g. Chief Information Officer
 - h. Environmental Health and Safety Officer
8. When the emergency is over, a message will be sent out to the community indicating that the emergency is over.

ENS Testing/Maintenance

The Emergency Notification System will be tested periodically to ensure it is in good working order and/or during a drill.

The following individuals are authorized to request a test of the system:

- College President or designee
 - Director of Campus Safety or designee
 - City of Keene Fire Chief
 - City of Keene Police Chief
1. When a test of the system is authorized, the College will make every effort to notify the Keene State College faculty, staff, and students via web and e-mail postings.
 2. When the test begins, Campus Safety will send out a message indicating that the system is being tested using the procedure described above.
 3. At the conclusion of the test, an e-mail will be sent to Keene State College faculty, staff, and students advising them that the test is concluded and any further emergency notifications should be considered real.

Annual Drill

1. When a drill is authorized, the College will make every effort to notify the Keene State College faculty, staff, and students via web and e-mail postings.
2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast e-mail indicating that the following message is associated with a drill and that all community members are to respond as they would in a true emergency.
3. When the drill begins, Campus Safety staff will be advised to send one of the standard emergency messages.
4. In concert with the above message, a message will be sent out via other campus messaging systems announcing the drill and actions to be taken.
5. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
6. When the drill is concluded, an e-mail will be sent to Keene State College faculty, staff, and students advising them that the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision at the request of the College Emergency Operations Planning Core Team.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT

CATEGORY	VENUE	2006	2007	2008
CRIMINAL HOMICIDE: Murder and Non- Negligent Manslaughter	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible	Total On Campus***	4	4	4
	• <i>Number in dormitories or other residential facilities</i>	4	4	2
	• <i>Number in non-residential facilities</i>	0	0	2
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0

	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY	Total On Campus***	0	0	0
	• <i>Number in dormitories or residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
AGGRAVATED ASSAULT	Total On Campus***	1	0	1
	• <i>Number in dormitories or residential facilities</i>	1	0	1
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
BURGLARY	Total On Campus***	12	7	24
	• <i>Number in dormitories or other residential facilities</i>	4	6	8
	• <i>Number in non-residential facilities</i>	8	1	16
	In or on a non-campus building or property	0	0	3
	On public property	0	0	0
ARSON	Total On Campus***	1	1	1
	• <i>Number in dormitories or other residential facilities</i>	1	0	1
	• <i>Number in non-residential facilities</i>	0	1	0
	In or on a non-campus building or property	0	0	1
	On public property	0	0	0
MOTOR VEHICLE THEFT	Total On Campus***	0	2	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	2	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ARREST FOR: Liquor law violations	Total On Campus***	67	76	75
	• <i>Number in dormitories or other residential facilities</i>	40	48	48
	• <i>Number in non-residential facilities</i>	27	28	27
	In or on a non-campus building or property	0	1	0
	On public property	132	154	91
Drug-related violations	Total On Campus***	32	36	24
	• <i>Number in dormitories or other residential facilities</i>	21	27	15
	• <i>Number in non-residential facilities</i>	11	9	9
	In or on a non-campus building or property	0	0	0
	On public property	2	7	21
Weapons possession	Total On Campus***	2	0	0
	• <i>Number in dormitories or other residential facilities</i>	2	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY	Total On Campus***	505	499	728

REFERRALS: Liquor Law violations	• <i>Number in dormitories or other residential facilities</i>	498	487	692
	• Number in non-residential facilities	7	12	26
	In or on a non-campus building or property	0	0	0
	On public property	56	1	1
Drug-related violations	Total On Campus***	123	103	180
	• <i>Number in dormitories or other residential facilities</i>	115	88	152
	• <i>Number in non-residential facilities</i>	8	15	28
	In or on a non-campus building or property	0	0	0
	On public property	11	1	0
Weapons possession	Total On Campus***	5	5	0
	• <i>Number in dormitories or other residential facilities</i>	5	5	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Hate Crimes	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

*** This category includes all on-campus incidents, including those listed in the categories below, "Number in dormitories or other residential facilities" and "Number in non-residential facilities." Therefore, the two categories are not cumulative, but duplicative.

Each statistic, resulting in bodily injury that is motivated by a type of bias or prejudice will have a superscript notation for the type of bias. Numbers in superscripted parenthesis indicate the number out of the total number of incidents that were motivated by each type of bias. If hate crimes occur involving bodily injury, but do not fall in the above categories, they must be separately noted in an additional section.

Key to Hate Crimes Notations Type of Bias or Prejudice:

Race = ra	Gender = g
Religion = re	Sexual Orientation = s
Ethnicity = e	Disability = d