Keene State College
CAMPUS CRIME AND FIRE SAFETY REPORT
2018 Edition

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

This report contains statistics and policy statements related to crime, emergency management, and fire safety, where incident occurs on, or immediately adjacent to property owned or controlled by the College.
If you wish to receive a hard copy of this report, you may contact the Campus Safety Office at 603-358-2228, or visit Keddy House located on Wyman Way.

Compiled by the
Keene State College Clery Compliance Committee
Wise choices for a safer campus
www.keene.edu
Keene State College is committed to the principle of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. For that reason, Keene State College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, military or veteran status, pregnancy, marital or parental status, citizenship, genetic information, or any other legally protected status. Keene State College adheres to all applicable state and federal equal opportunity laws and regulations.
Keene State College (KSC) considers the safety of students, faculty, staff, and visitors to be a high priority. Our collective efforts as a community are to create and maintain a safe campus environment where we can live, work, study, and thrive.

The Keene State College main campus is located in the City of Keene, a quaint New England city of 23,000 residents. Our community enjoys an environment of a small vibrant city with the benefits of a relatively low rate of criminal activity, however, we are not insulated from crime. We encourage members of our community to work in partnership to identify risks, to be active bystanders, to look out for each other, and to decrease the opportunities for crime. Keene State College is committed to working with our community partners to foster an environment where every person regardless of their identity is safe, valued, and welcome. We advance these goals by supporting community initiatives, partnering with groups to advance civil rights, and supporting policies that reflect our collective values.

Keene State College has a comprehensive Emergency Operations Plan that provides guidance in responding to the myriad of potential crises that can occur on a college campus. The College’s senior staff reviews the plan annually, participates in emergency training, uses the plan when needed, and conducts incident debriefing to ensure its response is appropriate. During an emergency requiring immediate action, Keene State College can notify registered community members via text, telephone call, and/or e-mail through the DialMyCalls Emergency Notification system. This system is an “opt-in” system in which we strongly encourage all community members to enroll.

Compiled by the Keene State College Jeanne Clery Compliance Committee, and approved by the Vice President of Student Affairs, this Annual Campus Crime and Fire Safety Report represents our collective and ongoing efforts to provide information about crime and fire safety, crime reporting, services, resources, and policies available to students, faculty, staff, and visitors. All policies disclosed in this document apply to all properties owned or controlled by Keene State College, to include on-campus, separate campus, and noncampus properties. For further information regarding safety on campus, campus resources, or policies at Keene State College, please contact us.

Sincerely,

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ABOUT THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute that requires all colleges and universities that participate in federal financial aid programs to:

- Publish an annual security report by October 1st that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;
- Collect, count, and disclose crime statistics information about crime on and around their campuses;
- Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents disclosed to Campus Safety;
- Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;
- Disclose missing student notification procedures for students who reside in on-campus residential facilities;
- Issue timely warning notices to the College community for any Clery Act crime that “represents an ongoing or continuing threat to the safety of students or employees”; and
- Issue an emergency notification “when a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus.”

The Director of Campus Safety and Compliance, is responsible for the issuance of timely warnings and emergency notifications, dissemination of the Campus Crime and Fire Safety Report, compiling crime and fire statistics, and registration and data entry to the U.S. Department of Education website. The Clery Compliance Committee reviews policy statements and collects information from other campus stakeholders to include, but not limited to the Dean of Students, Residential Life, Title IX, and Keene Police and Fire Departments.

DEPARTMENT OF CAMPUS SAFETY

The Department of Campus Safety is committed to supporting the educational mission of Keene State College by creating and maintaining a safe and secure environment through effective, efficient, and consistent service to every member of the College community.

The responsibilities of the Department of Campus Safety include, but are not limited to, protection of life and property; responding to calls for assistance; documenting activity; preventing and detecting crime; mitigating risks; providing educational programming and services to students, faculty, staff and visitors; and 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.

Authority and Relationship with other Agencies

The officers of the Keene State College Department of Campus Safety do not have sworn police powers or powers of arrest; however, Campus Safety officers may refer criminal violations to the Keene Police Department where an arrest or criminal prosecution would be an appropriate response, or otherwise at their discretion.

Acting as agents of the College, 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 Faculty or Staff Handbooks. Violations are referred to the Student Conduct Office or the Department of Human Resources. Campus Safety officers are limited to enforcing College policies on

Campus Safety officers also work closely with officers of the Keene Police Department. Through a Memorandum of Understanding, a City of Keene police officer serves as a liaison between the two departments, provides additional patrols in communities abutting the College, and assists the College with investigations of alleged criminal acts occurring at the College.

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1 https://clerycenter.org/policy-resources/the-clery-act/
2 http://www2.ed.gov/admins/lead/safety/campus.html
3 http://www.keene.edu/campus/safety/
4 http://www.keene.edu/administration/policy/detail/handbook/
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College-owned (on-campus and noncampus) properties as outlined on pg. 11.

Campus Safety officers have the authority to seize certain controlled substances; however, College officials may not grant legal immunity for controlled substances, and will contact the Keene Police whenever necessary.

At times, the Campus Safety Department contracts with Hill Street Security LLC, to supplement security services. Contracted security personnel work alongside Campus Safety officers and when practical, incidents are referred and addressed by Campus Safety officers. Acting as agents of the Department of Campus Safety, however, Hill Street Security officers have the authority to enforce the policies as outlined in the Student Handbook, the Parking and Motor Vehicle Policies, and the Faculty and Staff Handbooks.

Campus Safety Programs and Services

Crime awareness is the key to crime prevention. Individuals must assume responsibility for their own safety and the security of their belongings by taking simple common sense precautions. Vehicles and residences should be kept locked at all times, and valuables should not be visible to those passing by. Community members are encouraged to report safety and security concerns, including suspicious persons or activity, as soon as possible. The Department of Campus Safety provides the following primary and ongoing services and awareness programs\(^8\) to educate community members, to promote safety, and prevent victimization:

- **Behavior Intervention and Safety Planning for Faculty and Staff** - Presented with Human Resources, this program focuses on identifying concerning behaviors; how and to whom issues should be referred; what will/may happen when a referral is made; management strategies; and what to do in an emergency.

- **Campus Alerts / Emergency Notification** - Issued to advise the campus community of areas of concern, such as weather or storm advisories, traffic advisories, potential or real power outages, hostile intruders, etc.

- **Campus Crime and Fire Safety Awareness Fair** – Every Fall Semester, Campus Safety, in conjunction with the Keene Police Department, Keene Fire Department, KSC Counseling Center, KSC Center for Health and Wellness, student groups, and other community stakeholders participate in an interactive fair that provides information on crime and fire safety, alcohol and drug information, violence prevention, bicycle registration and inspection, and other interactive displays.

- **Campus Security Authority (CSA) Training**\(^9\) - Annual training which provides information to CSAs who are identified as individuals with significant responsibility for student and campus activities, based on their job function at the College. This training also highlights and creates awareness of sexual and relationship violence.

- **Escort and Shuttle Services**\(^10\) – Evening shuttle services are provided for the purpose of ensuring safe travel to, from, and across campus. Campus Safety escorts are provided when the shuttle is not available.\(^11\)

- **Faculty and Staff Training** - At various times during the year, training for faculty and staff may include, but is not limited to, emergency management; behavior identification, management, and intervention; and defensive driving.

- **Fire Safety and Fire Drills** - Campus Safety officers provide information on fire safety on campus and also conduct fire egress drills once each semester in each residence hall.

- **KSC: Keep Safe on Campus** – Panel discussion during first-year student orientation, this program is a primary awareness program that provides information on crime, crime awareness, drug and alcohol policies, sexual misconduct, relationship violence, emergency procedures, and provides an introduction to Campus Safety and its services.

- **New Hire Orientation** – New employees are provided information on emergency response and preparation, health and safety, crime reporting and prevention, keeping safe on campus, and Campus Safety services.

- **Residential Life Staff and other Student Groups** - Training during Resident Assistant training in August and to other student groups by request at various times during the year. Training may include, but is not limited to, crisis management, crowd management, alcohol and drug awareness, sexual misconduct awareness, relationship violence, fire safety, and crisis intervention.

- **Silent Witness** - Program available to campus community members to report crimes, incidents, or

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\(^8\) Awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety and reduce perpetration. Ongoing campaigns are visible throughout the year.

\(^9\)\(https://docs.google.com/presentation/d/1RPo8_537knbHOBh9qDdiD2WrcmLDzFmBvUByVzYMI/edit?usp=sharing\)

\(^10\)\(http://www.keene.edu/campus/safety/shuttle/\)

\(^11\) A shuttle map and operating times is available at: \(http://www.keene.edu/campus/safety/shuttle/\)
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serious policy violations that may affect the health, and safety of the students.

- Social Media – Campus Safety maintains a Facebook page (@KSC CampusSafety) and a Twitter account (@KSCDCS) to provide ongoing information.

- Timely Warnings/Crime Alerts - Issued when a crime, pattern of crimes, or other activity has occurred, which present a serious or continuing threat to the campus community.

Requests for programs can be made electronically on the Campus Safety webpage.

REPORTING CRIMES AND EMERGENCIES

All members of the Keene State College community and visitors to the campus are encouraged to report emergencies and all suspected criminal activity to the Department of Campus Safety and law enforcement accurately and immediately, especially when the victim of a crime elects to, or is unable (physically or mentally) to make such a report.

Reports can be made in a variety of ways:

- Call 9-1-1 for any EMERGENCY
  o Cellular phone calls made on campus to 911 will be routed through the regional Public Safety Answering Point (PSAP), and then forwarded to the Keene Police or Fire Department after the appropriate jurisdiction is identified. Calls to 911 from any on-campus phone will be immediately displayed at Campus Safety with the telephone number and location only.

- Activate a blue light phone for a direct connection to Campus Safety.

- Activate a fire pull station for direct notification of the Keene Fire Department and notification to building occupants. All KSC academic, residential, and office buildings are equipped with pull stations.

- Call 603-358-2228 (8-2228 from on campus) to reach Campus Safety Dispatch.

- Appear in person at the Campus Safety Office located in Keddy House, on the corner of Main St. and Wyman Way.

- Submit a Silent Witness report. This system is not for reporting emergencies, crimes in progress, or filing a crime report as it is not monitored 24 hours a day.

Blue Light Emergency Phones

Over seventy emergency blue light phones are strategically placed at the following locations:

When reporting a crime or emergency:

- Remain calm.
- Give the location of the incident and include the building name, room number, or the area name (e.g. Winchester Lot, Fiske Quad, etc.).
- Identify yourself and give a callback telephone number. Your identity will remain private if you wish; however, it is important we are able to contact you if we need additional information.
- State the incident you are reporting (e.g. theft, medical emergency, fire, etc.).
- Describe the scene such as whom, and how many people are there, if medical treatment is being given, a description of involved parties, the involved party’s direction of flight, and other relevant information.
- Stay on the phone until the dispatcher has recorded all of the information.

When a crime or another serious incident is reported on the main campus:

- A Campus Safety officer is dispatched to the caller’s location to render assistance and investigate the incident. The Keene Police or Keene Fire Department may also be dispatched 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 Compliance or designee to provide a timely warning (see Timely Warning section on page 8) to the campus community.
- The Keene Fire Department responds to all medical emergencies, fires, fire alarms, and
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hazardous materials incidents along with Campus Safety personnel.
- Incidents identified as related to Residential Life or Maintenance will be referred to the on-duty or on-call personnel in the specific department needed.
- Reports of all sexual and relationship violence made to a College official, will be referred to the Title IX Coordinator regardless if the reporting party chooses to pursue criminal charges.

Confidential Reporting
While it is preferable for crime reports to be made to Campus Safety, we understand that some individuals may choose not to speak with an officer. Any person may report incidents using the Silent Witness program.

The Silent Witness program is an online reporting option for anonymously reporting crimes, incidents, and serious policy violations that may affect the health, safety, or welfare of the College community.

Silent Witness submissions are periodically reviewed by the Director of Campus Safety and Compliance during College business hours, Monday through Friday 8:00 a.m. to 4:30 p.m., to determine if follow-up or further investigation is necessary. It is important to note that the Silent Witness is not monitored 24 hours a day. For immediate response to incidents, contact Campus Safety at 603-358-2228.

Information provided is confidential; however, contact information may be submitted voluntarily. No further investigation will be conducted without the consent of the victim or reporting party, unless the report contains an exigent circumstance that threatens the health or safety of the campus community, or otherwise required by law.

A Campus Security Authority is defined as an individual or organization to which students and employees should report criminal offenses, or an official of an institution who has significant responsibility for student and campus activities. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

A timely warning may be issued if it is determined that there is an ongoing threat to the campus community. Crime statistics stemming from a Silent Witness submission may also be included in the annual disclosure of crime statistics, if they meet Clery criteria for reporting. For more information on confidential support services and reporting, see page 21.

CARES (Concern Awareness REsponse Support) Referral
The online CARES referral form is a reporting mechanism offered by the Dean of Students Office for providing a means for early intervention of at-risk students through collaboration with campus departments, faculty, and staff. Students exhibiting behaviors that are of concern in relation to their academic, personal, physical, and emotional well-being should be referred to this team of professionals. Warning signs which may warrant a referral may include, but are not limited to:
- Unusual or erratic behavior in class, in the residence halls, during advising sessions, etc.
- Extended absence from class or activities by a typically engaged student
- Written work or creative expression with troubling themes or references
- Written or verbal expressions of suicidal ideation
- Marked changes in academic performance
- Noticeable decline in personal appearance/change in hygiene
- Repeatedly engaging in disruptive behaviors in class
- Excessive or inappropriate anger

Once the form is received, a member of the CARES (Behavioral Assessment) team reviews the information and takes appropriate action. The KSC CARES team is a multi-disciplinary body of stakeholders from across the College who receive referrals pertaining to students of concern, collects additional information and identifies and enacts appropriate strategies for addressing the situation.

This form is not monitored 24/7; however, a member of the team is available at all times by calling Campus Safety at 358-2228.

Campus Security Authorities
Any person identified as a Campus Security Authority, who receives information regarding a Clery crime is obligated to share that information with the Director of Campus Safety and Compliance (and/or Campus Safety

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12https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=8
Campus Safety will address the situation, provide annual statistical disclosure, and provide a timely warning to the campus community if necessary. In most cases, students will be encouraged to talk with Campus Safety so they can be advised of their options for proceeding\textsuperscript{15} with a college and/or police investigation. Any individual who is not obligated by law to report criminal activity is strongly encouraged to share crime information with the Department of Campus Safety for the purposes of annual statistical disclosure and making timely warnings.

### Online CSA Reporting Options

Campus Security Authorities are strongly encouraged to report criminal activity to Campus Safety immediately by appearing at Keddy House or by calling 603-358-2228 (911 for an emergency); however, incidents that do not pose an immediate threat to the College community may be reported online using one of the following forms:

Any individual may use the Silent Witness form to report crime. Silent Witness submissions are reviewed by the Department of Campus Safety during regular business hours only. Although information can be submitted anonymously, CSA’s must always identify themselves.

The Sexual Misconduct and Relationship Violence form\textsuperscript{16} may be used to report any possible violations of Keene State College’s Sexual Misconduct Policy, including misconduct based on sexual orientation, gender identity or gender expression, and other forms of sexually exploitative behavior.

When a crime involves student conduct, a member of the College community (especially Resident Assistants) should use the Student Conduct Referral form\textsuperscript{17}.

### Larger Community Crime Information

The Department of Campus Safety maintains an open line of communication with the Keene Police Department and encourages the Department to immediately notify Campus Safety about any crimes that may impact the College community. In addition, Campus Safety periodically works with state and federal organizations on investigations, programs, training, and executive protection, and encourages open communication with these agencies.

![The Director of Campus Safety and Compliance or a designee, regularly monitors the Keene Police activity logs and disseminates College related information and off-campus student behavior to various College officials including the Dean of Students and the Office of Student Conduct.](https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4)

The College also maintains a cooperative relationship with the City of Keene. Although the College does not have any off-campus locations of student organizations officially recognized by the College, the College employs a Coordinator of Student and Community Relations\textsuperscript{19}, who is responsible for supporting the off-campus student population and enhancing communication between the College, the City of Keene, neighborhood groups, and area landlords. The coordinator provides resources and educational programming for students so that they have successful experiences transitioning to and living off campus. The coordinator also works with students, neighbors, and City partners to develop strategies and initiatives that improve the quality of life in the community.

Representatives of the Department of Campus Safety, Keene Police Department, Student Conduct Office, and the College Coordinator of Student and Community Relations meet weekly during the academic year to discuss off-campus activities that involve the campus community.

### TIMELY WARNINGS

When the Department of Campus Safety becomes aware of serious crime(s), (including but not limited to Clery crimes\textsuperscript{20}) or a pattern of crimes that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the Keene State College community, the Director of Campus Safety and Compliance or a designee will develop

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\textsuperscript{15} Proceeding is defined as: all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal hearings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

\textsuperscript{16} https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4

\textsuperscript{17} https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=2

\textsuperscript{18} http://www.ci.keene.nh.us/departments/police/news-public-info

\textsuperscript{19} http://www.keene.edu/site/directories/profile/facstaff/2130/

\textsuperscript{20} See Disclosure of Campus Crime Statistics section beginning on page 12 for a list of Clery crimes.
and disseminate timely warning notices for the campus community.

The objective of issuing *timely warnings* is to aid in the prevention of similar crimes. *Timely warnings* will be disseminated by using the *Emergency Notification System (ENS)* (text message and/or email) as described in the *Emergency Management and Notification Procedures* section on page 33.

The College does not issue *timely warnings* if the subject(s) has/have been apprehended, and the threat of imminent danger for members of the KSC community has been mitigated by the apprehension; if the crime was not reported to a Campus Security Authority or the Department of Campus Safety, or if a Campus Security Authority or the Department of Campus Safety was not notified of the crime in a manner that would allow the Department to post a *timely warning* for the community.21

A *timely warning* notice will include as much information available as to effectively warn the campus community without compromising law enforcement efforts or the confidentiality of the reporting party. The description of the subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual.22

**DAILY CRIME LOG**

The Department of Campus Safety maintains a public daily crime log containing information on all crimes reported to Campus Safety to include the nature, date, time, general location, and disposition of each complaint (if known). The log does not include information that is prohibited by law, would jeopardize an ongoing criminal investigation, pose a risk to the safety of an individual, cause a suspect to flee or evade detention, may result in the destruction of evidence, or would jeopardize the confidentiality of the victim. The crime log is updated as incidents are reported and is available at the Campus Safety office during normal business hours, and are published weekly (during the academic year) on the [Campus Safety webpage]3. The Department does not post changes to final crime classifications or dispositions online after the crime log has been uploaded; readers are encouraged to contact Campus Safety to obtain the most recent and accurate crime log.

**ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS**

As authorized guests, community members may use campus facilities for advertised public events being held in the Spaulding Gym, Mason Library, Redfern Arts Center, Putnam Theatre, Thorne-Sagendorph Art Gallery, Zorn Dining Commons, Alumni Center, L.P. Young Student Center, and other facilities as designated by the College. Community members may use campus facilities as invitees to non-public campus events.

Authorized campus visitors and vendors are required to register their vehicles with Campus Safety. The College may restrict access to campus facilities or properties at its discretion. Unauthorized persons found on campus may be deemed trespassers and may be subject to criminal prosecution.

**KSC Identification Cards (Owl Cards)**

Faculty, staff, and students are required to carry the *KSC Owl Card* at all times while on campus. The *Owl Card* is required to use some College academic and administrative buildings, athletic facilities, access all residence halls, and for admission to campus events including high-security areas. Identification must also be presented to a Campus Safety officer or other College official when requested.

**Access to Administrative and Academic Buildings**

Administrative and academic facilities are secured at the earliest possible hour, given their projected use each day. Academic building hours are determined by class schedules and the needs of the departments occupying the facility. Administrative building hours are 7:00 am to 5:00 pm unless otherwise requested. The Student Center, Recreation Center, Media Arts Center, and Technology Design and Safety buildings are open extended hours for student access and use, and are monitored by staff when open. Access to buildings after business hours and access to computer rooms, laboratories, and studios, is restricted without prior authorization by the individual faculty or staff member responsible for the area. Authorization must be in writing and must be on file at Campus Safety prior to access being granted.

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21 As a general guideline, timely warnings are posted for incidents reported within seven days of the date of occurrence. A victim’s identity will not be included in a timely warning; however, an accused party may be identified if deemed appropriate by the Director of Campus Safety and Compliance or designee.

22 If the only known descriptors are sex and race, that information will not be included in the alert.

Access to Residential Facilities

All residence halls have electronic access control and are accessible to authorized individuals with the Owl Card. Other exterior doors are equipped with door prop alarms that sound if the door is opened and an alarm indication is also sent to Campus Safety dispatch. Campus Safety maintains access logs through the CBORD access control system.

Most residence hall rooms have combination locks that are changed annually, when a room occupant moves out, or when otherwise deemed necessary. Holloway suites have either combination locks on the doors and key locks on the suite entry doors. Traditional style rooms in Owls Nests 3, 6, 7, 8, & 9 have key locks.

Students may request a combination change through their residence director if they feel the combination has been compromised or shared with unauthorized individuals. Residents of the Living Learning Commons (LLC) have dual authentication on their locks: they must use their Owl Card and an access code. Students may change their door code online at any time using a self-service portal. Students locked out of their residence hall room should contact the Resident Assistant on duty or Campus Safety.

During the academic year, exterior doors to residence halls are locked 24 hours a day. Guests must register with the Department of Residential Life online and must be accompanied by a student host at all times. Residential Life and Campus Safety have access to guest lists and enforce the College Visitation Policy located in the KSC Student Handbook. Resident Assistants serve an evening/nighttime security function in residence halls during the academic year. Campus Safety officers and Residential Life staff members periodically patrol residence halls to check for safety issues.

Exterior doors of residence halls may be left unlocked during camp and conference use of residence halls; however, conference and camp staff members monitor doors to ensure only authorized personnel are permitted entrance.

Most traditional-style residence halls and apartment/suite style buildings are also equipped with closed circuit television (CCTV) cameras both outside and inside common areas for expanded security coverage. CCTV recordings are maintained by Campus Safety and are archived for a period of 30 days unless downloaded and saved for a specific incident. All recordings are the property of the Department of Campus Safety.

Lost Keys, Compromised Door Codes, and Lost Owl Cards

Owl Cards reported lost or stolen will be deactivated and reissued by Campus Safety or the Owl Card Office. In the case of a lost key, code, or Owl Card:

- **Resident students** should immediately notify the Residential Life Office for a lock or combination change or replacement key; lost cards should be reported to Campus Safety or the Owl Card office as soon as possible.
- **Commuter students** should notify Campus Safety or the Owl Card office as soon as possible.
- **Faculty and staff members** should notify their supervisor/department head and Campus Safety as soon as possible per the College’s Key and Building Security Policy.

### MAINTENANCE ISSUES AND SAFETY

Campus Safety officers, Residential Life staff, and other College officials closely monitor maintenance problems affecting the safety and security of the campus. Exterior campus lighting is regularly surveyed by Campus Safety and deficiencies are reported to Physical Plant. Emergency “blue light” telephones are tested monthly by Campus Safety, and deficiencies are promptly reported to the Information Technology Group for repair. These repairs are considered high priority and will be rectified as quickly as possible, given the type of repair that is required.

Physical Plant, Residential Life, Information Technology, contracted custodial services, and other College personnel are on-call around the clock to rectify problems that present an immediate compromise to safety. Students in need of emergency repairs should contact their Residential Life staff member or Campus Safety as soon as the problem is observed.
Anually, the Director of Campus Safety and Compliance or designee makes a good faith effort to compile crime, arrest, and disciplinary referral statistics as required by the Jeanne Clery Act. Statistics are obtained from the Campus Safety incident reports, Student Conduct Office, campus security authorities, Keene Police Department, and all other law enforcement agencies with jurisdiction over properties owned and controlled by Keene State College.28

All requests for crime information are submitted in writing to the appropriate agency or department. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded" and will not otherwise be counted as a crime statistic. Only sworn or commissioned law enforcement personnel may declare a crime "unfounded".

Crime statistics for all colleges and universities (for the most recent three-year period ending December 31, 2017), may be found on the U.S. Department of Education29 website.

CLERY GEOGRAPHY30

On-campus buildings and properties include:
- All properties owned by Keene State College within the contiguous area of the main campus at 229 Main Street;
- Owl Stadium and Athletic Facilities off Krif Road;
- Property and walkway at Martel Court;
- The athletic fields south of Route 101;
- The Winchester Street parking lot; and
- Keene Ice on Marlboro St. during contracted times.

On-campus buildings and properties – separate campus include:
- OSHA Training Institution Education Center located at 175 Ammon Drive in Manchester, NH.31
- OSHA Training Institution Education Center located at 1050 Perimeter Rd., Suite 204, Manchester NH.

Public property includes:
- Main Street: Sidewalk, street, and opposite sidewalk/crosswalk between 229 and 361 Main Street;
- Winchester Street: Sidewalk, street, and opposite sidewalk/crosswalk between the Main Street Rotary and 322 Winchester Street;
- Campus Convenience, located at 152 Winchester St.
- Ashuelot Rail Trail between Winchester Street and Krif Road;
- Martel Court from Rt. 12/101 underpass to Athletic Facilities off Krif Road;
- Bruder Street and Appleton Street;
- Sidewalk, street, and opposite sidewalk between the Ashuelot Rail Trail and Rt. 12A on Rt. 12/Rt. 101
- Krif Road: Athletic Complex to Winchester Street; and
- Any other public locations immediately adjacent to and accessible from the campus.

The following locations are considered on-campus residential facilities for the purposes of the Clery Act and counting crime statistics: Carle Hall; Monadnock Hall; Randall Hall; Holloway Hall; Huntress Hall; Fiske Hall; Bushnell Apartments; Pondside I, II (buildings A-E), & III; One Butler Court; Owls Nest 1-9; the Living Learning Commons; 83/85 Blake St.; and 361 Main St.

KSC On-Campus Map and Property List

28 Statistics are also requested from the New Hampshire State Police, Swanzey Police Department, Manchester Police Department, and Cheshire County Sheriff's Office.
29 http://ope.ed.gov/campussafety/#
31 Crimes which occur at the OSHA Training Institution Education Center will be counted as occurring on-campus for Clery crime statistical purposes.
Click here for an Interactive Campus Map (http://www.keene.edu/campus/maps/college/)
Noncampus buildings for the purposes of the Clery Act and counting crime statistics include:

- College camp on Page Court in Swanzey, NH;
- Louis Cabot Preserve at Nubanusit Lake, Nelson, NH;\(^{32}\)
- Alternative spring break locations coordinated by the Student Involvement Department;
- Continuing Education courses held at locations other than the main campus located in Keene and separate campus located in Manchester.
- Any other off-campus location repeatedly used for school-sponsored trips; or
- Any off campus location used for short-stay overnight trips, where the College has control of property that is used for educational purposes.

DISCLOSURE OF UCR CRIMINAL OFFENSES

For crime statistics purposes, the following Uniform Crime Reporting Program (UCR)\(^{33}\) definitions, obtained from the Handbook for Campus Safety and Security Reporting\(^{34}\) are used:

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

**Manslaughter by Negligence** - The killing of another person through gross negligence.

**Sexual Assault** - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes for Rape, Fondling, Incest, and Statutory Rape.

**Rape** – The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage as prohibited by law.

**Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

**Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** - The unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.

**Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Crime Statistics:

Although this report contains policy statements and information applicable to academic year 2017-2018, the following table contains all crime statistics reported in calendar years 2015, 2016 and 2017, in accordance with Uniform Crime Reporting (UCR) procedures and the Jeanne Clery Act.

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\(^{32}\) The Louis Cabot Preserve is not used in direct support of, or in relation to, the institution’s educational purposes and is not frequently used by students; therefore, crimes statistics are not requested by the local law enforcement.

\(^{33}\) [https://ucr.fbi.gov/](https://ucr.fbi.gov/)

\(^{34}\) [www2.ed.gov/admins/lead/safety/handbook.pdf](http://www2.ed.gov/admins/lead/safety/handbook.pdf)
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DISCLOSURE OF HATE CRIME STATISTICS

A **Hate Crime** is a criminal offense in which the defendant intentionally selects a victim (or in the case of a property crime, the property that is the object of the crime), because of the actual or perceived race, religion, national origin, ethnicity, gender, disability, gender identity, or sexual orientation of any person (Uniform Crime Reporting). The following information contains hate-motivated crime statistics calendar years 2015, 2016, and 2017:

2017: Six (6) Hate Crimes:
- Two incidents of *Destruction/damage/vandalism of property* characterized by gender identity bias, and occurring on-campus, in student housing facilities.
- One incident of *Intimidation* characterized by racial bias and occurring on public property.
- One incident of *Intimidation* characterized by religion bias and occurring on campus.
- Two incidents of *Intimidation* characterized by sexual orientation bias and occurring on public property.

2016: Twenty (20) Hate Crimes:
- Eleven incidents of *Destruction/damage/vandalism of property* characterized by gender bias, and occurring on-campus, in student housing facilities.
- One incident of *Destruction/damage/vandalism of property* characterized by gender identity bias, and occurring on-campus, in a student housing facility.
- One incident of *Destruction/damage/vandalism of property* characterized by gender identity bias, and occurring on-campus.
- Four incidents of *Destruction/damage/vandalism of property* characterized by sexual orientation bias, and occurring on-campus, in student housing facilities.
- One incident of *Intimidation* characterized by gender bias and occurring on-campus, in a student housing facility.
- Two incidents of *Destruction/damage/vandalism of property* characterized by religion bias, and occurring on-campus, in student housing facilities.

2015: Two (2) Hate Crimes:
- Two incidents of *Destruction/damage/vandalism of property* characterized by gender bias, and occurring on-campus, in student housing facilities.

DISCLOSURE OF RELATIONSHIP VIOLENCE STATISTICS

The Uniform Crime Reporting Program (UCR) definitions differ than definitions in the Keene State College Sexual Misconduct Policy[^36] and New Hampshire Statutes in regard to relationship violence.

Relationship Violence is a broad term that encompasses domestic violence, dating violence, and stalking. The following definitions are provided by the UCR program in accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA):[^37]

**Domestic Violence** - Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** - Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) 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.

**Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. Stalking includes the concept of cyber-stalking, a particular form of

[^35]: October 22, 2017: Upon further evaluation of crime statistics, the total incidents of hate crimes has been changed from eighteen incidents, as previously published, to twenty incidents.
[^37]: [https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf](https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf)
stalking in which electronic media such as the internet, social media, texts, cell phones, GPS, and other similar forms of contact are used. For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Statistical Disclosure:**

The following table contains crime statistics and type for calendar years 2015, 2016, and 2017:

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**POSSESSION, USE, AND SALE OF ALCOHOL AND DRUGS**

The College does not condone the violation of criminal law, including underage drinking and possession of marijuana. The laws of the State of New Hampshire govern all matters relating to drugs and alcohol on College premises, or at College-sponsored events. In addition to the laws of the State of New Hampshire, students are subject to additional policies relative to drugs and alcohol which are published in the *Alcohol and Other Drug Policies*39 located in the *KSC Student Code of Conduct*40. Such policies include unlawful possession, use, and distribution of drugs or alcohol, as well as hosting functions that involve unlawful drug and alcohol related activities. Student Codes of Conduct pertain to violations occurring both on and off campus. Employees are subject to regulations set by the *University System of New Hampshire*41 and the *Drug Free Workplace Act of 1988*42.

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40 [https://www.keene.edu/administration/policy/detail/handbook/code/](https://www.keene.edu/administration/policy/detail/handbook/code/)
41 [https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations](https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations)
Health Risks

The use of alcohol or other drugs puts users at an increased risk for health or impairment problems. Examples of health and impairment problems include, but are not limited to, impairment of cognitive function affecting school work, class attendance, job/skill training or employment responsibilities; impairment of athletic performance or other physical activities; and impairment while operating complex and/or dangerous equipment such as laboratory equipment, motor vehicles, power tools, etc.

The use of drugs and alcohol may also affect the safety and well-being of others. Anyone who is pregnant or may be pregnant should not use drugs or alcohol as it may cause complications or birth defects. Substance abuse is detrimental to recovering from chemical dependency and those who have a family history of alcohol or other drug addiction are at greater risk. Certain medications may increase the effects of drugs and alcohol, or counteract the medication.

Alcohol

Underage possession or use of alcoholic beverages and the sale of alcoholic beverages to minors is prohibited. By state law, no one under 21 years of age is permitted to consume, purchase, transport, or possess any alcoholic beverage. Operating a motor vehicle while under the influence of alcohol is also prohibited by State law. Keene City Ordinances prohibits open container and consumption of alcohol on public property; internal possession of alcohol (person under 21 having an alcohol concentration of .02 or more); misrepresenting age to procure alcohol; and facilitating a drug or underage alcohol house party. Regulations specific to Keene State College residence halls apply and can be found in the Alcohol and Other Drug Policies located in the KSC Student Code of Conduct.

Drugs

Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law (e.g. prescription drugs) is forbidden on campus or during campus sponsored events.

Federal and State law regarding narcotics and controlled substances is strictly observed and enforced.

Drug-related devices are forbidden on College premises, in accordance with State law. Keene City Ordinances also prohibit the possession, manufacture, or delivery of drug paraphernalia. As members of the general public in New Hampshire, students and employees are assumed to have full knowledge of Federal, State, and local laws.

The full text of the Keene State College Policy on Alcohol and Other Drugs is available online in the Student Handbook, which includes standards of conduct, health risks, disciplinary sanctions, and available counseling and treatment. The New Hampshire Revised Statutes Annotated is available online and in the KSC Mason Library, and the City of Keene Ordinances are available online or by visiting Keene City Hall.

Substance Abuse Education and Treatment

Keene State College has adopted and implemented Drug and Alcohol Abuse Prevention Programs to prevent and address unlawful possession, use, or distribution of illicit drugs and alcohol. The V.P. for Student Affairs compiles an AOD committee to address issues involving drugs and alcohol prevention. Such initiatives include, but are not limited to:

- **360 Proof** – Introduced in the fall of 2016, this program, in Partnership with the NCAA, is designed to promote an integrated model for on-campus collaboration among student affairs and athletics professionals, aiming to provide resources for effective alcohol and drug education for the well-being and success of all students. During fall 2017 322 student-athletes completed this program.

- **Alcohol Wise** – Online primary education training for first year students, which identifies the harmful effects of alcohol, clarifies personal choices about drinking habits, and provides information on how alcohol can affect academic progress and social behavior. Students receive personalized feedback, access to self-referral tools, and assessments. All incoming first-year students are required to complete Alcohol-Wise.

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43 https://www.municode.com/library/nh/keene/codes/code_of_ordinances
44 http://www.keene.edu/administration/policy/detail/handbook/alcohol/
45 http://www.gencourt.state.nh.us/rsa/html/indexes/default.html
46 http://www.360proof.org/
47 http://web.3rdmilclassrooms.com/courses/college
2018 Keene State College Annual Campus Crime and Fire Safety Report

- **Alcohol Screening Day** - Online screening campaign which takes place during the month of April, provides daily posts to social media, and a link to the free and **anonymous mental health screening**. An in-person screening day was held during the month of April.

- **Assessments, Therapy, Support, Education & Consultation** - The Counseling Center and the Center for Health and Wellness offer students individualized assessments, brief individual therapy, group support, consultations, and educational programs as needed.

- **Brief Alcohol Screening and Intervention (BASICS)** - An alcohol screening and discussion designed to assist students in examining their own drinking behavior in a judgment-free environment. BASICS aims to reduce risky behaviors and the harmful consequences of drinking by increasing awareness and the use of protective behaviors. Students are generally referred to the BASICS program through the Office of Student Conduct; however, the BASICS program is available to all students.

- **Campus Climate Surveys** – Data collection on drug and alcohol use among KSC students. Data is used to identify educational and resource needs and is collected no less than every three years. NCHA (National College Health Assessment) was completed in October 2016 with 671 students completing the survey.

- **Crisis Intervention and Referrals** – Crisis intervention and referrals to other treatment centers are also provided as needed. Regional treatment and rehabilitation services include, but are not limited to, the Phoenix House and the Brattleboro Retreat.

- **Day of Clarity** – Awareness campaign lead by KSC fraternity and sorority life, and in partnership with the Counseling Center, provides education, resources, and practical exercises on the effects of alcohol.

- **Drug Abuse Resistance Education (D.A.R.E.)** – Offered through the Campus Safety Department during the summer Kids on Campus Program, D.A.R.E. provides fifth and sixth grade children with tools necessary to make healthy decisions, build self-esteem and confidence, resist peer pressure, and be an active bystander.

- **Employee Assistance Program (EAP)** - Provides confidential counseling to employees or their family members in need. EAP also provides initial support for legal advice, financial counseling, and life coaching.

- **Marijuana 101** – Online intervention program which discusses marijuana’s effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course also includes the e-TOKE self-assessment. Students are usually referred to this program if they have violated the Keene State College policy; however, this program is available to all students.

- **Prevention & Recovery Film Series** – Collaboration between KSC and the MADAC, this program consists of film screenings, post-film discussions, and information tables highlighting local resources. Films included **Generation Found**, **The Anonymous People**, and the **Hungry Heart**.

- **Referred Learning Programs** – Evidence based intervention programs that are focused on increasing awareness of the impacts of Alcohol and Other drugs. Students are usually referred to these programs if they have violated the Keene State College Drug and Alcohol Policy, however students can choose to enroll themselves.

- **Resident Assistant Training** – Annual training program providing Resident Assistant drug and alcohol information, resources for support, referral information, and guidance on the appropriate response to incidents of alcohol poisoning.

- **Residential Life Programming** – Programming offered by the Counseling Center and in partnership with Residential Life staff, provides residential students with information about the risks and health effects of drugs and alcohol.
  - **Liquid Lunch** - Interactive education table which emphasized the standard drink size and blood alcohol concentration.
  - **5 O’Clock Somewhere** - interactive education table emphasizing protective behaviors regarding alcohol consumption.

- **Shot of Reality** – This program is a primary education program provided to all first year students during orientation, which combines improvisational comedy, audience participation, and education on alcohol awareness. Specifically, this program addresses binge drinking, health risks, alcoholism, drunk driving, assault, and alcohol related laws.

- **Student Support Network** – Introduced in the fall of 2016, this program is a peer-to-peer program that provides students the skills to help friends in crisis.

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48 [http://screening.mentalhealthscreening.org/locator](http://screening.mentalhealthscreening.org/locator)
50 [https://www.brattlebororetreat.org/](https://www.brattlebororetreat.org/)
53 [https://web.3rdmilclassrooms.com/courses/college/mjbasics](https://web.3rdmilclassrooms.com/courses/college/mjbasics)
2018 Keene State College Annual Campus Crime and Fire Safety Report
(to include drug and alcohol crisis). Peer leaders receive six hours of training on crisis management and other related skills.

- **Substance Abuse Awareness/Recovery Panel** - This event is coordinated by Greek life and includes a panel of speakers discussing their own recovery as well as speakers talking about how the substance abuse and recovery process of loved ones has impacted them. The event also includes resources available on and off-campus.

- **Under the Influence** - This program is an online intervention program which assesses current behaviors through a self-assessment tool (e-CHUG), educates students about alcohol and harm reduction techniques, and identifies on and off campus resources. Students are usually referred to this program if they have violated the Keene State College alcohol policy; however, this program is available to all students.

- **Why Not** – This Campaign and interactive outreach tables emphasizes correcting misperceptions of use, and getting students to think about their own “Why Not.” A KSC video created during this campaign won the DEA’s *Red Ribbon Week Award.*

**Drug and Alcohol Abuse Prevention Program**
The Office of the Dean of Students is responsible for maintaining and conducting a biennial review of the College *Drug and Alcohol Abuse Prevention Program* in accordance with the *Safe and Drug-Free Schools and Communities Act.*

**Good Samaritan Policy**
Keene State College has adopted a *Good Samaritan Policy,* which, in certain circumstances, grants immunity from punitive disciplinary action to students who seek medical attention for themselves and/or other students in *WEAPONS*

**Keene State College Policy**
The *KSC Weapons Policy,* located in the Student Code of Conduct, prohibits student weapon possession on College property. The term “weapons” includes, but is not limited to, firearms (to include disabled firearms or authentic-looking replicas), paintball guns, BB and pellet guns, air guns, slingshots, bows and arrows, or other projectile devices. *Weapons* may also include swords, various kinds of knives (other than cooking utensils or pocket knives with a blade less than 3”), switchblades, Tasers© or other electric shock weapons, saps, billy clubs, explosives, metallic knuckles, various martial-arts devices capable of being used as weapons, or any item used in a manner to threaten, inflict, or attempt to inflict harm. Possession of “aerosol self-defense spray” (i.e. pepper spray) is permissible on campus when stored and used in an appropriate manner.

**NH Criminal Code**
New Hampshire statutes pertaining to weapons can be found under Title XII, chapter 159 of the New Hampshire Criminal Code. The *Revised Statutes Annotated (RSA)* can be read online.

<table>
<thead>
<tr>
<th>DISCLOSURE OF REFERRAL AND ARREST STATISTICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disciplinary Referrals to Student Conduct</td>
</tr>
<tr>
<td>A disciplinary referral is any incident where</td>
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<tr>
<td>there was a violation of law or policy that</td>
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<tr>
<td>resulted in a referral to the Keene State</td>
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<tr>
<td>College student conduct system without any</td>
</tr>
<tr>
<td>criminal process. Where a student has been</td>
</tr>
<tr>
<td>referred for disciplinary action for violations</td>
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<tr>
<td>of drug and liquor offenses during a single</td>
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<tr>
<td>incident, the drug offense, which is deemed</td>
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<tr>
<td>more severe, is the only offense that is</td>
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<tr>
<td>counted. The following table contains student</td>
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<tr>
<td>conduct referral statistics for calendar years</td>
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<tr>
<td>2015, 2016, and 2017:</td>
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</table>

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>VENUE</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>DISCIPLINARY</td>
<td>On-campus</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>REFERRALS:</td>
<td>On-campus and within student housing facilities</td>
<td>2</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Weapons possession</td>
<td>Noncampus building or property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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56 http://web.3rdmilclassrooms.com/courses/college
57 http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html
58 www.keene.edu/administration/policy/detail/handbook/campus-policies/#w
59 http://www.gencourt.state_nh.us/rsa/html/xii/159/159-mrg.htm
Arrests by Law Enforcement
Arrests by law enforcement include all arrests made by law enforcement with jurisdiction on or around Keene State College property. Arrests include both custodial arrests and issuance of summonses to appear in criminal court. The following table contains arrest statistics for calendar years 2015, 2016, and 2017:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>VENUE</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCIPLINARY REFERRALS: Drug-related violations</td>
<td>On-campus</td>
<td>230</td>
<td>279</td>
<td>285</td>
</tr>
<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
<td>214</td>
<td>275</td>
<td>275</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public property</td>
<td>5</td>
<td>16</td>
<td>4</td>
</tr>
<tr>
<td>DISCIPLINARY REFERRALS: Liquor Law violations</td>
<td>On-campus</td>
<td>707</td>
<td>573</td>
<td>405</td>
</tr>
<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
<td>676</td>
<td>560</td>
<td>399</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Public property</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE – COLLEGE POLICIES

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

Relationship violence and sexual misconduct are not tolerated at Keene State College. The College will respond to reports of relationship violence and sexual misconduct to stop the prohibited conduct, take steps to prevent the reoccurrence of the conduct, and address its effects on the campus community. The College strongly encourages individuals impacted by relationship violence or sexual misconduct to disclose what happened and seek support services. Keene State College has designated a Title IX Coordinator to oversee and coordinate the College’s response to all issues of relationship violence and sexual misconduct.

To file a report as a victim or witness of sexual misconduct or relationship violence, whether on or off campus, complete the online Sexual Misconduct and Relationship Violence form. This does not obligate the reporting person to proceed any further with criminal charges; however, if the student chooses, College officials will assist the student in notifying law enforcement.

Sexual Assault Memorandum of Understanding with the Keene Police
Through a Sexual Assault Memorandum of Understanding, Keene State College and the Keene Police Department have a formal agreement outlining the rights, responsibilities, and the collaborative process.

20
2018 Keene State College Annual Campus Crime and Fire Safety Report
that will be followed in the event that the reporting
person wishes to file a concurrent sexual assault report
with the Keene Police Department.

Privacy of Personal Information
Personally identifiable information about the reporting
party will be treated as private and only shared with
persons with a specific need to know, such as those who
are investigating/ adjudicating the complaint, or
delivering resources or support services to the reporting
party. The College does not publish the names of
reporting parties, nor does it store identifiable
information in the Campus Safety Daily Crime Log or
online.

At Keene State College, all faculty and staff, with the
exception of those who exist in a legally recognized
confidential relationship to the reporting party, have a
duty to report sexual misconduct or relationship
violence to the Title IX Coordinator.

Confidential Support Services
While it is preferable for crime reports to be made to
Campus Safety or the College Title IX Coordinator, who
will always treat communications as private (shared only
with individuals with a need to know), we understand
that some victims may choose not to speak with an
officer, but seek confidential support services.
Confidential communication is communication that is
legally privileged and cannot be shared without the
express permission of the individual, or otherwise
required by law. During normal business hours, a
victim may disclose a crime on a voluntary and
confidential basis to the following professionals, who
are precluded from mandated reporting of most criminal
incidents due to patient privacy laws:

- Brian Quigley, Director of the Counseling
  Center: 603-358-2438
- Any Counseling Center licensed practitioner: 603-358-2437. After hours (24/7): 603-358-2436
- Any Center for Health and Wellness licensed medical practitioner: 603-358-2450.
- Monadnock Center for Violence Prevention – Confidential Crisis hotline, 603-352-3782

College Policies
The following paragraphs contain information on
various College policies applicable to sexual and
relationship violence. Policies are subject to change;
however, any changes made to College policies are
published in the appropriate campus media. In addition,
the College reserves the right to assert its jurisdiction in
certain off-campus incidents when specific actions by
Keene State College community members adversely
affect the College community and/or its mission.

Revised and implemented in June 2018, the Keene State
College Sexual Misconduct Policy is found in the
Student Handbook and applies to all students. This
policy addresses both sexual and relationship violence to
include sexual assault, dating and domestic violence,
stalking, sexual harassment, and sexual exploitation.

The Keene State College Discrimination and
Discriminatory Harassment Policy addresses sex
discrimination and is located in the Faculty and Staff
Handbooks. Keene State College recognizes that sexual
and relationship violence can be a form of sex
discrimination.

The College maintains a Consensual Relations Policy for faculty and staff, which provides guidance for
appropriate relations and areas of consideration.

The University System of New Hampshire Policy
USY.V.12 is located in the USNH policies and requires
that each faculty/staff member be able to perform job
duties and to work in a safe environment without being a
safety hazard to one’s self or others (co-workers,
students etc.). If an incident of sexual or relationship
violence creates an ongoing hazard to the College
community, this policy may be enforced.

All visitors are expected to conduct themselves in a
manner consistent with KSC policy, are provided limited
resources for support when needed, and may report
incidents of sexual or relationship violence to the
Department of Campus Safety.

Where applicable, the Department of Campus Safety
will provide reasonable support and assistance to all
reporting persons (including visitors) of sexual

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60 http://www.keene.edu/administration/student-affairs/title-ix/
61 http://www.keene.edu/life/services/counseling/
62 http://www.keene.edu/office/chw/
63 http://www.mcvprevention.org/
64 www.keene.edu/administration/policy/detail/handbook/sexual-misconduct/
65 http://www.keene.edu/administration/policy/detail/discrimination/
66 http://www.keene.edu/administration/policy/detail/handbook/consensual-relations/
67 https://www.usnh.edu/policy/usy/v-personnel-policies/c-employment
misconduct occurring on property owned or controlled by Keene State College. Such support may include providing safety and security, assistance in contacting law enforcement, providing referrals to noncampus resources, conducting a preliminary investigation, preparing a preliminary report, referring allegations involving campus community members to the Office of Student Conduct or Department of Human Resources, or other services as deemed necessary by the Director of Campus Safety and Compliance or a designee.

The College reserves the right to issue trespass notices to any individual who is in violation of College policy or who poses a threat to the Keene State College community.

**Summary of Rights for Involved Parties “Notice of Rights”**

When a report is made to, or otherwise brought to the attention of the Title IX Coordinator or Department of Campus Safety that sexual misconduct or relationship violence as defined by College policy has occurred, whether the offense occurred on or off campus, the College will provide the involved parties with a written explanation of their rights and options (i.e. Notice of Rights). The Notice of Rights also includes written notification about existing counseling, health, mental health, victim advocacy, and other services available, both within the College and in the larger community.

**Keene State College Policy Definitions**

The following information is included as part of Keene State College Sexual Misconduct Policy and Discrimination and Discriminatory Harassment Policy.

**Sexual Misconduct** - A broad term that encompasses sexual harassment, sexual violence, and sexual exploitation.  

**Sexual Violence** - A physical sexual act perpetrated without consent. Such acts include, but are not limited to unwanted sexual contact and sexual assault (rape).

**Sexual Exploitation**: When an individual takes non-consensual or abusive sexual advantage of another, for any purpose, and that behavior does not constitute one of the other sexual misconduct offenses.

**Sexual Harassment**: A form of unlawful gender (sex) discrimination. Defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature.

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68 KSC Sexual Misconduct Policy  
69 KSC Sexual Misconduct Policy  
70 KSC Sexual Misconduct Policy  
71 KSC Discrimination and Discriminatory Harassment Policy
The College may issue “no contact” orders between involved parties or limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter. To request a campus No Contact Order, contact the College Title IX Coordinator.

When reasonably available, possible interim measures may include the ability to change academic or work schedules, withdraw from or retake a class without penalty, receive academic support services, counseling, changing housing accommodations, or providing safety escorts on campus.

Anyone may request that directory information on file be removed from public sources through the College Title IX Coordinator, or Office of the Registrar.

Investigation Procedures and Protocols
When an investigation is conducted, Keene State College has an obligation to ensure that the investigation is prompt, adequate, reliable, and impartial. In fulfilling these obligations, the College will respond to all reported complaints to ensure that the prohibited conduct is stopped, eliminate any hostile environment, take steps to prevent its recurrence, and address any effects.

A reporting party may pursue an administrative complaint (with the College) and criminal complaint (with the police) simultaneously. The investigations may proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation. While the College may briefly suspend fact-finding at the request of law enforcement, Federal law does not permit the College to delay its investigation until the resolution of the criminal process.

Absent extenuating circumstances, the investigation and resolution are expected to conclude within sixty (60) calendar days from receipt of the complaint. Involved parties have the right to have an advisor of choice with them throughout the investigatory and resolution process. All student conduct investigations and hearings are conducted by officers who have received sexual misconduct training.

Student College Conduct Process (Adjudication Procedures)
All incidents involving student allegations of sexual misconduct and relationship violence will be adjudicated through the Student Conduct process as follows:

- **Investigation Review** - Upon receipt of an investigation the Director of Student Conduct, in consultation with the Title IX Coordinator, will review the materials and determine what College policies may have been violated and the manner in which the alleged infraction will be addressed.

- **Convene a Hearing Board** - The Keene State College Office of Student Conduct will convene a Hearing Board for the purpose of adjudicating an alleged incident of a suspension or expulsion level policy violation involving students. The hearing will provide a fair, impartial, and equitable process, conducted by officials who do not have a conflict of interest or bias for or against the involved parties, and that respects the rights of all participants. The Board will determine if a policy violation occurred using a preponderance of the evidence standard.

- **Hearing** – A Hearing Board Chair will be assigned, who will conduct the hearing in accordance with the established Hearing Board process. The hearing ensures that:
  - Any meetings where the presence of involved parties is requested, timely notice will be provided to the involved parties, and each party will be provided the opportunity to be heard.
  - If either party wishes to do so, they may provide a written impact statement, which will be shared with the Hearing Board members as part of the sanctioning conversation.
  - Both the reporting party and the responding party may present witnesses.

- **Hearing Board Deliberations** - At the conclusion of the hearing, the board will deliberate privately to determine the responding party’s responsibility for the alleged violation(s).

- **Recommendation of Sanctions** - If the responding party is found responsible, the Hearing Board will recommend appropriate sanctions.

- **Review of the Hearing Board’s Recommendations** - Once a recommendation is made, the Hearing Board chairperson will convene a meeting with the Director

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72 Accommodations to on campus transportation may be provided when reasonably available.
73 Training is conducted annually. Investigators are trained on how to conduct investigations; Hearing board and student conduct personnel are trained on conducting a hearing process that protects the safety of victims and promotes accountability.
74 http://www.keene.edu/site/directories/profile/facstaff/450/
75 The preponderance of the evidence standard means that it is more likely than not that the student, or student organization, has committed the violation as charged.
76 As a general rule, the sexual history of the involved parties will not be considered as evidence; however, prior sexual history may be considered under limited circumstances outlined in the KSC Sexual Misconduct Policy.
of Student Conduct and Associate Dean of Student Affairs to review the Hearing Board’s recommendations and sanctions, if applicable.

- **Notice of Outcome** - Both the reporting party and the responding party will be informed of the hearing outcome, in writing, promptly and concurrently.

- **Sanctions** - Violations of the Sexual Misconduct Policy may result in suspension (to include deferred suspension), expulsion, or rescinding institutional recognition (where the incident involves a student organization).

- **Appeals** - Each party will concurrently receive written information on how to appeal the Hearing Board decision, and the subsequent outcome of the appeal.

- **Appeals Process** - All decisions resulting from an appeal review shall be final. Although a verbal notification may be provided to the student who requested the appeal review, an e-mail notification of the decision shall be sent within twenty days of the receipt of the appeal.

The reporting person and responding party may have an advisor of their choice to assist them throughout the investigatory and/or student conduct processes. Trained advisors are available for students seeking support. The advisor is a silent and non-participating presence who is there to observe the proceedings and provide support, guidance, or advice. The College reserves the exclusive right to determine what constitutes appropriate behavior on the part of the advisor.

The investigation (and subsequent conduct hearings if applicable) will be consistent with the College policy and transparent to the involved parties. Students who would like more information regarding the College conduct process should review the Student Code of Conduct or contact the Title IX Coordinator.

**Employee Adjudication Procedures**

Employees who are accused of violating College policies, which directly impact the College community, regarding sexual misconduct or relationship violence may be subject to a **Human Resources** internal investigation and an investigation conducted by the College Title IX Coordinator. The adjudication procedures will include:

- **Notice** – The responding party will be provided notice of the complaint within 14 days or otherwise in accordance with collective bargaining agreements.

- **Investigation** – A full, fair, and timely investigation of alleged complaint, including reasonable efforts to corroborate sources of information.

- **Investigation Review** – The Human Resources administrative officer, in consultation with the Title IX Coordinator, will review the investigation report.

- **Decision** – The administrative officer, in consultation with the Title IX Coordinator, will render a decision using the reasonable person standard of proof.

- **Notice of Outcome** – The administrative officer will communicate this decision in writing to the complainant, the accused, and the direct supervisor of the accused.

- **Issuance of Sanctions** – The administrative officer will determine appropriate sanctions to include oral or written warnings, reprimand, transfer or reassignment, change in work assignment, demotion, suspension, or termination.

- **Appeals** – The complainant may file a written appeal to the College President within 14 calendar days of the finding. The responding party may appeal the judgement using the appropriate grievance procedures according to collective bargaining agreements or College policy.

**Retaliation**

Keene State College is committed to encouraging disclosure of sexual misconduct and relationship violence.

Any person, who, in good faith, reports an actual or perceived sex discrimination, to include sexual and relationship violence, shall not be subject to retaliation. The College will take strong responsive action if it is determined that retaliation occurred.

If a reporting person or witness believes that (s)he has been subjected to retaliation, (s)he should promptly contact the **Title IX Coordinator**

**On and Off Campus Services for Victims**

The health and safety of campus community members is the College’s primary concern. Available resources, whether the victim chooses to report an assault or not, include:

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77 If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this right.

78 “Result” is defined as any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.

79 http://www.keene.edu/office/hr/

80 Evaluation of the evidence from the standpoint of a reasonable person's reaction and perspective under the circumstances presented.
**Keene State College Campus Resources** - Unless otherwise noted, available Monday-Friday, 8 a.m. to 4:30 p.m.

- **Office of the Title IX Coordinator**: Keene State College, Elliot Center, 603-358-2959
- **Counseling Center**: Keene State College, Elliot Center, 603-358-2437 (confidential resource for students)
- **After Hours Crisis Line**: Keene State College, 603-358-2436
- **Coordinator of Sexual Violence Prevention and Education**: Keene State College, Elliot Center, 603-358-2437
- **Center for Health and Wellness**: Keene State College, Elliot Center, 603-358-2450 (confidential resource for students)
- **Dean of Students Office**: Keene State College, Elliot Center, 603-358-2842 (for students)
- **Division of Student Affairs, Office of Student Conduct**: Keene State College, Elliot Center, 603-358-2839
- **USNH Employee Assistance Program**: 800-424-1749 (confidential resource for employees)
- **Global Education Office**: Keene State College, Cheshire House, 603-358-2348
- **Financial Aid Office**: Keene State College, Elliot Center, 603-358-2280

**Community & National Resources** - Unless otherwise noted, available Monday - Friday, 8 a.m. to 4:30 p.m.

- **Keene Circuit Court**: 83 603-580-590 Court Street, Keene, NH
- **Samaritans NH Crisis Line**: 1-866-457-2910
- **NH Coalition Against Domestic Violence**: 603-224-8893
- **New Hampshire Bar Association Lawyer Referral Service**: 603-229-0002
- **National Sexual Assault Hotline**: 800-656-4673
- **National Sexual Assault Online Hotline**: https://ohl.rainn.org/online/
- **Rape, Abuse and Incest National Network**: 800-656-4673
- **Department of Justice**: 202-514-2000
- **Department of Education, Office of Civil Rights**: 800-872-5327
- **U.S. Citizenship and Immigration Services**: 1-800-375-4823

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**Protection Orders**

Keene State College complies with New Hampshire law in recognizing orders of protection; assisting the reporting party in contacting law enforcement to obtain a protective order or to report a violation of an existing protective order; and providing notification of and assistance in options for changing academic, work, transportation, and living situations to prevent violations of the order of protection.

Protection orders for relationship violence may be available through the Keene Police Department (emergency protective orders available outside normal business hours) or the Keene Circuit Court (during normal business hours).

In addition, the College will assist a reporting party in obtaining a Keene State College No Contact Order, where the reporting party elects to limit contact while on campus property only. No Contact Orders are available by contacting the Title IX Coordinator.

**Safety Plan**

Any person who obtains an order of protection from the State of New Hampshire or any reciprocal state should provide a copy to Campus Safety and the Title IX Coordinator. A copy may also be provided to their Residence Director. A reporting party may then meet with the Title IX Coordinator to develop a collaborative plan to reduce risk of harm while the reporting party is on campus or traveling to and from campus. This plan

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81 https://www.keene.edu/life/services/counseling/contact/emergency-crisis-info/
82 https://www.keene.edu/admissions/aid/
83 http://www.courts.state.nh.us/courtlocations/cheshdistdir.htm#Keene
84 http://samaritansnh.org/
85 http://www.nhcadsv.org/
86 https://www.uscis.gov/about
87 https://www.rainn.org/
88 https://www.justice.gov/ovw/sexual-assault
89 http://www2.ed.gov/about/offices/list/ocr/index.html
90 https://www.uscis.gov/about-us/contact-us
91 http://www.mcprevention.org/
Primary and On-going Programs, Service, and Awareness Campaigns Addressing Sexual Misconduct

- **Domestic Violence Workshop** - Training seminar hosted by KSC, and in partnership with the Cheshire County Domestic Violence Council, or local human services professionals related to preventing domestic violence.

- **Mentors in Violence Prevention (MVP)** - Peer education group of male and female student leaders committed to preventing sexual violence at KSC. Presentation topics include alcohol and consent, sexual assault/rape, sexual harassment, homophobia, domestic and dating violence, stalking, being an active bystander, and more. MVP presentations are conducted throughout the year to all the Athletic teams and all the Greek chapters, as well as various classes, clubs, and organizations.

- **Rape Aggression Defense (R.A.D.) for Women** - 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.

- **Roundtable Discussions** – Public Roundtable discussions between college administrators, political leaders, law enforcement officers, and crisis counselors composed to discuss both progress and shortcomings in the national movement to address the problem of sexual assault.

- **Community Partnerships** – The Counseling Center and the Title IX Coordinator are active members of the Cheshire County Sexual Assault Resource Team (SART), NH Violence Against Women Campus Consortium, Cheshire County Domestic Violence Council (CCDVC), and other social service agencies.

- **Sexual Assault and Violence Education (SAVE) Committee** - Collaboration between KSC students, staff faculty, and Monadnock Center for Violence Prevention Crisis and Prevention Center. The focus of this committee is on developing programming for dating & domestic violence and sexual assault awareness. The SAVE Committee participates in the following awareness campaigns:

  - The Silent Witness display – Hope, help, healing for the victims of domestic violence.
  - Clothesline Project – Artistic display to create awareness of the issue of sexual violence.
  - Shout Out Against Sexual Assault - Safe space for sexual assault survivors to tell their story and for everyone to give support.
  - Walk a Mile in Her Shoes - International men’s walk in partnership between KSC and MCVP: Crisis & Prevention Center, organized to raise awareness of sexual assault, domestic violence, and stalking. The walk takes place each spring at Keene State College.
  - Social Marketing Poster Campaign - Ongoing passive social marketing poster campaign to prevent sexual assault.
  - “No Zebras, No Excuses” - Theater production presented during first-year student orientation, which focuses on bystander intervention, addressing the impact of sexual misconduct (sexual assault, domestic and dating violence, etc.). The program is a primary prevention program that stresses that sexual misconduct cannot be ignored, empowering students to stand up, take a stand, and help keep others safe.

**Step UP** - A prosocial behavior and bystander intervention program that educates students to be proactive in helping others. The goals of Step UP! are to raise awareness of helping behaviors, increase motivation to help, develop skills and confidence when responding to problems or concerns, and ensure the safety and well-being of self and others.

- **Title IX Training** - Annual training for students, Student Conduct personnel, intake officers, and faculty.

- **Unlawful Harassment Training** – The Office of Human Resources provides Unlawful Harassment Training as primary prevention to all new employees during orientation and, in 2017.

- **Preventing and Reporting Sexual Harassment and Assault** - Co-facilitated by the Title IX Office, Human Resources, and the Provost’s Office, these workshops provide faculty and staff with strategies on how to respond compassionately to disclosures of sexual violence, intimate partner violence, and stalking. This workshop also helps participants to identify approaches to supporting survivors as well as insight into the challenges survivors face when seeking resources and support. Participants learn of available on and off-campus resources, including

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92 http://www.keene.edu/life/services/counseling/outreach-programs/prevention/
93 http://www.keene.edu/life/services/counseling/outreach-programs/prevention/
94 http://rad-systems.com/rad_basic.html
95 http://stepupprogram.org/
medical and legal resources and advocacy crisis services.

- uSafeUS® – Application which provides sexual assault resources to include campus resources, crisis center information, hospitals, law enforcement and general guidance.

**Warning Signs, Risk Reduction and Prevention of Abusive Behavior and Future Attacks**

No victim is ever to blame for being assaulted or abused. Below are some tips to help individuals reduce their risk of re-victimization by recognizing warnings signs of abusive behavior.

**Warning Signs of Abusive Behavior**

Relationship violence often escalates from threats and verbal abuse to violence. While physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a “blow up”.
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your cell phone).
- Being monitored by your partner at home, work, or school.
- Being forced to do things you do not want to do.

**Help Reduce Risk and Avoid Potential Attacks**

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.

- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
- Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

- Sex without consent is a crime.
- Any physical assault or threat by a partner is a crime.

**If you are being abused or suspect that someone you know is being abused**

- Speak up or intervene.
- Get help by contacting the Counseling Center or Center for Health and Wellness for support services.
- Consider making a report with Campus Safety, Keene Police, and/or the Title IX Coordinator.
- Consider getting a protective order or stay away order from the Keene Police Department or Keene Circuit Court, or a Keene State College No Contact Order available from the College Title IX Coordinator.

**Keep yourself safe**

- Always get verbal consent from your partner and don’t assume you know what the other person wants. If you’re not absolutely certain, stop and talk about what you do both want.
- If you start to feel concerns about a person or a situation, trust your feelings and try to remove yourself from the potential threat, even if it is someone whom you know.
- Travel Safely by traveling with a friend, carrying a cell phone or knowing where emergency phones are located, being aware of your surroundings, minimizing distractions (talking on the phone or wearing headphones), and remain on well-lit public pathways. If walking feels unsafe, call Campus Safety for a safety escort or ride then Campus Safety shuttle.

**Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. The College promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence, without causing further harm.

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96 https://usafeus.org/app/webviewer.html
Ways to be an active bystander:

- Talk to your friends. Agree to look out for each other. Let them know if you plan on leaving with someone, where you're going, and when you'll be back.
- Keep an eye on each other. If you see a friend coming on too strong to someone who's not interested or who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation.
- If you see someone who may be in a tough position, check in with them. Ask if they're OK, see if they need a way home. Even if they don't take you up on it, you'll send a message that you're paying attention.
- Speak up when someone tries to seclude, hit on, try to make out with, or plan to have sex with people who are incapacitated.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.
- Report incidents that affect your community, even if you're not the victim. You can reach the Title IX Office at 603-358-2959 or TitleIX@keene.edu.

If you or someone else is in immediate danger, dial 911 (this could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt).

Information on Registered Sex Offenders

Information on registered sex offenders in the City of Keene is available through the United States Department of Justice National Sex Offender Public Website97 or from the Keene Police Department, 400 Marlboro Street, Keene, NH 03431, 603-357-9813

Protecting Child and Elders on Campus

Keene State College provides various educational opportunities to children; therefore, the College has a comprehensive policy which provides for Safeguards for Protecting Children on Campus98, which provides for guidelines regarding suspected incidents of abuse, assault, or neglect of minors. This policy outlines reporting procedures; campus preventative initiatives to include, background check procedures and requirements of establishing written plans for the supervision and security of children’s programs; definitions of abuse and neglect; and indications of possible abuse or neglect. The Department of Campus Safety collaborates with campus programs involving children to ensure compliance with this policy.

Under New Hampshire law, every person, including all Keene State students and employees, who have reason to believe that a child or elder has been physically, sexually, or emotionally abused or neglected is required to report the abuse or neglect to the New Hampshire Department of Health and Human Services99, Bureau of Child Protection: 603-271-6562 or Bureau of Elderly and Adult Services: 603-524-4485. The New Hampshire Department of Health and Human Services also provides services and support to children and elders who seek assistance.

NEW HAMPSHIRE CRIMINAL CODE

The following information is a partial review of the statutes addressing sexual and relationship violence crimes in New Hampshire. It is intended only for purposes of information and guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.

In New Hampshire, Consent is addressed under Sexual Assault and Related Offenses, RSA 632-A.100

- Lack of consent may be proved in a variety of ways, including but not limited to, an attempt to escape, outcry, or offer of resistance. Lack of consent may be proven by showing the alleged victim was restrained by fear of violence.101
- The alleged victim’s failure to physically resist a sexual assault does not infer consent
- Consent may be implied or informed, and must be voluntary.

Felonious Sexual Assault (RSA 632-A:3) - A person is guilty of a class B felony if such person (I) subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2; or (II) Engages in sexual penetration with a person, other than his legal spouse, who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or more; or (III) Engages in sexual

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97 https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1
98 http://www.keene.edu/administration/policy/detail/children/
99 http://www.dhhs.nh.gov/
contact with a person other than his legal spouse who is under 13 years of age. (IV) (a) Engages in sexual contact with the person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person and uses that authority to coerce the victim to submit under any of the following circumstances: (1) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. (b) Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense. (c) For the purpose of this paragraph, "sexual contact" means the intentional touching of the person's sexual or intimate parts, including genitalia, anus, breasts, and buttocks, where such contact, or the causing of such contact, can reasonably be construed as being for the purpose of sexual arousal or gratification of the person in the position of authority, or the humiliation of the person being touched.”

**Domestic Violence (RSA 631:2-b)**[^1] – A person is guilty of domestic violence if the person commits any of the following against a family or household member or intimate partner: (a) Purposely or knowingly causes bodily injury or unprivileged physical contact against another by use of physical force; (b) Recklessly causes bodily injury to another by use of physical force; (c) Negligently causes bodily injury to another by means of a deadly weapon; (d) Uses or attempts to use physical force, or by physical conduct, threatens to use a deadly weapon for the purpose of placing another in fear of imminent bodily injury; (e) Threatens to use a deadly weapon against another person for the purpose of terrorize that person; (f) Coerces or forces another to submit to sexual contact by using physical force or physical violence; (g) Threatens to use physical force or physical violence to cause another to submit to sexual contact and the victim believes the actor has the present ability to execute the threat; (h) Threatens to use a deadly weapon to cause another to submit to sexual contact and the victim believes the actor has the present ability to carry out the threat; (i) Confines another unlawfully, as defined in RSA 633:2, by means of physical force or the threatened use of a deadly weapon, so as to interfere substantially with his or her physical movement; (j) Knowingly violates a term of a protective order issued pursuant to RSA 173-B:4, I by means of the use or attempted use of physical force or the threatened use of a deadly weapon; (k) Uses physical force or the threatened use of a deadly weapon against another to block that person’s access to any cell phone, telephone, or electronic communication device with the purpose of preventing, obstructing, or interfering with the report of any criminal offense, bodily injury, or property damage to a law enforcement agency; or a request for an ambulance or emergency medical assistance to any law enforcement agency or emergency medical provider.

**Dating Violence** is enforced by **RSA 631:2-b** A person commits dating violence (as defined above under Domestic Violence above) if the offender commits the offense against an intimate partner. For the purposes of RSA 631:2-b, "Intimate partner" means a person with whom the actor is currently or was formerly involved in a romantic relationship, regardless of whether or not the relationship was sexually consummated.

**Stalking (RSA 633:3-a)**[^2] – A person commits the offence of stalking if such person: (a) Purposely, knowingly, or recklessly engages in a course of conduct targeted at a specific person which would cause a reasonable person to fear for his or her personal safety or the safety of a member of that person’s immediate family, and the person is actually placed in such fear; (b) Purposely or knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual’s immediate family; or After being served with, or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16, or (c) After being served with, or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16, or paragraph III-a of this section, or an order pursuant to RSA 597:2 that prohibits contact with a specific individual, which evidences a continuity of purpose. A course of conduct shall not include constitutionally protected activity, nor shall it include conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct may include, but not be limited to, any of the following acts or a combination thereof: (1) Threatening the safety of the targeted person or an immediate family member. (2) Following, approaching, or confronting that person, or a member of that person's immediate family.

MISSING STUDENTS

Any individual who has reason to believe that an enrolled Keene State College resident student is missing shall immediately notify the Department of Campus Safety at 603-358-2228. Following receipt of this information, the Department will log the report, open an incident report, commence an investigation, research the student’s identification card access log, and notify various College departments. Notification may include, but is not limited to, the Dean of Students, the Office of Residential Life, Dining Services, Information Technology Group, faculty members, roommates, friends, and others as needed. The Director of Campus Safety and Compliance or designee will be responsible for notifying the Vice President of Student Affairs, the College President, and the designated campus spokesperson.

Should the investigation result in the conclusion that the student is missing, Campus Safety will notify the Keene Police and/or the appropriate local law enforcement agency and will aid and assist the police in all aspects of the investigation, until the missing student has been located.

The Keene State College Tobacco/Smoking Policy prohibits smoking, vaping, and all other tobacco use inside or within twenty-feet of all buildings owned, occupied, or leased by KSC.

All students residing in on-campus housing facilities have the option to provide emergency contact information as part of the on-campus housing application. A confidential contact person is the person to be notified, within 24-hours, in the event that the student is determined to be missing. The student may indicate that person to be a parent, guardian or other person if they choose. Use and dissemination of emergency contact information is limited to authorized campus officials, Campus Safety staff, and law enforcement in furtherance of a missing person investigation. This information is stored in a secure Housing Management System maintained by the Office of Residential Life. It is accessible by professional staff and may not be disclosed outside of a missing person investigation. If the missing student is under the age of 18, and not an emancipated individual, Campus Safety will notify the student’s parent or legal guardian immediately after the Department determines that the student is missing. If the missing person is under the age of 16 or has dementia or diminished capacity, the Keene Police Department or agency of jurisdiction will immediately be notified in compliance with state law.

FIRE SAFETY REPORT

The Keene State College Departments of Campus Safety, Physical Plant, and Residential Life work with the Keene Fire Department and the New Hampshire State Fire Marshall’s Office to prevent fires and prepare the College community for fire hazards.

In addition, the College provides financial support to the Keene Fire Department, via a Memorandum of Understanding, to offset the costs of providing related services to the College.

Fire Safety Policies
To prepare campus residents for emergencies, periodic fire drills are conducted. Firefighting equipment, fire alarm systems, and appropriate procedures are provided and maintained for the protection of life and property. Tampering with, or misuse of fire alarms, smoke detectors, fire extinguishers, or failure to comply with related policies and procedures (including evacuation) is a serious infraction of College policy and is handled by the College disciplinary process, in addition to civic procedures.

Prohibited Items, Open Flames, and Smoking in Student Housing Facilities
The Residential Life Office publishes policies and enforces regarding items and activities prohibited in residence halls. The College’s Electronic Appliances Policy prohibits electrical appliances which present unusual fire hazards, such as halogen lamps, octopus lamps, extension cords or multi-outlet plugs that are not surge protected, hot plates, heating coils, toaster ovens, air conditioners, microwave ovens, space heaters, grills (of any kind), sun lamps, cooking equipment (of any kind), and octopus plugs. Microwaves, toasters, and toaster ovens are allowed in the private kitchen areas of Bushnell, Pondside II Apartments, One Butler Court, Pondside III, and the Owl’s Nest Suites. Exterior antennae, satellite dishes and other items are not permitted to be placed outside of windows or attached to window screens. Restrictions are also placed on refrigerators in student rooms.

Open flames including incense or any type of candle or paraphernalia associated with candle burning is not permitted in the residence halls.

Students who have had two Health and Safety violations in one academic year are required to participate in a Residential Health and Safety Online Program, which addresses fire safety.

Fire Safety Education and Training
Campus Safety, Residential Life, and the Environmental Health and Safety manager offer fire safety education and training throughout the academic year. Students are advised of emergency procedures during floor and building meetings at the beginning of the academic year, during the Keep Safe on Campus program at new student orientation, in the Stay Safe on Campus brochures provided to all first year students in their residence hall rooms upon arrival, during the Campus Crime and Fire Safety Fair, and during periodic fire safety programming with Campus Safety and Residential Life.

All new full time College employees attend fire safety, general occupational safety, and what to do in an emergency training during their orientation at the College. Emergency planning training is offered throughout the academic year to College faculty and staff upon request. All full-time Campus Safety officers attend fire safety and emergency management training in the first year of hire and periodically throughout their tenure. The Keene Fire department is willing to assist in these trainings as requested, and has done so in the past. Emergency Guides are posted in classrooms and other College facilities for reference during emergencies and for periodic review.

Residential Life staff members, including student Resident Assistants, are trained in emergency evacuation and fire egress. Fire/egress drills are conducted at a minimum of once each semester in all campus residence halls to ensure students are familiar with emergency procedures and egress routes. Drills are conducted and supervised by Campus Safety and Residential Life staff. Re-tests are conducted in buildings in which occupants fail to evacuate in a safe and timely manner. Drills are documented in the Campus Safety log, and a drill report is kept on file for each drill conducted. Fifty-one egress drills were conducted in residence halls in calendar year 2017. In addition, 57 fire alarm systems were tested in calendar year 2017.

Procedures for Fire/Alarm/Emergency Evacuation

In Case of Fire:
- Evacuate the building in an orderly fashion using the closest available exit. Do not use elevators.
- Activate the nearest alarm box, dial 911, and contact Campus Safety at 603-358-2228 once you have safely exited the building. The caller should advise that there is a fire alarm activation, noting if anyone is still in the building, if there is smoke or fire, injuries, and any other additional information asked for by the dispatcher.
- Occupants with physical disabilities that would prevent them from exiting the building are expected to remain where someone knows to look for them, or proceed to the nearest area of refuge. These occupants should close all interior doors and windows of the room and contact Campus Safety dispatch to advise what room they are in and the contact phone number.
- If you encounter smoke, crouch nearest to the floor as you exit. If possible, breathe through a dampened cloth.
- Once out of the building, occupants should meet at the pre-determined meeting area for the building and
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check in with the Resident Assistant or Residence Director.

Occupants will be advised when re-entry is permissible, or if relocation or campus evacuation is required. Do not return to the evacuated building unless told to do so by the Keene Fire Department or other campus official. This will be coordinated by a Unified Command of Keene Fire and KSC Officials.

Detailed campus evacuation procedures are outlined in the College’s Emergency Operations Plan, which is reviewed annually.

Reporting

For campus fire statistics to be accurate and to ensure safety, it is necessary that all fires be reported as soon as possible, even if they have been safely extinguished. All fires are to be reported to the Keene Fire Department for mitigation, fire investigation, and reporting.

To Report an active fire, Dial 911 to reach the Keene Fire Department. All fires, active and inactive, shall also be reported to the Keene State College Department of Campus Safety at 603-358-2228.

Fire Log

The Department of Campus Safety maintains a publically accessible daily fire log containing information on all fires that occur in on-campus student housing facilities. The fire log is combined with the daily crime log, and is available at the Campus Safety Office during normal business hours. The following chart contains fire activity in student housing facilities that occurred in calendar years 2015-2017.

### Fire Log

#### 2015 (4 reported fires)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>INJURIES or DEATHS</th>
<th>PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/03/2015</td>
<td>1751</td>
<td>Monadnock Hall</td>
<td>Cooking fire; extinguished by student</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>05/19/2015</td>
<td>1507</td>
<td>One Butler Ct.</td>
<td>Cooking fire; extinguished itself</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>10/28/2015</td>
<td>1132</td>
<td>Owls Nest 4</td>
<td>Fire from tapestry igniting in front of electrical socket; extinguished itself</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>12/15/2015</td>
<td>1413</td>
<td>Owls Nest 1</td>
<td>Spark from electrical socket (no flame); extinguished itself</td>
<td>None</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

#### 2016 (1 reported fire)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>INJURIES or DEATHS</th>
<th>PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/30/2016</td>
<td>1312</td>
<td>Bushnell Apartments</td>
<td>Bathroom exhaust fan caught on fire; extinguished by fire department.</td>
<td>None</td>
<td>$1,000-$9,999</td>
</tr>
</tbody>
</table>

#### 2017 (4 reported fires)

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>INJURIES or DEATHS</th>
<th>PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/13/2017</td>
<td>1755</td>
<td>Monadnock Hall</td>
<td>Smoldering pizza box in the oven; extinguished by fire department.</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>03/26/2017</td>
<td>1110</td>
<td>Monadnock Hall</td>
<td>Fire within a microwave - burnt food; extinguished by fire department.</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>11/19/2017</td>
<td>1941</td>
<td>Fiske Hall</td>
<td>Hair straightener caught fire; extinguished itself.</td>
<td>None</td>
<td>$0-$99</td>
</tr>
<tr>
<td>11/29/2017</td>
<td>2040</td>
<td>Monadnock Hall</td>
<td>Sparking outlet - cellphone charger caught fire; extinguished itself</td>
<td>None</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

Student Housing Facility Fire Safety Systems

<table>
<thead>
<tr>
<th>Building</th>
<th>Smoke Detectors</th>
<th>Fire Alarm Notification</th>
<th>Type</th>
</tr>
</thead>
</table>

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**Plans for Improvements**

As facilities age and technology advances, the College recognizes the importance of periodically assessing the condition of life safety equipment to ensure the safety of the College’s students, faculty, staff, visitors, and facilities. As new facilities are built and older facilities renovated, fire and life safety systems are updated and replaced. The College’s Physical Plant department has developed a detailed inventory of all campus systems and prioritized systems for upgrade and replacement with priority given to residence halls. Physical Plant meets monthly with the New Hampshire Fire Marshall’s Office and the Keene Fire Department to collaboratively discuss fire safety initiatives.

**EMERGENCY MANAGEMENT, NOTIFICATION, & EVACUATION PROCEDURES**

The Department of Campus Safety will immediately notify the campus community of reports of situations presenting an immediate threat to the health or safety as soon as they have been confirmed. The College utilizes a number of communication methods to notify the campus and larger community, depending on the specific circumstances of the incident. These include postings on the [Keene State College homepage](http://www.keene.edu/), tones and messages on the emergency broadcast siren (EBS), activation of the [Emergency Notification System](http://www.keene.edu/campus/safety/emergency-notification/) (using text messaging, email, and voicemail), radio and television announcements, social media, and/or paper postings.

When an incident is reported to Campus Safety that may potentially present an immediate and significant danger to the community, an officer will be dispatched to the scene to confirm and assess the emergency. The Director of Campus Safety and Compliance or designee will be immediately notified to assess the urgency and severity of the situation. If it is determined that an emergency message will be disseminated, the method of distribution will be determined based on the potential threat presented and the area(s) and/or individual(s) potentially affected. The College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Notification System will be used when a situation exists that presents an imminent danger to the campus 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

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105 http://www.keene.edu/

106 http://www.keene.edu/campus/safety/emergency-notification/
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such emergencies are severe weather, a chemical or hazardous material spill, or an armed and actively violent person. Due to the small size of the campus, Emergency Notifications are disseminated to the entire campus community.

The following individuals (to include those serving these job functions on an interim basis), are authorized to disseminate emergency notifications: College President, Provost and Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Finance and Administration, Vice President of Enrollment Strategy, Marketing & Communications, Environmental Health and Safety Manager, Director of Campus Safety and Compliance or designee, and the designated campus spokesperson. The Department of Campus Safety and Department of Marketing and Communications will assist the above individuals in communicating the notification.

Emergency Notification System (ENS)
Keene State College has contracted with OnTimeTelecom, Inc. to offer the DialMyCalls Emergency Notification System to the Keene State College community. The system is designed to send emergency messages to campus community members via SMS (text) message, cellular telephone, and e-mail when circumstances dictate. The DialMyCalls system is part of the College’s overall communications plan.

ENS messages will not be used unless the situation is determined to be imminent and requires immediate action; however, ENS messages may also be used to notify the campus community about curtailed campus operations. 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.

Emergency Outdoor Message Broadcast System (EBS)
Keene State College has a Whelan outdoor emergency broadcast system, which is equipped with a siren and the ability to broadcast emergency messages on campus. The siren/loudspeaker is located on the roof of the Spaulding Gymnasium and is controlled by Campus Safety via radio frequency. The system will only be used when a situation exists that presents an imminent danger to the campus.

Activation of ENS or EBS

When any individual receives a report that an incident has occurred or may occur that presents an imminent danger to the campus community, they should immediately notify Campus Safety. When Campus Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus:

- The Campus Safety dispatcher will notify the Keene Police and/or Keene Fire Department.
- The Campus Safety supervisor on-duty or on-call will immediately be notified of the threat.
- The Campus Safety supervisor will determine if the incident requires a campus emergency notification via the ENS or EBS, or if the campus notification can be made effectively via other communication methods (e-mail, voicemail, or other means).
- If it is determined that the ENS will be used, the Campus Safety supervisor or other authorized person will log on to the DialMyCalls ENS and send out the appropriate warning notification. If the Campus Safety supervisor or other authorized DialMyCalls user is not able to access the Internet, he/she will authorize the Campus Safety dispatcher to send out the notification.
- If it is determined that the EBS will be used, the Campus Safety supervisor will authorize the Campus Safety dispatcher to activate the EBS system.
- The Campus Safety dispatcher or supervisor will immediately notify the Director of Campus Safety and Compliance or designee if the ENS or EBS is used.
- The Director of Campus Safety and Compliance or designee will notify the College President or College administrator in charge (designee) to advise them of the emergency and activate the College Emergency Operations Center if necessary.
- A representative of the College will be designated to participate in a unified command with City, State, and County officials assigned to manage the incident.
- The College President or designee will indicate which College administrators should be contacted and by whom.
- When the emergency is over, and after consultation with the incident unified command staff, a follow-up message will be sent out to the community, in the same manner that notification was initially sent, indicating that the emergency is over.107
- A debrief of the incident involving parties or department representatives will be conducted to

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107 Dependent upon the circumstances, the incident unified command staff may include representatives from the College and city, county, state, or federal emergency response agencies. Incidents that present imminent danger to the campus community are managed using the Incident Command System prescribed by the Federal Emergency Management Agency (FEMA).
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evaluate the College’s response to the situation
which prompted an emergency response/notification.

Annual Test Drill of the Emergency Notification
System (ENS) and Emergency Broadcast System
(EBS)
The Emergency Notification System will be tested
biannually as part of a campus-wide emergency response
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. An actual emergency activating
the College’s emergency response procedures will
nullify the need for a drill. When a drill is authorized:

- The College will make every effort to notify Keene
  State College faculty, staff, and students via web and
e-mail postings; however, tests may be unannounced
at times. Notifications will be made to the Keene
Fire Chief, the Police Chief, and a press release will
be provided to the Keene Sentinel when the
Emergency Broadcast system will be activated.
- 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.
- When the drill begins, Campus Safety staff will be
advised to send one of the standard emergency
messages.
- 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.
- Drill staff will ensure that the appropriate actions
have been taken (building evacuated or shelter taken
as directed).
- College faculty, staff, and students that the drill is
concluded and any further emergency broadcasts
should be considered real.
- When the drill is concluded, Campus Safety will
sound the post-test announcement via the EBS
system and send an email advising Keene State
College community.
- Each test will be documented to include the date,
time, and whether it was announced or unannounced