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 incidents occur on, or immediately adjacent to property owned or controlled by the College. This includes the Region 1 OSHA Training Institute Education Center of New England and Keene State College in Manchester, NH.

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 Department of Campus Safety

Wise choices for a safer campus

www.keene.edu
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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.
WELCOME MESSAGE

Keene State College (KSC) considers the safety of students, faculty, staff, vendors, 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 beautiful 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 welcome, safe, and valued. 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 myriad potential crises that can occur on a college campus. The College’s senior staff review the plan annually, participate in emergency training, apply the plan when needed, and conduct 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 Keene State Owl Alert Emergency Notification System. This system is provided to all Keene State College Faculty, Staff, and Students, free of charge using their Keene State College NetID and Password. Community members determine the method(s) of notification from any number of devices they choose.

Compiled by the Keene State College Jeanne Clery Compliance Committee and approved by the Vice President for Enrollment and Student Engagement, 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, vendors, and visitors. All policies disclosed in this document apply to all properties owned or controlled by Keene State College, including 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,

MB Lufkin

Christopher Buckley

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ABOUT THE JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act\(^1\), also known as the “Clery Act” is a federal statute codified at 20 U.S.C. §1092(f), with implementing regulations in the Code of Federal Regulations at 34 C.F.R. 668.46. It 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 or a designee, is responsible for the issuance of timely warnings and emergency notifications, dissemination of the Annual Security and Fire Safety Report, compiling crime and fire statistics, and registration and data entry to the U.S. Department of Education\(^2\) website. The Clery Compliance Committee reviews policy statements and collects information from other campus stakeholders to include, but is not limited to the Dean of Students, Community Living, the Title IX Coordinator, and Keene Police and Fire Departments.

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 their 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 for 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.

In the event of an emergency, the College has the capability to electronically “secure” a majority of campus buildings, within moments of notification of a qualifying event.

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 access control system.

\(^1\) https://clerycenter.org/policy-resources/the-clery-act/
\(^2\) http://www2.ed.gov/admins/lead/safety/campus.html
Most residence hall rooms have combination locks that are changed annually, when a room occupant moves out, or when otherwise deemed necessary. Holloway Hall suites have combination locks on the doors and key locks on the suite entry doors. Traditional style rooms in Owls Nests 6 and 7 have key locks.

Students may request a combination change through their Community Director if they feel the combination has been compromised or shared with unauthorized individuals. Residents of the Living and 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 Community 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 Office of Community Living online and must be accompanied by a student host at all times. Community Living and Campus Safety have access to guest lists and enforce the College Visitation Policy located in the KSC Student Handbook. Community Assistants serve an evening/nighttime security function in residence halls during the academic year. Campus Safety officers and Community Living 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 Office of Community Living 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.

Access to Manchester Campus Facility

The office suite which is leased in the agreement is one of six office suites in the complex. The complex has a large parking lot, which is open to anyone who is visiting or working at the complex. In order to access Suite 202, there are two entry doors which one must walkthrough.

The first entrance is at the door which leads in from the parking lot. This door can be opened by either a key fob/card or by someone who has the combination code. The second entrance door is into the suite which houses the OSHA Training Institute. This door is key access only. Administrators and preapproved faculty who teach classes on the weekend are given a key to access the suite.

MAINTENANCE ISSUES AND SAFETY

Campus Safety officers, Community Living staff, and other College officials closely monitor maintenance problems affecting the safety and security of the campus. Exterior lighting is regularly surveyed by Campus Safety and deficiencies are reported to Physical Plant.

Emergency “blue light” telephones are tested every two months by Campus Safety, and deficiencies are promptly reported to the Information Technology Group for repair. These repairs are considered a high priority and will be rectified as quickly as possible, given the type of repair that is required.

Physical Plant, Community Living, Information Technology, contracted custodial services, and other College personnel are on-call around the clock to rectify problems that present an immediate compromise to

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1 https://login.keene.edu/cas/login?service=https%3A%2F%2Fowlcardaccess.k eeene.edu%2Flogin%2Fcas.php
2 https://keenestate.wufoo.com/forms/q82ue8i1v35b7a/
3 http://www.keene.edu/administration/policy/detail/handbook/reslife/
4 http://www.keene.edu/administration/policy/detail/handbook/
safety. Students in need of emergency repairs should contact their Community Living staff member or Campus Safety as soon as the problem is observed.

**Maintenance Issues at Manchester Campus**

According to the Lease Agreement which went into effect on September 1, 2017, the landlord of the property is responsible for all of the maintenance at the facility. A service request may be submitted through either of the following channels:

1. Contact the property manager via phone at 603-231-3349 or
2. Email the property manager at sfraser@bradysullivan.com

**DEPARTMENT OF CAMPUS SAFETY**

The [Department of Campus Safety](http://www.keene.edu/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.

The Department maintains a twenty-four-hour communications and dispatch center. Call 603-358-2228 for emergencies (or dial 8-2228 from campus telephones). The communications center has radio and emergency telephone communication links with local emergency response agencies. The central fire alarm receiver is located in the communications center allowing constant monitoring of this system. Security cameras located throughout campus and the card access system are also monitored by the DCS communications center.

Partnerships between the community and Campus Safety are always stronger when the community understands and supports the role of Campus Safety and when the community is confident the actions of Campus Safety are fair and just. Students who fully understand the role of DCS and our efforts to enhance the quality of community life will be better prepared to provide advice to Campus Safety to help shape policies and initiatives.

**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](http://www.keene.edu/administration/policy/detail/handbook/), the [Parking and Motor Vehicle Policies](http://www.keene.edu/administration/policy/detail/parking/), and the [Faculty](http://www.keene.edu/administration/policy/detail/faculty-handbook/) or [Staff](http://www.keene.edu/office/hr/benefits/) Handbooks. Violations are referred to the Office of Community Standards or the Department of Human Resources. Campus Safety officers are limited to enforcing College policies on College-owned (on-campus and noncampus) or controlled 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.

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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.

**Security – Manchester Campus**

Keene State College Department of Campus Safety does not patrol the Region 1 OSHA Training Institute Education Center, located in Manchester, NH. The College does not contract for police or security services

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1. [http://www.keene.edu/campus/safety/](http://www.keene.edu/campus/safety/)
2. [http://www.keene.edu/administration/policy/detail/handbook/](http://www.keene.edu/administration/policy/detail/handbook/)
3. [http://www.keene.edu/administration/policy/detail/parking/](http://www.keene.edu/administration/policy/detail/parking/)
at this site, and local sworn law enforcement will respond as necessary if notified. Additional campus specific information is located in the reporting crimes and emergencies section on pg. 8.

There are no residential facilities on this campus.

**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.

**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 that we be 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.

**How to Describe a Suspect**

- When describing a suspect, make note of anything you can remember about their appearance. It is sometimes easiest to describe from the top (head) to bottom. If you cannot remember everything, pick out the things that are most noticeable.
  - Height approximation
  - Gender
  - Skin color (light, medium, dark-skinned, etc.)
  - Weight/build (thin, medium, athletic, heavy)
  - Age approximation
  - Hair (color, length, style including bald)
  - Facial hair
  - Hat/glasses
  - Coat/shirt (color and style)
  - Pant/shirt/skirt, etc. (color and style)
  - Shoes (color and style)
  - Weapon

**Reports can be made in a variety of ways:**

- **Call 9-1-1 for any EMERGENCY**
  - Cellular phone calls made on campus to 9-1-1 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 9-1-1 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 70 emergency **blue light phones** are strategically placed around campus. Once activated, a large blue light flashes from the top of the phone tower, and the DCS dispatcher is notified immediately. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone and speak directly with the DCS dispatcher.
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, they will contact the Director of Campus Safety and Compliance or a designee to provide a timely warning or emergency notification (see Timely Warning section on page 10) to the campus community.
- The Keene Fire Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with Campus Safety personnel.
- Incidents identified as related to Community Living 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.

Reporting Crimes and Emergencies at the Manchester Campus

Keene State College partners with the U.S. Department of Labor OSHA to maintain the Region 1 Training Institute Education Center of New England. KSC leases space at 1050 Perimeter Road, Suite 202, Manchester, NH, 03103. This property falls under the jurisdiction of the Manchester Police Department (MPD). Their office is located at 405 Valley Street in Manchester, NH.

Reporting a Crime:
KSC allows staff, faculty, and students, who have been given prior permission to access the center 24/7. During normal business hours: Monday–Friday, 8 am – 4:30 pm the main office is staffed by either one of the three full-time or one part-time administrator the College employs. Crimes can be reported to the administrator either in person or by calling:

- The main desk at 1-800-449-6742
- The main desk at 603-645-0050
- Or by dialing 9-1-1 directly

After hours crimes can be reported by calling MPD directly at 603-668-8711, or by dialing 9-1-1.

If you observe a crime or suspicious activity or person, call MPD or 9-1-1 immediately. Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. STAY ON THE LINE until the dispatcher says it is okay to hang up. An activity that you feel is unusual may be a sign of a criminal act. It is crucial that you contact MPD or 9-1-1 immediately whenever you see or hear something suspicious.

- Describe the suspect’s appearance, clothing, height, weight, coloring, scars, or other noticeable features
- Describe the location of the incident
- Describe the suspect’s vehicle, license plate number, and direction of travel

Reporting an Emergency:
To report a fire or to request an ambulance for a medical emergency, call 9-1-1. You will be connected to the State of New Hampshire Enhanced 9-1-1 Public Safety Answering Point in Concord, NH, who will transfer your call to the local fire department, police department, or ambulance service. Dispatchers are available 24 hours a day to answer your call.

Confidential Reporting
The Wellness Center staff, including licensed “Professional Counselors” (when acting as such), are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform clients being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and such incidents may be evaluated for the purpose of issuing a timely warning.

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 or a designee during College business hours, Monday 12https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=8
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 **timely warning** may be issued if it is determined that there is a serious or 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 8.

**Campus Security Authorities**

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.

Although Keene State College wants the campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. A student who is the victim of a crime may be more inclined to report it to someone other than a Campus Safety officer. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities”. The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus safety department, those allegations of Clery Act crimes that they conclude were made in good faith.

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 dispatch, 603-358-2228) whenever there is a serious or on-going threat to the campus community.

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 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 purpose 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 (9-1-1 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 a 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 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 Community Assistants) should use the Office of Community Standards Referral form.

**CARES (Concern Awareness REsponse Support) Referral**

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 meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
16 https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4
17 https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=2
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 603-358-2228.

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 Community Standards.

The College also maintains a cooperative relationship with the City of Keene. Although the College does not own or control any noncampus housing or student organization locations, representatives of the Department of Campus Safety, Keene Police Department and the Office of Community Standards meet weekly during the academic year to discuss off-campus activities that involve the campus community.

TIMELY WARNINGS

The Department of Campus Safety provides timely warnings to the College community when the Department becomes aware of serious crime(s), (including but not limited to Clery crimes) or a pattern of crimes that occur on campus, where it is determined that the incident may pose a serious, or an ongoing threat to members of the Keene State College community, the Director of Campus Safety and Compliance or a designee will develop and disseminate the timely warning notices for the campus community.

The Clery Act requires institutions to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available.

Timely warnings will be disseminated by using the Owl Alert Emergency Notification System (ENS) (text message and/or email) as described in the Emergency Management and Notification Procedures section on page 13. As a general guideline, timely warnings are posted for incidents reported within five days of the date of occurrence.

Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. 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.

Disclosure of Campus Crime Statistics section beginning on page 31 for a list of Clery crimes.
that would allow the Department to post a **timely warning** for the community.

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.21

An institution is not required to include a timely warning with respect to crimes reported to a pastoral or professional counselor.

**Timely Warnings for the Manchester Campus**

Administrators on-site will notify the Department of Campus Safety if there are any incidents that may pose a serious or on-going threat to the Manchester Area. The administrators will also follow proper procedures agreed upon in the lease agreement with the landlord.

**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 log is maintained for the most recent 60-day period and is accessible upon request in the Campus Safety office located in Keddy House, 331 Main Street Keene, NH. The log will be made available during normal business hours Monday-Friday, 8:00 am-5:00 pm.

**CLERY GEOGRAPHY**

**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

**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.

**Separate campus:**
- OSHA Training Institute Education Center located at 1050 Perimeter Rd., Suite 202, Manchester NH.

**Noncampus buildings** for the purposes of the Clery Act and counting crime statistics include:
- College Camp on Page Court in Swanzey, NH;

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21 If the only known descriptors are sex and race, that information will not be included in the alert.
• Louis Cabot Preserve at Nubanusit Lake, Nelson, NH.;22
• Alternative spring break locations coordinated by the Student Involvement Department;
• 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 the property that is used for educational purposes.
• Keene Ice at 380 Marlboro St. during contracted times

KSC On-Campus Map and Property List

EMERGENCY MANAGEMENT, NOTIFICATION, & EVACUATION PROCEDURES

The Department of Campus Safety notifies the campus community of reports of situations presenting an immediate threat to health or safety as soon as they have been confirmed. The College utilizes several 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 homepage23; tones and messages on the emergency broadcast siren and loudspeaker (EBS); activation of the Emergency Notification System24.

22 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.

23 http://www.keene.edu/
24 http://www.keene.edu/campus/safety/emergency-notification/
(using text messaging, email, and voicemail); radio and television announcements; social media; and/or paper postings.

An incident can be reported to Campus Safety using the guidelines found on pages 7 and 8. 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 a 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 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 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 (including those serving these job functions on an interim basis), are authorized to disseminate emergency notifications: College President, Provost and Vice President for Academic Affairs, Vice President for Enrollment and Student Engagement, Vice President for Finance and Administration, Vice President for Enrollment Strategy, Marketing & Communications, Environmental Health and Safety Manager, Director of Campus Safety and Compliance or a 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.

Evacuation Procedures

Building Evacuation:
• When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
• Do not use the elevators in case of fire and/or earthquake.
• Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
• Go to your agreed-upon meeting place so everyone can be accounted for.
• Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
• Do not return to an evacuated building unless told to do so by fire or police personnel on the scene.

Campus-Wide Evacuation:
• When an order is given to evacuate the campus, all non-essential personnel must immediately leave the campus.
  o Proceed calmly to your vehicle or other modes of transportation.
  o Exit campus via available roadways and walkways o Use caution when driving and be on alert for pedestrians and others leaving campus.
  o DO NOT RETURN TO CAMPUS until directed by College or public safety officials.

Resident Students:
• If the campus is to be evacuated for longer than one day, residential students should meet with their Community Director who will provide information on evacuating the campus.

Evacuation of Individuals with Disabilities:
• In academic/administrative buildings
  o If there is an individual with a disability in your classroom or work area, with the permission of the individual, designate volunteers to assist during the evacuation. The type of assistance necessary will vary by the disability.
  o Individuals with disabilities who are unable to evacuate should immediately contact Campus Safety (603-358-2228)
  o Notify Campus Safety of the exact location and need for assistance.

  • In residence halls
    o Individuals with disabilities living above the first floor in residence halls should follow established Community Living protocols when they are in their residence hall — either remain in their room or go to the area of refuge on their floor and contact Campus Safety (603-358-2228)
    o Notify Campus Safety of the location and need for assistance.

  • Service animals
    o Service animals should be evacuated with the individual.

  • In all evacuations
Lockdown Procedures
A lock-down action may be required during an actual or potential threat to the Campus. Campus Safety or other officials will send out an emergency notification to “lock down” the campus. The siren will also be activated. Additional information may or may not be provided at that time. “Lock-down” procedures if you are inside:
- Find a place hidden from view where you can hide out.
- Lock doors and windows.
- Pull the shades or cover windows with paper or clothing to block the view into the room.
- Turn off all the lights, put cell phones on vibrate or silent.
- Move away from windows and doors.
- Keep occupants calm, quiet, and out of sight. Put cell phones on vibrate or silent.
- Barricade the door with large objects if possible.
- Remain in place until you receive notification via the campus Owl Alert that it is all clear.
- Unfamiliar voices may be the shooter attempting to lure victims from safety; do not respond to any voice commands from outside the area.
- Monitor cell phones for updates

Shelter in Place Procedures
“Shelter-in-place” means to take immediate shelter where you are. Shelter-in-place” is used to prevent outside air from coming in if chemical, biological or radiological contaminants are released into the environment. “Shelter-in-Place” warnings may be disseminated by the campus emergency notification system and siren, email, local news media, and/or NOAA or other weather alerting system. How do I prepare?
- Choose a room in your area in advance for your shelter. The best room is one with as few windows and doors as possible.
- A large room, preferably with a water supply, is desirable. There may be several people sheltering with you, so you may want to have 2 locations.
- Know the location of shutoff and controls of fans, air conditioners, and heating systems.
- Prepare an emergency kit including:
  - Duct tape and plastic sheeting to seal off windows and doors
  - First aid kit
  - Flashlight and batteries
  - Radio and batteries
  - Water and non-perishable snacks. Make sure to check these supplies periodically
- Make an emergency plan for your office or area and assign responsibilities during an emergency including having an alternate for each duty.
- What to do when there is a Shelter-in-Place warning:
  - Secure exterior doors to your office or building
  - Gather others and go to your predetermined shelter area.
  - Bring your emergency kit.
  - Close and lock all windows and exterior doors.
  - If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
  - Use duct tape, plastic sheeting, or any non-porous material to seal cracks around the door, windows, and any vents in the room.
  - Turn off fans, heating, and air conditioning systems.
  - Notify your emergency contact of where you are and that you are safe.
  - Remain in place until you receive the “All Clear” message.

Rave Alert Emergency Notification System (Owl Alert)
Keene State College provides students, faculty, staff, guests, and visitors with a free emergency alert system called the Keene State Owl Alert. This alert system allows Keene State to contact individuals directly by text, email, and/or voice calls. Community members determine the method(s) of notification from any number of devices they want to use. The Keene State Owl Alert system will be used to notify community members of campus emergencies including weather-related events that may lead to a campus closure or curtailed operations.

At first use, members of the Keene State College community must log in and update contact preferences. Please log in using your Keene State College NetID and password. Students may choose to add contact information for family members. To manage Owl Alert account preferences now, and on an ongoing basis, visit https://www.getrave.com/login/keene25.
For external community members and visitors, if you are a community member or visitor of the campus who would like to receive alerts, please contact the Department of Campus Safety at campussafety@keene.edu and you will receive a follow up from the department to ensure you are added to the system.

*Please note that while Keene State College offers this service free of charge, your wireless carrier may charge a fee for text messages.

The Keene State Owl Alert system is part of the College’s overall communications plan.

Owl Alert messages will not be used unless the situation is determined to require immediate action by community members.

**Emergency Outdoor Message Broadcast Siren and Loudspeaker (EBS)**

Keene State College has a Whelan outdoor emergency broadcast siren and loudspeaker, which can alert the campus and broadcast 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 and specific community actions are required.

The siren can be heard up to one mile in any direction from campus.

**Activation of Owl Alert and/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 Owl Alert 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 Owl Alert will be used, the Campus Safety supervisor or other authorized user will log on to the Owl Alert and send out the appropriate warning notification. If the Campus Safety supervisor or other authorized Owl Alert user is not able to access the Internet, they 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 a designee if the Owl Alert or EBS is used.
- The Director of Campus Safety and Compliance or a 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 upon request from those officials.
- The College President or a designee will indicate which College administrators should be contacted and by whom to manage the campus response to the emergency.
- 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.26
- A debrief of the incident involving parties or department representatives will be conducted to evaluate the College’s response to the situation which prompted an emergency response/notification.

**Annual Test Drill of the Emergency Notification Siren (Owl Alert) and Emergency Broadcast System (EBS)**

The Emergency Notification System will be tested twice a year as part of a campus-wide emergency response drill. The purpose of the drill is to ensure the system is in good working order and 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:

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26 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).
• 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 Keene 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 will be notified that the drill has 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 the Keene State College community.

• Each test will be documented to include the date, time, and whether it was announced or unannounced.

COVID-19 RESPONSE PLAN TABLETOP EXERCISE.

On August 6, 2020, members of the Keene State College senior leadership team along with the Director of Campus Safety and Compliance, took part in a COVID-19 Response Plan tabletop exercise. This exercise was held at Granite State College in Concord, NH and was attended by all senior leaderships teams from across the University System of New Hampshire. The objective of the tabletop exercise was to test the plan that had been developed specifically to deal with the pandemic. The exercise provided the teams with the opportunity to review the plan for any potential gaps that would need addressing before full implementation across the institutions. The After-Action Review was conducted by D. Stafford and Associates, who had a representative on site throughout the exercise.

Emergency Procedures for the Manchester Campus

When the most recent lease agreement was signed, the landlord (Brady Sullivan Properties) gave Keene State College a copy of their Emergency Procedures Guide. The Director of Continuing Education who oversees the program at the Manchester campus has chosen to follow those procedures in the event of an emergency. The guide includes procedures for evacuation of the building, fire, medical emergencies, power failure, bomb threats, a Chemical, Biological, or Radiological (CBR) Event, severe weather, civil disturbances, terrorist activities, and workplace violence.

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 to educate community members, to promote safety, and prevent victimization:

• Emergency Response/Active Shooter Training - Keene State College has adopted RUN, HIDE, FIGHT as the primary response to active attackers. This includes active shooters. The most probable threats to our campus are weather-related. However, in the rare instance where a person with evil intent comes to campus, we prepare our community by encouraging all to RUN, if possible, HIDE when you cannot run, and FIGHT when the threat is present.

• 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.

27 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.
• **Campus Security Authority (CSA) Training** - 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.

• **Safety Escorts** - Campus Safety provides safety escorts for the purpose of ensuring safe travel to, from, and across campus.

• **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 conduct fire egress drills once each semester in each residence hall.

• **Info to Know:** – 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 introduces 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.

• **Community Living Staff and other Student Groups** - Training is provided during Community 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 serious policy violations that may affect the health, and safety of the students.

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

Requests for programs can be made electronically on the [Campus Safety webpage](http://www.keene.edu/administration/policy/detail/handbook/alcohol/).

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

The College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on College property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

Additionally, Federal, State of New Hampshire, and City of Keene laws govern all matters relating to drugs and alcohol on College premises, or at College-sponsored events. In addition to these laws, students are subject to additional policies relative to drugs and alcohol which are published in the [Alcohol and Other Drug Policies](http://www.keene.edu/administration/policy/detail/handbook/alcohol/) located in the [KSC Student Code of Conduct](http://www.keene.edu/administration/policy/detail/handbook/code/). The Student Code of Conduct sanctions pertain to violations occurring both on and off-campus. Employees are subject to regulations set by the [University System of New Hampshire](http://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations) and the [Drug Free Workplace Act of 1988](https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf).

The College will impose disciplinary sanctions on students and employees for drug and alcohol violations, to include fines, suspension, expulsion, termination of employment, fitness for duty evaluations, and/or referral for prosecution.

### 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 schoolwork, 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.

29 [https://www.keene.edu/administration/policy/detail/handbook/code/](https://www.keene.edu/administration/policy/detail/handbook/code/)
**Alcohol**
Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. The NIAAA recommends that men drink no more than 4 standard drinks per day or 14 drinks per week. The recommendation for female bodies is no more than 3 standard drinks per day or 7 drinks per week. A standard drink is defined as 12-ounces of beer, 1.5 ounces of liquor, or 5 ounces of wine. Drinking at levels above the recommended guidelines is considered high-risk drinking. Specific effects on the body are outlined below.

- **The Brain** - Alcohol consumption can cause drowsiness, changes in mood and behavior, memory loss or blackouts, or seizures because it causes your neurotransmitters to relay information too slowly. Long-term, heavy alcohol use can shrink brain mass and subsequently interfere with sleep, mood, cognitive functioning, temperature regulation, and motor coordination.

- **The Lungs** - The “alcoholic lung” refers to severe oxidative stress that may predispose those who abuse alcohol to lung infections.

- **The Heart** - Long-term alcohol use causes alcoholic cardiomyopathy, which is a condition marked by a weakened heart muscle that can cause fatigue, shortness of breath, irregular heartbeat, or swollen legs/feet. Both heavy drinking and long-term drinking can cause abnormal heart rates called arrhythmias and lead to strokes. Chronic alcohol use and heavy drinking can cause 65 high blood pressure or hypertension. Alcohol exacerbates the medical conditions that often lead to strokes (e.g., hypertension, arrhythmias, and cardiomyopathy).

- **The Liver** - Heavy, chronic alcohol use can make the liver fatty, which in turn causes alcoholic hepatitis. Cirrhosis of the liver is another possible complication.

- **The Stomach** - Alcohol can irritate your stomach and chronic use can damage the stomach lining. Possible health consequences include ulcers, gastritis (inflammation of the stomach lining), and bleeding.

- **The Kidneys** - Heavy or chronic alcohol consumption can interfere with kidney function directly or indirectly due to liver disease. In addition, alcohol can have the diuretic effect of increasing urine output. This in turn can disturb the electrolyte balance and cause dehydration.

- **The Pancreas** - Alcohol causes the pancreas to secrete enzymes internally, harming the pancreas. Excessive, long-term alcohol use can cause inflammation (pancreatitis) and swelling of tissues and blood vessels.

**THC and other Cannabinoids**

THC is a mind-altering substance derived from the Cannabis Sativa or Cannabis Indica plants. THC is in marijuana, marijuana extracts, and resins. Short-term effects include impaired short-term memory, altered sensory experiences, a distorted sense of time, and decreased motor coordination. At high doses, psychotic symptoms are possible (e.g., hallucinations and delusions). Long-term effects on the brain can include impaired thinking, learning, and memory. Physical health effects from marijuana use are increased heart rate, breathing problems, reproductive system changes, and intense nausea and vomiting in long-term, heavy users.

**Cocaine and Other Stimulants**
Stimulants speed up your body’s systems. Stimulants include cocaine, ADHD prescription medications such as Adderall, Dexamphetamine, and Ritalin; diet pills; and methamphetamine.

- **Cocaine** - is a stimulant drug made from the leaves of the coca plant. Short-term effects of use include dilated pupils, constricted blood vessels, increased blood pressure, higher body temperature, nausea, fast or irregular heart rate, muscle twitches or tremors, restlessness and irritability, euphoria, high energy, hypersensitivity to sound, sight or touch, and paranoia. Cocaine's effects appear almost immediately and disappear within a few minutes to an hour. Long-term effects can include problems swallowing, nosebleeds, loss of smell, and frequent runny nose in those who snort cocaine. Those who smoke might experience lung-related problems such as cough, asthma, or a greater risk for lung infections. Those who inject might experience skin and soft tissue infections and a greater risk for diseases like HIV. Those who use orally could experience bowel decay.

- **Amphetamines** - are prescription medications that have similar effects to cocaine except that they last longer. They can cause increased blood pressure, higher heart rates, decreased appetite, insomnia, and physical exhaustion. Taking amphetamines not prescribed to you or in ways not prescribed is abuse. Chronic abuse can manifest in symptoms such as paranoia, skin picking, hallucinations, or erratic behavior.

**Depressants**
Depressants can decrease anxiety, induce sleep, prevent seizures, and relieve muscle spasms. Specific types of depressants include barbiturates, Benzodiazepines including Rohypnol (anti-anxiety medications), GHB, and sedative-hypnotic sleep 66 medications (e.g., Lunesta or Ambien). Taking depressants not prescribed to you or in ways not prescribed is abuse. Short-term effects include sleepiness, decreased anxiety, slower
reaction time, impaired judgment, and confusion. Other effects include dizziness, low blood pressure, slowed breathing, lightheadedness, slurred speech, weakness, loss of coordination, headache, blurred vision, and nausea and vomiting.

**Hallucinogens**

Hallucinogens are found in plants or synthetically made. PCP, LSD, MDMA/Ecstasy, and ketamine are types of hallucinogens. They cause perceptual distortions related to space and time. Dilated pupils, increased blood pressure and heart rate, panic, anxiety, confusion or suspicion, and flashbacks are possible effects of use.

**Inhalants**

Inhalants (sprays, solvents, glue) are chemicals inhaled or “huffed” that produce anesthetic-like effects. These effects include slurred speech, dizziness, loss of consciousness, euphoria, lack of motor coordination, slight stimulation, and lowered inhibition. Long-term effects include disorientation, muscle weakness, weight loss, mood changes (depression and irritability), and loss of consciousness.

**Opioids**

Opioids include heroin and prescription pain medications such as codeine, morphine, Vicodin, OxyContin, methadone, and fentanyl. Short-term effects include pain relief, slowed movement, facial and neck flushing, constipation, slowed breathing, nausea and vomiting, and pupil constriction. Overdose and addiction are risks associated with opioid use.

For more information on how the misuse of alcohol and other drugs can affect you, please visit the [DEA Drug Factsheet](https://www.dea.gov/factsheets).

**Policies for Possession, Use, and Sale of Alcohol and Drugs**

**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 (a 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](http://www.keene.edu/administration/policy/detail/handbook/alcohol/) located in the [KSC Student Code of Conduct](http://www.keene.edu/administration/policy/detail/handbook/alcohol/).

**State of New Hampshire Alcohol Policy**

- Any person under the age of 21 years who has in their possession any liquor or alcoholic beverage shall be guilty of a violation.
- No person shall sell or give away any liquor or beverage to a person under the age of 21 years or to a person under the influence of liquor.
- A person who falsely represents their age for the purpose of procuring liquor or beverages and who procures such liquor or beverages shall be guilty of a misdemeanor.
- Any person under the age of 21 years driving a vehicle and having liquor or beverage in any form in any part of the vehicle may have their license suspended or their right to drive denied for three months.
- No person shall drive or attempt to drive a vehicle while they are under the influence of intoxicating liquor or any controlled drug or while there is .08 percent or more by weight of alcohol in their blood.
- Aggravated driving while intoxicated - roughly driving under the influence of intoxicating liquor or controlled drug at a speed of more than 30 miles per hour in excess of the speed limit or where there is 20/100 percent or more by weight of alcohol in the blood or while attempting to elude pursuit by a law enforcement officer is a misdemeanor.

**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.

Note: medical marijuana cards and medical marijuana are not exceptions to our drug-free posture. Federal law prevents colleges or universities from allowing marijuana possession or use due to its classification as a Schedule I drug.

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.

When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Aid...
Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction.

State of New Hampshire Drug Policy
(Roughly, all stimulants, depressants, and hallucinogenic excluding alcohol, nicotine, caffeine, and laetrile.)

- Any person who drives a vehicle while knowingly having in their possession or in any part of the vehicle a controlled drug shall be guilty of a misdemeanor.
- It is unlawful for any person to possess or have under their control any quantity of a narcotic (Class A Felony) or controlled drug other than a narcotic (misdemeanor).
- It is unlawful for any person to manufacture, sell, dispense, any controlled drug (Class A Felony) or narcotic drug (misdemeanor).
- It is unlawful for any person to possess or have under their control any cannabis-type drug. A person in control or possession of one pound or more of a cannabis type drug is guilty of a Class B Felony.
- A person shall be guilty of a misdemeanor who controls any premises or vehicle where they know a controlled drug is illegally kept or deposited.
- A person shall be guilty of a misdemeanor who possesses with the intent to deliver any drug paraphernalia (widely defined as anything used or intended for use in planting, growing, manufacturing, preparing, storing, or introducing a controlled substance into the human body).

The following are sanctions applicable by the State of New Hampshire:

Class A Felony: Maximum penalty = $2,000 fine and 7 to 15 years imprisonment
Class B Felony: Maximum penalty = $2,000 fine and 1 to 7 years imprisonment
Misdemeanor: Maximum penalty = $1,000 fine and not more than 1-year imprisonment
Violation: This does not constitute a crime and no imprisonment may be imposed. Maximum penalty = $500.

Keene State Conduct/Disciplinary Action
A student and/or organization found responsible for violating the Alcohol and Other Drug Policy may receive one or more of a variety of sanctions tailored to meet the specific violation(s). Individual mitigating circumstances as well as aggravating factors, such as past misconduct by the offender(s) or failure to comply with previously imposed sanctions, are also taken into consideration. The following list is not to be regarded as all-inclusive but rather as a sample of the types of sanctions that may be applied. For a complete description of the conduct process and an explanation of the following sanctions, please consult the Student Code of Conduct.

- Official Reprimand
- Restitution
- Disciplinary Restriction
- Referred Learning Program
- Completion of a Certified Alcohol and Other Drug Rehabilitation Program
- College Probation
- Disciplinary Suspension
- Disciplinary Dismissal
- Deactivation of a Student Organization
- Notification of Violation to Parents

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 also available online.

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 Enrollment and Student Engagement 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.
- 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.
- Alcohol Screening Day - Online screening campaign which takes place during the month of April,

35 http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm
36 http://www.3rdmilclassrooms.com/courses/college
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 Wellness Center offers 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 Wellness Center, provides education, resources, and practical exercises on the effects of alcohol.

- **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.

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

- **Community Living Programming** - Programming offered by The Wellness Center and in partnership with Community Living 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 (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.

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38 http://screening.mentalhealthscreening.org/locator
39 http://www.phoenixhouse.org/locations/new-hampshire/
40 https://www.brattlebororetreat.org/
41 http://www.powerflexweb.com/1063/login.html
42 http://generationfoundfilm.com/
43 http://www.shotofrealityshow.com/
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 table 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 alcohol or drug-related incidents. This policy exists to encourage students who find themselves in threatening situations with alcohol and/or drugs to call for help. Students who are granted immunity under this policy will still be required to complete alcohol and/or drug education activities, assessments, and/or treatment.

WEAPONS

Keene State College Policy
The KSC Weapons Policy, located in the Student Code of Conduct, prohibits the possession of weapons 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 pocketknives 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.

All incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department (KPD) immediately. Any weapon related to a criminal incident will be turned over to KPD as evidence. Return of such property will be in accordance with KPD policy.

Violations of this policy will be subject to disciplinary action. Any prohibited weapons will be confiscated and stored by Campus Safety. At the discretion of the Director of Campus Safety and Compliance (or designee), weapons that are not in violation of NH state law or are not evidentiary in nature, may be returned to the student and must immediately be safely removed from campus.

Authorization for use of theatrical weapons for theatre or movie production must be obtained from the Director of Campus Safety and Compliance.

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.

SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation. Relationship violence and sexual misconduct are antithetical to the standards, values, and mission of Keene State College and will not be tolerated. This policy prohibits all forms of relationship violence, sexual misconduct and related offenses. These broad terms include, but are not limited to, acts of sexual harassment, sexual exploitation, sexual violence, sexual assault, rape, domestic violence, dating violence, and stalking. The College also prohibits retaliation, including retaliatory harassment, against individuals who report sexual misconduct and/or relationship violence, or who participate in the College’s investigation and handling of such reports.

44 http://web.3rdmilclassrooms.com/courses/college
46 www.keene.edu/administration/policy/detail/handbook/campus-policies/#w
47 http://www.gencourt.state.nh.us/rsa/html/xii/159/159-mrg.htm
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 regardless of location.

Policies apply to all students, faculty, and staff – regardless of gender, sexual orientation, sex, gender expression, or gender identity – regardless of immigration status, national origin, or citizenship status. This policy applies to all forms of relationship violence, sexual misconduct and related offenses committed by or against a student when: the conduct occurs on campus; the conduct occurs off campus but in the context of college employment, education, research, or activities; the conduct occurs off campus but has any continuing effects on campus or in an off-campus program or activity and is creating or contributing to a hostile environment. 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.

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.48

Sexual Violence - Sexual Violence is a form of sexual harassment. It is a physical sexual act perpetrated without consent. Such acts include, but are not limited to, unwanted sexual contact and sexual assault, which can be 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, such as:

- **Inducing intoxication or incapacitation for the purpose of sexual activity:** providing drugs, alcohol, or other substances with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity
- **Invasion of privacy:** surreptitiously recording, preserving, or storing another individual’s nudity or sexual activity without the knowledge and consent of all parties involved, or in which the person observed has not attained 18 years of age. Sharing, transmitting, distributing, or streaming of images, video, or audio recordings of sexual activity or nudity, without the knowledge and consent of all parties involved shall constitute a separate act of sexual exploitation. The act of sexual exploitation can be committed by anyone knowingly possessing an image that was sent without the individual’s consent.
- **Voyeurism:** the act of intentionally observing or, spying on, or listening to a person(s) involved in sexual contact or in any state of undress, without their consent. Voyeurism also occurs when an individual allows others to observe this behavior without the consent of all the person(s) involved.
- **STIs:** knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge.

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 that violates College policy when:

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual’s employment, academic work, or status in a course, program, or activity; or
- Submission to or rejection of such behavior is used as a basis for a decision affecting an individual’s employment, academic work, or participation in a course, program, or activity; or
- Such behavior is so severe and pervasive that a reasonable person would find that it:
  - Alters the terms or conditions or a person’s employment or educational experience; or
  - Unreasonably interferes with an individual’s work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment

A person’s subjective belief alone that behavior is offensive does not necessarily mean that the conduct rises to the level of a policy violation. The behavior must be objectively offensive to meet the definition of sexual harassment.

It is important to note that one cannot assume that conduct is acceptable simply because an individual does not actively protest against it. In addition, some conduct may be considered sexual harassment, even if it is not...
intended as such. A single incident may constitute sexual harassment, depending on the severity of the conduct and on factors such as the degree to which the conduct affected the student’s education or the employee’s work environment, the type of conduct, and the relationship between the involved parties.

**Relationship Violence:** a broad term that encompasses domestic violence, dating violence, and stalking.49

**Discrimination** - Actions which deny a member (or in some cases, a potential member) of the community, employment, promotion, transfers, access to academic courses, housing, or other College benefits and entitlements because of a member’s protected class status, including race, color, religion, sex, age, national origin, sexual orientation, gender identity, gender expression, marital status, veteran’s status, or disability.50

The National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting Program (UCR) definitions differ from definitions in the Keene State College Sexual Misconduct Policy 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).

**Domestic Violence** – Violence committed by a current or former spouse or intimate partner, a person sharing a child with the victim or a person cohabitating or who has cohabitated with the victim as a spouse or intimate partner.

**Dating Violence** – Is violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and/or with consideration of the type and length of the relationship and the frequency of the interaction between the persons involved in the relationship.

**Stalking** – is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which the stalker directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Stalking includes incidences in which electronic media such as the internet, social media, texts, cell phones, GPS, and other similar forms of contact are used (sometimes referred to as cyber-stalking).

This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.

**Sexual Assault** - having or attempting to have sexual intercourse or sexual contact with another by force or threat of force; or without consent; or where that person is incapacitated. This also includes rape, which is the sexual penetration, however slight, of another person, without consent. Sexual penetration may be vaginal, anal, or oral, and may involve the use of a body part or object.

**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 their age or because of their 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.

**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

49 KSC Sexual Misconduct Policy
50 KSC Discrimination and Discriminatory Harassment Policy

51 http://www.keene.edu/administration/policy/detail/handbook/sexual-misconduct/
52 https://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf
affect the College community and/or its mission. The Keene State College Sexual Misconduct Policy53 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 Policy54 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 an Amorous Relationship Policy55 for faculty and staff, which provides guidance for appropriate relations and areas of consideration. The University System of New Hampshire Policy USY.V.1256 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 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 (when able), preparing a preliminary report, referring allegations involving campus community members to the Title IX Office, the Office of Community Standards 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.

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53 www.keene.edu/administration/policy/detail/handbook/sexual-misconduct/
54 http://www.keene.edu/administration/policy/detail/discrimination/
55 https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations
56 https://www.usnh.edu/policy/usy/v-personnel-policies/c-employment
When the victim is 13 years of age or older and under 16 years of age and: (1) the actor is a member of the same household as the victim; or (2) the actor is related by blood or affinity to the victim. (k)(1) When the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and is more than 4 years older than the victim. (2) When the actor is an employee, contractor, or volunteer at a primary or secondary educational institution and the victim is a student and up to 10 months after the student's graduation or departure. (3) Consent of the victim under any of the circumstances set forth in subparagraph (k) shall not be considered a defense. (l) When the victim is less than 13 years of age. (m) When at the time of the sexual assault, the victim indicates by speech or conduct that there is not freely given consent to performance of the sexual act. (n) When the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit under any of the following circumstances: (1) When the actor has direct supervisory, disciplinary, or other authority authorized by law over, or direct responsibility for maintaining detention of, the victim by virtue of the victim being detained or incarcerated in a correctional institution, the secure psychiatric unit, a juvenile detention facility, or any other setting in which the victim is not free to leave; 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. Consent of the victim under any of the circumstances set forth in subparagraph (n) shall not be considered a defense. II. A person is guilty of aggravated felonious sexual assault without penetration when he intentionally touches whether directly, through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification. III. A person is guilty of aggravated felonious sexual assault when such person engages in a pattern of sexual assault against another person, not the actor's legal spouse, who is less than 16 years of age. The mental state applicable to the underlying acts of sexual assault need not be shown with respect to the element of engaging in a pattern of sexual assault. IV. A person is guilty of aggravated felonious sexual assault when such person engages in sexual penetration as defined in RSA 632-A:1, V with another person under 18 years of age whom such person knows to be his or her ancestor, descendant, brother or sister of the whole or half blood, uncle, aunt, nephew, or niece. The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption. 

**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 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. (a) Engages in sexual contact with a person: (1) Who is under 13 years of age. (2) Thirteen years of age or older and under 18 years of age when the actor is in a position of authority over the victim and is more than 4 years older than the victim. (3) When the actor is an employee, contractor, or volunteer at a primary or secondary educational institution and the victim is a student and up to 10 months after the student's graduation or departure. (b) Consent of the victim under any of the circumstances set forth in subparagraph (a) shall not be considered a defense. 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. V. (a) Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "felonious sexual assault-domestic violence." 

**Sexual Assault (RSA 632-A:4)** - I. A person is guilty of a class A misdemeanor under any of the following circumstances: (a) When the actor subjects another person who is 13 years of age or older to sexual contact under any of the circumstances named in RSA 632-A:2. (b) When the actor subjects another person who is 13 years of age or older and under 16 years of age to sexual contact where the age difference between the actor and the other person is 5 years or more. (c) In the absence of any of the circumstances set forth in RSA 632-A:2, when the actor engages in sexual penetration with a person 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 less. II. A person found...
guilty under subparagraph I(c) of this section shall not be required to register as a sexual offender under RSA 651-B. III. (a) A person is guilty of a misdemeanor if such person engages in sexual contact or sexual penetration with another 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 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. IV. (a) Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "sexual assault-domestic violence."

**Domestic Violence (RSA 631:2-b)** - 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 to 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, (l) 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)** - 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 the actor knows, knowingly, or recklessly engages in a single act of conduct that both violates the provisions of the order and is listed in paragraph II(a) (a) "Course of conduct" means 2 or more acts over a period of time, however short, 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 contacting 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. (3) Appearing in close proximity to, or entering the person's

residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family. (4) Causing damage to the person's residence or property or that of a member of the person's immediate family. (5) Placing an object on the person's property, either directly or through a third person, or that of an immediate family member. (6) Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family. (7) Any act of communication, as defined in RSA 644:4, II. (b) "Immediate family" means father, mother, stepparent, child, stepchild, sibling, spouse, or grandparent of the targeted person, any person residing in the household of the targeted person, or any person involved in an intimate relationship with the targeted person.

**Consent**

Consent cannot be inferred from silence, passivity, or a lack of active resistance. Consent cannot be given by someone who is sleeping, unconscious, going in and out of consciousness, involuntarily restrained, or otherwise mentally or physically incapacitated because of drugs, alcohol, or other contributing factors. Consent is required regardless of whether a person initiating the act is under the influence of drugs and/or alcohol. Consent cannot be given under duress, threat, deception, coercion, force, or a misuse of authority. Consent may be initially given but withdrawn at any time; once consent is withdrawn or revoked the sexual activity must stop immediately. Consent cannot be assumed because of a previous relationship or because of previous sexual relations. In the State of New Hampshire, a person under the age of sixteen (16) cannot give sexual consent to any person over the age of 16. The definition of consent does not vary based upon a participant's, gender, sex, sexual orientation, gender identity, or gender expression.

**Incapacitated Sexual Contact** - sexual activity that occurs when one party lacks conscious knowledge of the nature of the act and/or is physically helpless due to impairment, illness, or physical or mental limitation or disability. An individual is incapacitated, and unable to give consent, when they are asleep, unconscious, or otherwise unaware sexual activity is occurring.

When incapacitation results from the use of alcohol or other drugs, evidence of impairment or intoxication are insufficient alone to establish incapacitation. Evaluating incapacitation requires an individual assessment of the impact of the consumption of alcohol/drugs on that individual as well as, an assessment of whether the responding party knew, or should have known, the reporting party was incapacitated. The impairment or intoxication of a responding party is not a defense for misconduct and does not diminish one’s responsibility to obtain consent.

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

- 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.
- 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.

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

No victim/survivor 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, to increase

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[^60]: New Hampshire Criminal Jury instructions, Drafting Committee Version, 2015.
empowerment for victims/survivors 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.

- If you notice yourself engaging in unhealthy or abusive behaviors, reach out for help to reduce the risk that you might pose to an individual.
- Learn more about what behaviors constitute dating and domestic violence, so you can avoid engaging in those behaviors.
- Sex without consent is a crime.
- Any physical assault or threat by a partner is a crime.
- Ask your partner(s) what their limits are and respect the boundaries set forth.

### If you are being abused or suspect that someone you know is being abused
- Understand it is not your fault.
- Talk with friends and family members about ways you can be supported.
- Get help by contacting The Wellness Center 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.
- Consider connecting with MCVP for advocacy and counseling.
- If you see relationship or domestic violence occurring, do what you can to safely intervene, including filing a report or calling Campus Safety.

### 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.
- Take responsibility for your alcohol intake or drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may inhabit your ability to read body language or listen correctly when a partner sets a boundary.
- 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.

### If you or someone else is in immediate danger, dial 9-1-1 (this could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt).

#### Ways to be an active bystander:
- Talk to your friends. Agree to look out for each other.
- 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/survivor. You can reach the Title IX Office at 603-358-2010 or TitleIX@keene.edu.

**Primary and On-going Programs, Service, and Awareness Campaigns Addressing Sexual Misconduct**
- **SPARC** - SPARC is an online education program offered to incoming first-year students, and is designed to enhance awareness of sexual violence, intimate partner violence, and stalking and their impact on college students, the importance of consent and respect in sexual situations, prevention and risk reduction strategies, as well as critical information on what to do if an individual has any of these experiences.
• **Mentors in Violence Prevention (MVP)**[^61] - Peer education group of 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.

• **Off-Campus Orientation** - Provide students who are living off-campus for the first time, a refresher training of on and off-campus resources available to them (i.e. The Wellness Center, Campus Safety, Title IX, KPD, MCVP). Additionally, provide a review of what is an active bystander and how KSC students can be active bystanders to support KSC’s safety culture. Trainers will provide information on the USafeUS app as a tool for sexual violence prevention.

• **Community Partnerships** – The Wellness 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**[^62] - 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:
  - **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.
  - **Take Back the Night** – It is an annual march that happens at KSC. It is to promote awareness of sexual violence, and to promote a safer community at night.
  - **Vagina Monologues** - Vagina Monologues is a popular theater production which began in 1994. A series of character driven pieces, revealing a different woman’s experiences with topics such as sex, love, tenderness, embarrassment, cruelty, pain, and pleasure. The play was developed to generate awareness and a broader attention to stop violence against women.

• **What Were You Wearing?** - “What Were You Wearing?” is an art installation aiming to address sexual violence myths and misconceptions. Gallery displays include outfits hanging next to survivors’ stories about what they had on when they were assaulted. Keene State College students were invited to share their stories about sexual violence and survivor support via Gallery display.

• **“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.

• **Student Athlete Annual Violence Prevention Training** - This one-hour interactive workshop will give participants the opportunity to examine sexual misconduct and speak openly about consent with the goal to take away any grey areas about consent. Participants will gain insight to the effects of sexual misconduct on the lives of both the responding party and reporting party. After completing this workshop, participants will clearly understand KSC's definition of consent outlined in the sexual misconduct policy.

• **Title IX Training** - Annual training for students, Community Living and Community Standards personnel, intake officers, and faculty.

• **Unlawful Harassment Training** – The Office of Human Resources provides Unlawful Harassment Training as primary prevention to new employees during orientation.

• **Community Assistant Training** - Community Assistants learn about Keene State College's obligations under Title IX and KSC's response when receiving a report of sexual misconduct. Participants will practice and gain skills in receiving a disclosure or report of sexual misconduct as well as how to support responding students.

• **New Faculty Training** - Keene State College faculty will learn about Title IX policies, regulations, and obligations in addition to KSC's sexual misconduct policy, NH State law, and the Civil Rights Act of 1964. KSC faculty will learn what constitutes sexual harassment, sexual assault, dating violence, and their reporting obligations as a Responsible Employee. KSC faculty will learn how to report a concern and respond to a disclosure in a trauma-informed way. The training will conclude with participants working through case scenarios to practice and build skills.

[^61]: http://www.keene.edu/life/services/counseling/outreach-programs/prevention/
[^62]: http://www.keene.edu/life/services/counseling/outreach-programs/prevention/
• **Community Director Training** - Keene State College Community Directors will learn about KSC’s sexual misconduct policy definition of consent and work through case examples involving consent. Training will provide a review of reporting obligations and how to make a report. The training will conclude with an overview of the impact of vicarious trauma and practices of self-care upon receiving a report or disclosure of sexual misconduct.

• **uSafeUS**[^63] – Application that provides sexual assault resources to include campus resources, crisis center information, hospitals, law enforcement, and general guidance.

**Reporting Sexual Misconduct and Relationship Violence at Keene State College**

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.

The College strongly encourages individuals impacted by relationship violence or sexual misconduct to disclose what happened and seek support services. Any person who has been the victim of or witness to sexual misconduct or relationship violence, whether on or off-campus, can report directly to the **Title IX Coordinator**[^64], Department of Campus Safety, a Community Living staff member, Human Resources, any non-confidential College official, or the Keene Police Department.

Making a report is not a filing a formal report and does not obligate the reporting party to proceed any further with an internal investigation or criminal charges. All of these College officials will provide the reported information to the Title IX Coordinator for follow-up.

Furthermore, it can be difficult for an individual to come forward after such an event, and there are several different options available for Keene State community members who wish to maintain confidentiality while getting the support they need. In these cases, a student may find a conversation with the Wellness Center, Counseling Services, or MCVP: Crisis and Prevention Center helpful. These offices can provide a confidential space where KSC community members may obtain support services and explore their options in a confidential manner.

A student can report about instances involving fellow students, non-students, faculty, staff, and individuals not affiliated with the College. Additionally, the **Amorous Relationship Policy** acknowledges existing hierarchies and power dynamics. For a formal report of sexual misconduct between a faculty or staff member and a student, the institution will, in general, be unsympathetic to a “consent” rational.

**To Report Sexual Misconduct**

Keene State College has a comprehensive system to assist students who choose to report sexual misconduct or relationship violence. You may report such an incident to the following College authorities:

- **KSC Campus Safety**: 603-358-2228
- **Keene Police**: 603-357-9813 or 9-1-1
- **Title IX Coordinator**: 603-358-2010
- **Your Community Director or Community Assistant Human Resources**: 603-358-2234
- **Any non-confidential College Official**

Students should understand that most KSC employees, with the exception of those who exist in a legally recognized confidential relationship, are required to report any disclosure about sexual misconduct or relationship violence. This report is made to the Title IX Coordinator even when the student requests that they not report the disclosure. The “Confidential Support and Help” resources identified are not required to report a disclosure.

After reporting an incident of sexual misconduct and/or relationship violence, the student will be connected to either the Title IX Coordinator or Title IX Investigator. These individuals will help the student to understand all of their options, including the option to pursue an investigatory process and/or conduct hearing.

In making the report, the College will:

- Encourage the student to go to the hospital emergency room or the Wellness Center for medical services and offer to transport and/or accompany the student, if applicable.
- Connect the student with a confidential counselor at the Wellness Center.
- Provide resources to speak directly with the on-call, confidential counselor or an advocate from MCVP: Crisis and Prevention Center.
- Provide support in understanding, evaluating, and choosing among the services described in this policy.
- Provide the student with a written explanation of student rights.

[^63]: https://usafeus.org/app/webviewer.html
[^64]: https://www.keene.edu/administration/student-affairs/title-ix/
• Inform the student of their rights and options including the options of filing a formal report through the student conduct system or a criminal report through the Keene Police Department.

Students should understand that most KSC employees, except for those who maintain a legally recognized confidential relationship as discussed above, are required to report any disclosure about sexual misconduct or relationship violence. This report is made to the Title IX Coordinator even when the student requests privacy. The “Confidential Support and Help” resources identified above are not required to report a disclosure.

A report as a victim/survivor or witness of sexual misconduct or relationship violence, whether on or off-campus, can also be completed online using the Sexual Misconduct and Relationship Violence form65. 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.

Making a Report to Campus Safety
Campus Safety is available 24/7 to make a report and seek support regarding sexual misconduct or relationship violence, regardless of where or when the incident occurred. While reporting does not obligate a student to file a formal report with the Title IX Coordinator or with the relevant law enforcement agency, the College will provide a safe, non-discriminatory environment for all students and employees. If desired by the reporting party, Campus Safety will provide a same-sex officer to record the report. The reporting student may have an advisor or advocate with them during any interviews or meetings with College officials.

The College may issue a timely warning notice (without identifying the reporting individual) in cases in which the College believes there is a threat posed to the campus community. Any and all actions are taken, including the possible release of a warning to the community, will be designed to protect the reporting individual’s identity.

Filing a Formal Complaint
After connecting with the Title IX Coordinator and reviewing options, the reporting party may decide to pursue an investigatory and/or conduct process. To initiate this process, they will sign a formal complaint. This document will allege that one or more violations of this policy were committed by a responding party. Filing a formal complaint with the Title IX Coordinator will initiate the investigatory and/or conduct process. The responding party will be contacted and informed of the allegations, along with the reporting party’s name and details of the allegations. The Title IX Coordinator will connect with the responding party to explain the investigatory and/or conduct process and will offer individualized support.

The Title IX Coordinator will review the formal complaint to determine whether the allegations fall under the scope of Title IX regulations. In situations listed below, the Title IX Coordinator will “dismiss” the formal complaint as a Title IX incident; however, the College remains committed to addressing any sexual misconduct and/or relationship violence impacting the College community.

A decision to dismiss a formal complaint under Title IX may be appealed by either party.

If a reporting party files a formal complaint and requests that the College take investigatory or disciplinary action, then their anonymity cannot be maintained. After a formal complaint is filed, the responding party must be contacted and informed about the complaint.

At times, in order to provide a safe, non-discriminatory environment for KSC community members, the Title IX Coordinator will file a formal complaint on behalf of the College. If this occurs, then the College may not be able to honor a reporting party’s request for anonymity. In such a case, the Title IX Coordinator will inform the reporting party prior to starting an investigation. Furthermore, the College will remain mindful of the reporting party’s well-being and will take ongoing steps to protect them from retaliation.

Making a Report to Law Enforcement
Victims/survivors of sexual misconduct can always report their experiences to law enforcement, including the local police. It can also be helpful for obtaining a legal order of protection and/or other forms of legal protection. If desired, college officials will assist in notifying law enforcement authorities. It is the individual’s choice to make such a report to law enforcement. Keene Police Department (KPD) employs a College Liaison Officer. This Officer responds to calls and reports involving KSC students throughout the academic year and helps facilitate communication between the College and the KPD.

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65 https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4
To file a police report, call 9-1-1 or Dispatch, or go directly to Keene Police Department:

Keene Police Department:
400 Marlboro Street, Keene, NH 03431
24-hour dispatch number: 603-357-9813

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 that will be followed if the reporting person wishes to file a concurrent sexual assault report with the Keene Police Department.

Memorandum of Understanding with MCVP
Keene State College and MCVP have a formal agreement outlining the shared commitment of the parties to provide trauma-informed support and services to student and employee members who experience gender-based violence, including sexual assault, domestic and dating violence, and other forms of interpersonal violence.

Preserve Evidence and Obtain Treatment
The College encourages victims/survivors of sexual assault to immediately seek medical attention. Along with treating injuries, prompt medical examinations can test for pregnancy and STI’s, and provide post-exposure treatment for HIV. If non-consensual choking or strangling was involved in the incident, then a medical provider will examine the area for injury and outline steps for recovery.

A forensic examination can also secure valuable evidence that could be used later if a person wishes to involve law enforcement. Physical evidence may exist up to five (5) days, or longer, after a sexual assault or rape, though individuals are recommended to receive an examination as soon as possible. Local medical facilities can arrange to have a specially trained Sexual Assault Nurse Examiner (SANE) conduct a forensic examination, which collects evidence from a person’s body, clothes, and other belongings. A trained advocate can meet a victim/survivor at the hospital to provide emotional support, which would be arranged by the hospital. The results of this examination can be provided to law enforcement anonymously. The choice to report is always in the hands of the victim/survivor.

When a sexual assault or relationship violence victim/survivor seeks treatment at the hospital, the State of New Hampshire Office of the Attorney General will pay the cost for medical expenses, including the physical examination, if the experience is reported to the police. Other expenses related to the incident may also be provided at no cost to the victim/survivor through the Victim’s Compensation Program. Specific information on expenses is available through MCVP: Crisis and Prevention Center.

Victims/survivors of sexual or relationship violence and stalking are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, pictures, logs or other copies of documents (if any) which pertain to the incident.

Confidential Support Services
We understand that some victims/survivors may choose not to speak with a police officer and/or College official 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/survivor 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:

- Executive Director of The Wellness Center66: 603-358-2200
- Any Wellness Center licensed practitioner or individual working under the license of a practitioner: 603-358-2437. After hours (24/7): 603-358-2436
- Any The Wellness Center67 licensed medical practitioner or individual working under the license of a practitioner: 603-358-2450.
- Monadnock Center for Violence Prevention68 – Confidential Crisis hotline, 603-352-3782

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

66 http://www.keene.edu/life/services/counseling/
67 http://www.keene.edu/office/chw/
68 http://www.mcvprevention.org/
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/survivor advocacy, and other services available, both within the College and in the larger community.

Statement of Rights for Involved parties:

- The right to a prompt and impartial college investigation and appropriate resolution of all credible complaints of sexual misconduct and relationship violence made in good faith to college administrators
- The right to notification of and assistance in options for changing academic, work, or living situations after an alleged incident, whether or not the crime is reported to law enforcement
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services
- The right to receive regular updates on the status of an investigation or resolution
- The right to have an advisor of choice with them throughout the investigative and resolution process
- The right to be treated with respect by college officials
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities
- The right to review all relevant documentary evidence regarding the allegation including the investigative report (subject to statutory privacy limitations), at least two (2) business days prior to a student conduct hearing
- The right to a student conduct hearing conducted by officers who have received sexual misconduct training
- The right to accommodations throughout the Community Standards process to minimize contact between the parties, if so requested
- The right not to have past sexual history introduced as part of the testimony unless determined to be relevant by the Director of Community Standards or their designee
- The right to make an impact statement and to have that statement considered in determining sanctions
- The right to be informed, in writing, promptly of the outcome, pending all appeals
- The right to the preservation of privacy, to the extent possible and permitted by law

Keene State College’s Responsibilities for Orders of Protection, No Contact Orders, Restraining Orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

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

No Contact Orders

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.

No contact orders can only be issued by an authorized college official to include Title IX Coordinator and Community Living personnel. Orders are not limited to incidents of sexual misconduct or relationship violence. They can be issued for other types of incidents to include simple assault, aggravated assault, and harassment. The orders are for on-campus only and cannot be enforced by any local police agency off-campus.

No contact orders require all involved parties to refrain from contacting each other by any means, including friends, and family members, until knowing the outcome of their case. No contact orders also do not allow the involved parties to come into close proximity of each other. At the hearing, the student conduct officer can choose to cease or extend the order, depending on the investigation results of the case.

If the terms of the order are violated by either party, the affected party must contact Campus Safety, Community Living, or the Title IX Coordinator immediately. If contact occurs outside of the terms of the order, the offending party could face disciplinary action.

Domestic Violence Petition

New Hampshire law RSA 173-B protects adults against domestic violence committed by any family or household member, your husband or wife, your ex-husband or ex-wife, your partner or ex-partner, or someone you are dating or have dated. Minors can also ask the court for protective orders against persons who they are currently dating or have been dating in the past.
This includes romantic relationships, whether sexual or not.

**How to Obtain a Protective Order**

Ask the court clerk for a Domestic Violence Petition. Simply write down, as clearly and with as much detail as possible:

- what happened to you;
- the date, time, and location where it happened;
- the important facts about the abuse;
- additional facts of any other past or present abuse by this person. If you need extra paper to write on, ask the clerk. You will have to swear under oath that what you have written is true.

**When you need an Emergency Protective Orders**

If you are in danger and need immediate protection, ask for emergency (ex-parte) orders. The clerk will take the papers directly to a judge. If you get to see the judge, tell him or her simply and honestly what has happened to you and why you believe you are in danger. If the judge finds that you are in danger, they can issue temporary protective orders, right then and there. These orders will direct the abuser not to abuse you and not to enter your residence, workplace, or school. The judge can also issue emergency orders that:

- grant you temporary custody of your children, and
- order the abuser to turn over any guns or other deadly weapons they could use to harm you to a peace officer.

You will get a copy of your protective order, whether temporary (emergency) or not, from the clerk of the court. KEEP THIS ORDER WITH YOU AT ALL TIMES.

**If You Need an Emergency Protective Order and the Court is Closed:**

If you are in immediate danger of domestic abuse and no court is open, you can get an emergency protective order by contacting the nearest police department. A police officer can help you fill out the proper form and reach a judge by telephone. Fill out the form using as much detail as possible. Be specific about dates, times, locations, and incidences of abuse. The police officer will read the judge what you have written. If the judge believes you are in immediate danger, they can issue an emergency protective order over the phone. These orders are only valid through the next business (court) day. You must apply for new temporary emergency orders at your local court.

**Enforcement**

If a court ordered petition is violated, the victim/survivor should contact the Keene Police Department immediately and explain what happened.

**Stalking Petition**

If you are being stalked, you can get a protective order under the same procedures as victims/survivors of domestic violence. You do not have to have had any kind of relationship with the stalker to get protection. You should go to the District Court in either your county, or the county where the stalker lives. Follow the steps outlined for a domestic violence petition, but let the clerk know you would like to file a civil petition for protective orders from stalking.

In a civil petition for stalking, just as in the domestic violence petition, provide as much detail as possible about the dates, times, and locations the stalking has occurred. Describe each stalking incident in detail, especially any particularly disturbing actions and behaviors of the stalker. If you feel that you are in immediate danger, tell the clerk and ask for emergency orders. Be sure to include any previous or current history of contacts with the stalker or episodes of abuse in the petition.

**Enforcement**

If a court-ordered petition is violated, the victim/survivor should contact the Keene Police Department immediately and explain what happened.

**Contact information for assistance with obtaining domestic violence and stalking petitions**

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<th>Agency</th>
<th>Phone Number</th>
<th>Office Location</th>
<th>Availability</th>
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<tbody>
<tr>
<td>Keene Police Department</td>
<td>603-357-9813</td>
<td>400 Marlboro Street, Keene, NH 03431</td>
<td>24/7/365</td>
</tr>
<tr>
<td>Department of Campus Safety</td>
<td>603-358-2228</td>
<td>Keddy Hall, First Floor</td>
<td>24/7/365</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>603-358-2010</td>
<td>48 Butler Court, 2nd floor</td>
<td>Monday – Friday</td>
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<td>8:00am – 4:30pm</td>
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<tr>
<td>Monadnock Center for Violence Prevention (MCVP)</td>
<td>603-352-3782</td>
<td>12 Court Street #103, Keene, NH 03431</td>
<td>Monday – Friday</td>
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**Accommodations**
Upon learning of any allegation of sexual misconduct or relationship violence, Keene State College may take interim measures to accommodate or protect the reporting party, whether or not the crime is reported to law enforcement.

When reasonably available, and if requested, 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. The Title IX Coordinator will assist students in making these arrangements.

Students who are looking to take a leave of absence can fill out the [Leave of Absence form](https://www.keene.edu/administration/student-affairs/dean-of-students-office/forms/absence/) located on the Dean of Students webpage.

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

**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 Community 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 may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student to complete assignments from home.

**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 ensure that the prohibited conduct is stopped, eliminate any hostile environment, take steps to prevent its recurrence, and address any effects. Trained professionals will conduct the investigation under the oversight of the Title IX Coordinator. The investigator may be contracted from an external source and may be the Title IX Coordinator. The reporting party and responding party will be notified, in writing, of the initiation of the investigation and the potential policy violation(s) at issue. They will be provided the name of the appointed investigator(s) and an opportunity to raise concerns about bias or conflict of interest.

Interviews will be conducted with all parties and any relevant witnesses. All parties will have an opportunity to identify potential witnesses and provide any evidence or other information that may be relevant to the investigation. The investigator may review law enforcement investigatory files (if applicable) and student or personnel files. During the investigatory process, all parties will receive timely notice of any meetings at which their presence is requested. All parties will be provided regular updates regarding the status of the investigatory process.

All parties will be provided an equal opportunity to inspect and review any evidence obtained in the investigation that is directly related to the allegations. Prior to the conclusion of the investigative report, each party and their advisor will be provided a copy of the evidence. All parties are given ten (10) days to submit a written response, which may be included in the investigative report. From this, the investigator will determine if additional investigation is necessary. If so, they will complete any additional steps.

At the conclusion of the investigation, the investigator will write a report setting forth the relevant facts of the investigation and submit the report to the Title IX Coordinator, who will review it for completeness.

Upon receipt of an investigation and final charges from the Title IX Coordinator, the Director of Community Standards initiates the student conduct hearing process as outlined below. All parties and advisors will have the opportunity to review and comment on the final report prior to the Hearing Board receiving a copy.

All student conduct investigations and hearings are conducted by officers who have received sexual misconduct training. 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.

**Emergency Removal of Students**
The College may remove any student from its program or activity on an emergency basis if there is an immediate threat to the physical safety of any students or other individuals arising from allegations under this
Policy. Prior to removal, the College will undertake an individualized safety and risk analysis, and, where such analysis determines a credible safety risk exists, provide the party with notice and an opportunity to challenge the decision immediately following the removal.

Additional information regarding emergency removal procedures and the appeal process may be obtained by contacting the Title IX Coordinator.

**Law Enforcement Investigations**

A reporting party may file a formal 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.

**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 report 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.

**Student College Conduct Process (Adjudication Procedures)**

- **Hearing Board** - The Keene State College Office of Community Standards will convene a hearing board for the purpose of adjudicating an alleged incident of sexual misconduct involving students. The hearing will provide a fair, impartial, and equitable process that respects the rights of all participants. The College has the burden of proving the responding party’s responsibility for the policy violations alleged. The Board will determine if a policy violation occurred using a preponderance of the evidence standard – namely, that it is more likely than not that the student or student organization has committed the violation as charged. Note that the hearing process may also be referred to as the grievance process in matters where a formal Title IX report is filed.

- **Composition of the Hearing Board** – The Sexual Misconduct Hearing Board shall be composed of faculty and staff from Keene State College and the University System of New Hampshire who is trained annually on sexual misconduct issues, investigations, and hearing practices. In each hearing, the Board shall be comprised of three members, one of which will be a Presiding Officer (referred to as the Chair) who is tasked with conducting the hearing and determining questions of relevance. The Chair is a voting member of the Board.

At the hearing, the following individuals may be present:
- Three Hearing Board members (including the Chair)
- Reporting party
- Advisor for the Reporting party
- Responding Party
- Advisor for the Responding party
- Witnesses (only while providing relevant information)
- A Member of the Office of Community Standards (to be consulted on for matters of policy and process)

*Advisors:* The role of an advisor is to support a student who is navigating the investigatory and/or student conduct processes and to conduct the questioning process during the conduct hearing. Advisors can assist with preparations, accompany the student to relevant meetings, and ask questions of the other party and witnesses at the conduct hearing. During a sexual misconduct process, both the reporting party and the responding party are required to have an advisor. Each party can choose their own advisor and are responsible for contacting that person to ask if they are able to serve. If a student does not arrange for an advisor, they must tell the Title IX Coordinator so the College can provide an advisor, without fee or charge.

When the questioning process occurs, the advisor will ask the other party and witnesses questions on behalf of the party they are advising. Both the responding party and the reporting party are expected to work with their advisor on developing these questions. The responding and reporting parties may not ask direct questions of any witnesses or the opposing party. Advisors only speaking role in the hearing is to ask questions at the appropriate time.

Advisors must maintain the privacy of everyone involved in the conduct process and cannot disseminate or disclose any information about the conduct case. Advisors are not permitted to raise objections or speak out of turn. The College reserves the exclusive right to determine what constitutes appropriate behavior on the part of anyone present during a hearing. They must interact in a respectful,
nonintimidating, non-coercive, and non-abusive manner. Additional rules for decorum will be provided to each advisor.

- **Hearing Board Process** - The Chair will conduct the hearing in accordance with the established hearing board process. The process ensures that the investigation report is presented, that each party and witnesses have the chance to be heard, and that the Hearing Board has the opportunity to ask relevant questions of all parties and witnesses involved. If any party requests, the hearing can be conducted with the parties located in separate locations using technology.

All hearing board proceedings are audio recorded. Individual recordings are not permitted by any other party. Additionally, the hearing board process ensures:

1. All parties are introduced
2. The rights of the parties involved are acknowledged
3. All alleged conduct code violations are read
4. The Responding Party is provided an opportunity to accept responsibility, deny responsibility, or decline to make a statement, for each alleged conduct code charge
5. Each party and witness has an opportunity to be heard and be questioned by the Hearing Board and the advisors of both parties.
6. Each party’s advisor will ask questions, on behalf of their advisee, of the other party, and/or witnesses. The Chair will decide, in real-time, if each question is relevant and will be permitted.
7. Each party will be provided the opportunity to describe any mitigating factors relevant to the allegations, subject to relevancy exclusions.
8. Each party has the chance to provide a closing statement to the Hearing Board.
9. If either party wishes to do so, they may bring a written statement to the Conduct Hearing. If the responding party is found responsible, the Chair will share the impact statement to the hearing board members as part of the sanctioning conversation.

If any individual should become disruptive during the hearing, including witnesses and advisors, the Hearing Chair retains the discretion to remove that individual from the hearing.

- **Questioning Process** - To ensure that all parties have space to convey their perspective, the responding party and the reporting party must participate in a questioning process during the conduct hearing. To achieve this, each party’s advisor will ask the other party relevant questions and follow-up questions.

After an advisor poses a question, the hearing board Chair will determine whether the question is relevant before the responding party or reporting party is allowed to respond. If a question is deemed ‘not relevant’, the Chair will explain their decision; these decisions are final and are not subject to objection or reconsideration during the hearing. If a question is relevant but offered in an abusive or argumentative manner, the Chair has the discretion to ask the advisor to restate the question. Questions that seek information that is protected under a legally recognized privilege are not permitted unless the individual has waived the privilege in writing.

Questioning can only be conducted by an advisor; it cannot be conducted by a responding party or reporting party themselves. The responding party and the reporting party cannot speak to each other and cannot attempt to communicate with each other through nonverbal cues during the conduct hearing.

If a reporting party, responding party, or witness does not agree to participate with questioning at the conduct hearing, then the hearing board cannot take any statement made by that party into consideration while making a determination regarding responsibility.

- **Witnesses** - Any witnesses whose testimony is included in the investigative packet will be encouraged to attend the hearing. If a witness, or party does not attend the conduct hearing then the hearing board cannot take any statement made by that witness or party into consideration when making a decision regarding responsibility.

Sexual History of Parties:

Generally, the sexual history of the reporting party is not relevant and will not be considered as evidence. Evidence about the reporting party’s sexual predisposition is always protected and never relevant. Evidence about the reporting party’s prior sexual behavior may be considered under the following limited circumstances:

- To show that someone other than the responding party committed the conduct alleged by the reporting party
- To show specific incidents of the reporting party’s prior sexual behavior, with respect to the reporting party, that are offered to prove consent. As noted in the consent definition, the mere fact of a prior
relationship or prior sexual act is not sufficient to prove consent.

Relevant evidence of prior sexual history must be based on direct evidence, not rumor, hearsay, or conjecture. The relevance and introduction of prior sexual history in a student conduct hearing will be determined by the Hearing Chair.

- **Hearing Board Deliberations** - At the conclusion of the Hearing, all parties will be dismissed from the proceedings and the Board will deliberate privately to determine the Responding Party’s responsibility for the alleged violation(s). All decisions require a majority vote from the Hearing Board members.

If the Responding Party is found responsible, then impact statement(s), which are brought to the hearing, can be read to the Board. If found not responsible, the impact statements will be destroyed without being reviewed. The parties must submit their statements prior to the hearing. The hearing board will recommend appropriate sanctions based on the severity of the violation, that student’s conduct history, and case precedent. During the sanctioning phase of deliberations, the Hearing Chair will:

- Disclose the Responding Party’s past student conduct history, if any.
- Provide sanction parameters, as defined by this policy for the applicable violations of the code of conduct.

If the Responding Party is found not responsible, there is no discussion of sanctions, and the official proceeding concludes.

- **Outcome** - Both the reporting party and the responding party will be informed of the Hearing outcome, in writing, concurrently. The final outcome letter will set forth the name of the Responding Party; description of the steps taken from the receipt of a formal report through the hearing, the charged violation(s) of policy and the Hearing Board’s findings; the findings of fact supporting the determination; and the sanction(s) imposed if any.

- **Sanctions** - Violations of the Sexual Misconduct Policy may result in suspension or expulsion from Keene State College. A full list of sanctions can be found here. In instances where student organizations are involved, these organizations may also have sanctions taken against them, including the rescinding of their institutional recognition.

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**Appeals Process & Appeal Form for Sexual Misconduct**

The findings of the Hearing Officer or Hearing Board may be appealed by either the Reporting Party or the Responding Party. Submitting an appeal will not guarantee that an outcome will be overturned, though it will ensure that it is fully vetted by an appellate officer.

Please note that appeals do not serve as re-hearings of the original case. Either party may appeal on the basis of:

1. Procedural irregularity that affected the outcome of the matter. (i.e. failure to follow the institution’s own procedures);
2. New information has become available that could significantly change the hearing outcome or the decision for Title IX dismissal;
3. The Title IX Coordinator, an investigator(s), or decision-maker(s) had/has a conflict of interest or bias that affected or could affect the outcome of the matter;
4. The sanctions imposed are substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative conduct record of the responding student or student organization.

Appeals must be submitted by the student or student organization in writing (through our online form) and contain the specific grounds for the appeal based on the criteria identified above. Please note that failure to attend the hearing or to provide a statement in lieu of attendance are not grounds for an appeal. In addition, the appeal must be received by the Office of Community Standards within five (5) calendar days of the date at the top of the hearing outcome notification e-mail. In most cases the Director of Community Standards will review the appeal except in instances where they heard the original case. In some cases, the appeal may be considered by the Dean of Students or another College official.

Upon receiving an appeal, the Appellate Officer will vet the appeal to determine whether any of the grounds upon which a case can be appealed have been addressed at a sufficient level to warrant an appeal being granted.

Sanctions will generally not be implemented until the appeal process has been exhausted. However, in cases where the health, safety, or well-being of a particular student or the College community is threatened, the Director of Student Conduct may authorize immediate implementation of any sanctions and offer to expedite the review. They may also authorize immediate
implementation of the sanction(s) during the final examination period.

**Appeals Process**

The appeal review is limited to an analysis of the written appeal document, the record and documents of the initial hearing, and an interview with the original Hearing Officer or Chair of the hearing board.

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 (20) days of the receipt of the appeal. In Title IX and/or Sexual Misconduct cases both parties will receive concurrent notice of the outcome of an appeal.

**Possible Outcomes of an Appeal**

An Appellate Officer will make one of the following decisions after carefully reviewing the appeal:

1. Original hearing outcome will stand.
2. Original hearing outcome stands but the Appellate Officer will adjust the sanction(s) as appropriate but will not increase the sanction(s).
3. The case may be returned to the original hearing officer or hearing board, or a newly constituted one, to allow for a reconsideration of the original finding.

**Appeal Form**

An appeal of the outcome of a student conduct case is a formal document that becomes a part of the student’s conduct record. It is important to formulate the contents carefully and to write it in a clear, concise, and logical manner. Proper grammar and spelling are expected. Appeals that are not filed properly or are missing information will not be considered. Appeals should be submitted through the appeal form. Please only submit appeals through this form.

If you have questions about how to write your appeal, please contact the Community Standards Office.

**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 overseen by the College’s 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 an 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 they have been subjected to retaliation, they should promptly contact the Title IX Coordinator.

**Information on Registered Sex Offenders**

Information on registered sex offenders in the Cities of Keene and Manchester is available through the United States Department of Justice National Sex Offender Public Website or from the New Hampshire Registration of Criminal Offenders Website.

**On and Off-Campus Services for Victims**

70 http://www.keene.edu/office/hr/
71 Evaluation of the evidence from the standpoint of a reasonable person's reaction and perspective under the circumstances presented.

72 https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1
73 https://business.nh.gov/nsor/
The health and safety of campus community members is the College’s primary concern. Available resources, whether the victim/survivor chooses to report an assault or not, include:

**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, 48 Butler Court, 2nd Floor, 603-358-2010.
- The Wellness Center – Health Services: Elliot Center, 603-358-2200
- The Wellness Center – Counseling Services: Elliot Center, 603-358-2437 (business hours) After hours 24/7: 603-358-2436
- After-Hours Crisis Line\(^74\): Keene State College, 603-358-2436; available 24/7
- Coordinator of Sexual Violence Prevention and Education: Keene State College, Elliot Center, 603-358-2437
- Dean of Students Office: Keene State College, 48 Butler Court, 603-358-2842 (for students)
- Office of Community Standards: Keene State College, 48 Butler Court, 603-358-2840
- USNH Employee Assistance Program: 800-424-1749 (confidential resource for employees)
- Global Education Office: Keene State College, Elliot Center, 603-358-2348
- Financial Aid Office\(^75\): Keene State College, Elliot Center, 603-358-2280
- Newman’s Center Campus Ministry: Campus Minister: cynthia.cheshire@keene.edu

**Community & National Resources** - Unless otherwise noted, available Monday - Friday, 8 a.m. to 4:30 p.m.
- Keene Circuit Court: \(^77\) 1-855-212-1234, 33 Winter Street, Suite #1, Keene, NH
- Samaritans NH Crisis Line\(^78\): 1-866-457-2910
- NH Coalition Against Domestic Violence: \(^79\) 603-224-8893
- New Hampshire Bar Association Lawyer Referral Service: \(^80\) 603-229-0002
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network, \(^81\) 1-800-656-4673
- Department of Justice: \(^82\) 202-514-2000
- Department of Education, Office of Civil Rights, \(^83\) 1-800-872-5327
- U.S. Citizenship and Immigration Services \(^84\): 1-800-375-5283

**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 Campus, \(^85\) 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 Services, \(^86\) 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.

**MISSING STUDENTS**

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74 https://www.keene.edu/life/services/counseling/contact/emergency-crisis-info/
75 https://www.keene.edu/admissions/aid/
76 http://www.mcvp.org/
77 http://www.courts.state.nh.us/courtlcations/cheshdistdir.htm#Keene
78 http://samaritansnh.org/
79 http://www.nhcadsv.org/
80 https://www.nhbar.org/lawyer-referral-service
81 https://www.rainn.org/
82 https://www.justice.gov/ovw/sexual-assault
83 http://www2.ed.gov/about/offices/list/ocr/index.html
84 https://www.uscis.gov/about-us/contact-us
85 https://www.keene.edu/administration/policy/detail/children/
86 http://www.dhhs.nh.gov/
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 Community Living, Dining Services, Information Technology Group, faculty members, roommates, friends, and others as needed. The Director of Campus Safety and Compliance or a designee will be responsible for notifying the Vice President for Enrollment and Student Engagement, the College President, and the designated campus spokesperson.

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 are limited to only authorized campus officials and Campus Safety staff and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This information is stored in a secure Housing Management System maintained by the Office of Community Living and is accessible by professional staff members. If the student is under 18 years of age and is not emancipated, Campus Safety must notify a parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

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.87

Should the investigation result in the determination that the student is missing, Campus Safety will notify the Keene Police and/or the appropriate local law enforcement agency within 24 hours and will aid and assist the police in all aspects of the investigation, until the missing student has been located.


**OBTAINING AND CLASSIFYING CAMPUS CRIME STATISTICS**

Annually, the Director of Campus Safety and Compliance or a designee makes a reasonable and good faith effort to request, retrieve, and compile crime, arrest, and disciplinary referral statistics as required by the Jeanne Clery Act. Statistics are obtained from the Campus Safety incident reports, Office of Community Standards, campus security authorities, the Keene Police Department, and all other law enforcement agencies with jurisdiction over properties owned and controlled by Keene State College88. Reportable Clery crime data received from these agencies who responded to the requests are included in the statistical data tables found throughout this report. Not all of these agencies responded to the requests for crime statistics. Although this report contains policy statements and information applicable to academic year 2020-2021, the following table contains all crime statistics reported in calendar years 2018, 2019, and 2020, in accordance with Uniform Crime Reporting (UCR) procedures and the Jeanne Clery Act.

“Reported crimes” are allegations of crimes reported in good faith. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Keene State College. Reported crimes may include information received from an anonymous reporting source. Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are “On-Campus”, “In Residence Halls”, “Noncampus Buildings or Property”, and “Public Property”.

The Department of Education has a very broad definition of what constitutes noncampus property owned or controlled by institutions of higher education. “Noncampus buildings or property” is defined as buildings or property not part of the main campus or a separate campus, which is owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report, properties listed as “noncampus” includes the College Camp on Wilson Pond in Swanzey, NH, Lake Nubanusit property in Nelson, NH, and the Keene Ice Arena in Keene, NH.

88 Statistics are requested from the New Hampshire State Police, Swanzey Police Department, Manchester Police Department, and the Cheshire County Sheriff’s Office.
“Noncampus” also applies to short stay away trips. Short stay away is defined as more than one overnight stay, where the college was in control of the property during that time frame. For example, securing hotel rooms on a credit card for an academic trip, sports team competition, or student organization trip constitutes control and as a result designates the hotel rooms used by students, faculty, or staff for lodging, as well as the common areas of the hotel, noncampus property.

The Department of Campus Safety is required by the Clery Act to request crime statistics for those locations under our control and for the time the locations were used by our students. This means Campus Safety must identify qualifying student travel, determine which police department serves the hotel or lodging location, and then send a letter requesting crime statistics information each year to that police department.

The term “Public Property” relates to offenses occurring on All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Keene Police and other area law enforcement agencies.

The tables below list categories of crime or incidents, including Domestic Violence, Dating Violence, and Stalking. Each category is subdivided by where the incident reported took place: On-Campus, in a Residence Hall, on a Noncampus Property, or on adjoining Public Property.

Arrest statistics and statistics for referrals for campus disciplinary proceedings for three offense categories (Drug, Liquor, and Weapons law violations) for 2018, 2019, and 2020 are also listed below. “Liquor law violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness.

**Hierarchy Rule** – When counting multiple offenses, we are required to use the FBI’s UCR Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident, we must only count the most serious offense. A single incident means that the offenses were committed at the same time and place. Beginning with the most serious offense, the hierarchy for reporting Clery offenses is Murder and Non-negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, and Motor Vehicle Theft. The crimes of Arson, Domestic Violence, Dating Violence and Stalking are not governed by the hierarchy rule, and statistics for these incidents are reported in these categories in addition to in any other crime category covered under the hierarchy rule if applicable.

Crime statistics for all colleges and universities (for the most recent three-year period ending December 31, 2020), may be found on the U.S. Department of Education website.

Prior to 2016, crime statistics for the Region 1 OSHA Training Institute Education Center of New England at 1050 Perimeter Road, Suite 202 in Manchester, NH, were reported under the noncampus category. Based on the guidance from the Department of Education 2016 Handbook, this location has since been identified as a separate campus for Clery Act reporting purposes.

**DISCLOSURE OF UCR CRIMINAL OFFENSES**

For crime statistic purposes, the following National Incident-Based Reporting System (NIBRS) definitions, obtained from the Clery Act Appendix for FSA Handbook are used:

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

**Negligent Manslaughter** - 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 carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

**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

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89 http://ope.ed.gov/campussafety/#/
80 https://ucr.fbi.gov/
91 www2.ed.gov/admins/lead/safety/handbook.pdf
of their age or because of their temporary or permanent mental incapacity.

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

**Statutory Rape** – Non-forcible 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 of immediate harm.

**Aggravated Assault** – An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury, where there was a risk for serious injury/intent to seriously injure.

**Burglary** - The unlawful entry into a building or some other structure to commit a felony or theft.

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

**Arson** – To unlawfully and intentionally damage or attempt to damage any real or personal property of another person or entity by fire or incendiary device.
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<thead>
<tr>
<th>CATEGORY</th>
<th>VENUE</th>
<th>2018</th>
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<th>2020</th>
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<tr>
<td>CRIMINAL HOMICIDE: Murder, Non-Negligent Manslaughter, &amp; Manslaughter by Negligence</td>
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<td></td>
<td>On-campus and within student housing facilities</td>
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<tr>
<td>AGGRAVATED ASSAULT</td>
<td>On-campus</td>
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<tr>
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<td>On-campus and within student housing facilities</td>
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<td>ARSON</td>
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<td></td>
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<tr>
<td>CATEGORY</td>
<td>VENUE</td>
<td>2018</td>
<td>2019</td>
<td>2020</td>
</tr>
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<td>-----------------------------------------------------------------------</td>
<td>------</td>
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<tr>
<td>SEX OFFENSES: Fondling</td>
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<td>SEX OFFENSES: Statutory Rape and Incest</td>
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<tr>
<td>AGGRAVATED ASSAULT</td>
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<td>On-campus and within student housing facilities</td>
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<td>On-campus and within student housing facilities</td>
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<tr>
<td>MOTOR VEHICLE THEFT</td>
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<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
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<tr>
<td>ARSON</td>
<td>On-campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
<td>0</td>
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<tr>
<td></td>
<td>Noncampus building or property</td>
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<tr>
<td></td>
<td>Public property</td>
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</tbody>
</table>
DISCLOSURE OF HATE CRIME STATISTICS

Keene State College strives to foster a safe and healthy learning environment that embodies the diversity and inclusion of all members of the KSC community.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics such as color of skin, eyes, and/or hair, facial features genetically transmitted which distinguish them as a distinct division of humankind.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived orientation.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture, and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim’s race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime/bias incident.

Hate crimes include any of the following offense that are motivated by bias, and have already been defined previously:

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of property are included in the statistics only if they are Hate Crimes.

- **Larceny-Theft** - is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault** – Is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious sever or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration, or loss of consciousness.
- **Intimidation** – is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism** – is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The following information contains hate-motivated crime statistics calendar years 2018, 2019, and 2020:

**Hate Crime Reporting – Keene Campus**

2020: There were Zero (0) hate crimes reported
2019: There were Zero (0) hate crimes reported
2018: There were Zero (0) hate crimes reported.

**Hate Crime Reporting – Manchester Campus:**

2020: There were Zero (0) hate crimes reported
2019: There were Zero (0) hate crimes reported.
2018: There were Zero (0) hate crimes reported.

**DISCLOSURE OF RELATIONSHIP VIOLENCE STATISTICS**

**Statistical Disclosure:**
The following table contains crime statistics and type for calendar years 2018, 2019, and 2020:

<table>
<thead>
<tr>
<th>Category</th>
<th>Venue</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KEENE/MAIN CAMPUS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>On-campus</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><em>On-campus and within student housing facilities</em></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
<td>0</td>
<td>1*</td>
<td>0</td>
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<tr>
<td></td>
<td>Public property</td>
<td>0</td>
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<tr>
<td>Dating Violence</td>
<td>On-campus</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><em>On-campus and within student housing facilities</em></td>
<td>3</td>
<td>2</td>
<td>2</td>
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<tr>
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<tr>
<td>Stalking</td>
<td>On-campus</td>
<td>1</td>
<td>7</td>
<td>5</td>
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<tr>
<td></td>
<td><em>On-campus and within student housing facilities</em></td>
<td>1</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
<td>0</td>
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<tr>
<td></td>
<td>Public property</td>
<td>0</td>
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</tr>
</tbody>
</table>

*This incident happened at a hotel in Toronto at the time Keene State College students were staying there while attending a conference. See noncampus definition on page 42.

<table>
<thead>
<tr>
<th>Category</th>
<th>Venue</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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<tbody>
<tr>
<td><strong>MANCHESTER CAMPUS</strong></td>
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<tr>
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<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td><em>On-campus and within student housing facilities</em></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>On-campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><em>On-campus and within student housing facilities</em></td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td>Noncampus building or property</td>
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<td>0</td>
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<tr>
<td></td>
<td>Public property</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
Unfounded Crimes

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”.

2020: There was one (1) unfounded crime on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

2019: There was one (1) unfounded crime on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

2018: There were zero (0) unfounded crimes on the Keene and Manchester campuses.

DISCLOSURE OF REFERRAL AND ARREST STATISTICS

Disciplinary Referrals to Student Conduct
A disciplinary referral is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. Where a student has been referred for disciplinary action for violations of drug and liquor offenses during a single incident, the drug offense, which is deemed more severe, is the only offense that is counted. The following table contains student conduct referral statistics for calendar years 2018, 2019, and 2020:

*Personal Possession of Marijuana (RSA 318-B:2-c)*
On September 16, 2017, the State of New Hampshire passed a law that resulted in the decriminalization of marijuana. From this date forward possessing less than ¾ of an ounce of marijuana is now considered a civil violation instead of a criminal violation and therefore these types of violations no longer meet the criteria for being reported as a Clery Act Crime. As a result, drug law arrest and referral statistics have dropped considerably.

The City of Keene, New Hampshire has a drug paraphernalia city ordinance. Students who were found to be in possession of drug paraphernalia were still referred to student conduct for disciplinary action. The numbers indicated below reflect these referrals.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>VENUE</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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</thead>
<tbody>
<tr>
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<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
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<td></td>
<td>Noncampus building or property</td>
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<td>Public property</td>
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<tr>
<td>DISCIPLINARY REFERRALS:</td>
<td>On-campus</td>
<td>161*</td>
<td>182</td>
<td>83</td>
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<td></td>
<td>On-campus and within student housing facilities</td>
<td>160*</td>
<td>171</td>
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<td></td>
<td>Noncampus building or property</td>
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<td>0</td>
<td>0</td>
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</tbody>
</table>
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 2018, 2019, and 2020:

### KEENE/Main Campus

<table>
<thead>
<tr>
<th>Category</th>
<th>Venue</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrest for:</strong> Weapons possession</td>
<td>On-campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
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<td></td>
<td>Public property</td>
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<td>0</td>
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</tr>
<tr>
<td><strong>Arrest for:</strong> Drug-related violations</td>
<td>On-campus</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
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<td><strong>Arrest for:</strong> Liquor law violations</td>
<td>On-campus</td>
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<td></td>
<td>Public property</td>
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### Manchester Campus

<table>
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<th>2019</th>
<th>2020</th>
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<tbody>
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<td>0</td>
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<td><strong>Arrest for:</strong> Drug-related violations</td>
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<td>Noncampus building or property</td>
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</tr>
<tr>
<td><strong>Arrest for:</strong> Liquor law violations</td>
<td>On-campus</td>
<td>0</td>
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</tr>
<tr>
<td></td>
<td>On-campus and within student housing facilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Noncampus building or property</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td></td>
<td>Public property</td>
<td>0</td>
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</tr>
</tbody>
</table>
FIRE SAFETY REPORT

The Keene State College Departments of Campus Safety, Physical Plant, and Community Living 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 civil procedures.

When it comes to determining if a fire was the result of arson, Campus Safety will work with the Fire Prevention Officer within the Keene Fire Department.

Keene State College Tobacco/Smoking Policy

KSC is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus.

In order to protect the health, safety and comfort of Keene State College students, faculty and other academic appointees, staff, alumni and visitors, and consistent with state law (RSA 155:64-77), it is the policy of Keene State College to restrict smoking, vaping and all other tobacco use, inside all buildings owned and occupied or leased and occupied by KSC including the College Camp on Wilson Pond, at special events and conferences, in KSC vehicles and in other outdoor campus spaces as described in Section V:2. Smoking, vaping and the use of all tobacco products as defined in Section V:1 is prohibited within twenty five (25) feet of building entrances, outside stairways to buildings, outdoor passageways to entrances and stairways and near air intake units. Where the needs of smokers and non-smokers conflict, smoke-free air shall have priority. In addition, Keene State College supports education programs to provide tobacco cessation and prevention initiatives to our students, faculty and other
academic appointees and staff. This policy supersedes all other tobacco policies at Keene State College.

Definitions
Tobacco/smoking products are defined as follows:

**Electronic Smoking Device** - means any product containing or delivering nicotine or any other substance intended for human consumption through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**Hookah** - means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

**Smoking** - means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device (vaping) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

**Tobacco Product** - means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

The **Keene State College Tobacco/Smoking Policy** can be viewed in its entirety by clicking on the above link.

Prohibited Items, Open Flames, and Smoking in Student Housing Facilities
The Office of Community Living publishes policies and enforces the policies 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 Pondside II Apartments, One Butler Court, Pondside III, and the Owls 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 are 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, Community Living, 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 **Info to Know** program at new student orientation, and during periodic fire safety programming with Campus Safety and Community Living.

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 assists in these trainings as requested. **Emergency Guides** are posted in classrooms and other College facilities. In addition, student staff who serve in fire watch roles during theater performances that require this accommodation are provided training in the use of fire extinguishers.

Community Living staff members, including student Community 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 Community Living 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. For 2020, forty (40) fire/egress drills were conducted in residence halls.

Community Living staff perform Residence Hall health and safety checks four times a year. Checks will be announced in advance, every time they are being conducted. The checks are primarily designed to find and eliminate health and safety violations to ensure our student’s safety. Students are required to read and abide by their housing contract, which includes all of the rules and regulations for residential buildings. The checks include but are not limited to: a visual examination of electrical cords, sprinkler heads, smoke alarms, fire extinguishers, and other life safety systems.

In addition, each room will be checked to ensure there are no prohibited items that pose a health/safety threat or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This check will also include a general assessment of the cleanliness of the room to include the common areas and bathrooms.

**Procedures for Fire/Alarm/Emergency Evacuation**

**Fire Alarm:**
The fire alarm alerts the building occupants of potential hazards. These occupants are required to heed their warning and evacuate the building immediately upon hearing the sound of the alarm.

- At sound of the alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the pre-determined assembly points, away from the building.
- Building occupants are responsible for ensuring that their visitors, customers, and/or contractors in their department follow the evacuation procedure described here in and leave the building along with all other occupants.
- Faculty and instructors are responsible for directing their students to leave the building by the nearest exit upon hearing the building alarm or being notified of an emergency.

**In Case of Fire:**
Whenever you hear the building alarm or are informed of a building emergency:
- Do not panic.
- Do not ignore the alarm.
- Evacuate the building in an orderly fashion using the closest available exit. Do not use elevators. If you are caught in an elevator during the alarm, push the emergency phone button. The emergency phones in the elevators all over campus call into the Campus Safety dispatch center.
- Activate the nearest alarm box, dial 9-1-1, 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 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 check-in with the Resident Assistant or Community 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 a campus official. The re-entry process 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, all fires must 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 9-1-1 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 publicly 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 located in Keddy House, 331 Main Street Keene, NH. The log will be
The following chart contains fire activity in student housing facilities that occurred in calendar years 2018, 2019, and 2020.

### Fire Log

<table>
<thead>
<tr>
<th>Residential Facility w/ Address</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Fires</td>
<td>Injuries</td>
<td>Deaths</td>
</tr>
<tr>
<td>83/85 Blake – 83/85 Blake Street*</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>361 Main – 361 Main Street</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bushnell Apartments – 78 Bruder Street **</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Carle Hall – 80 Butler Court***</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fiske Hall – 28 Winchester Street</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holloway Hall – 24 Butler Court</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Huntress Hall – 45 Appian Way</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Living and Learning Commons – 46 Wyman Way</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monadnock Hall – 41 Winchester Street ****</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>One Butler Court – 1 Butler Court</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Owls Nest 1 – 83 Butler Court</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Owls Nest 2 – 79 Butler Court</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Owls Nest 3 – 73 Butler Court****</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Owls Nest 4 – 59 Butler Court</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Owls Nest 5 – 57 Butler Court</td>
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<td>Owls Nest 6 – 62 Butler Court</td>
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<tr>
<td>Owls Nest 7 – 64 Butler Court****</td>
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<tr>
<td>Owls Nest 8 – 41 Butler Court</td>
<td>1</td>
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<tr>
<td>Owls Nest 9 – 43 Butler Court****</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pondside 1 – 97 Appleton Street</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pondside 2 A – 82 Appleton Street</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
*Building was closed for good starting in Fall of 2018
** Building was closed for good starting in Fall of 2018
*** Building was closed for the Fall 2017 and Spring 2018 Academic Year
**** Building was closed for good starting in the Fall of 2018
*****Buildings were closed for the Fall 2019 and Spring 2020 Academic Year

<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>04/04/2018</td>
<td>2206</td>
<td>Pondside 1</td>
<td>Plugged in soldering iron, was covered by a pair of jeans, caught on fire; extinguished by the sprinkler system</td>
<td>None</td>
<td>$10,000-$24,999</td>
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<tr>
<td>04/28/2018</td>
<td>1848</td>
<td>LLC</td>
<td>Elevator motor caught fire, extinguished by itself</td>
<td>None</td>
<td>$0-$99</td>
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<tr>
<td>11/06/2018</td>
<td>1759</td>
<td>One Butler Court</td>
<td>A fire within a microwave – burnt food; extinguished by the fire department</td>
<td>None</td>
<td>$100-$999</td>
</tr>
<tr>
<td>12/17/2018</td>
<td>1654</td>
<td>Owls Nest 8</td>
<td>Cardboard box caught fire on a hot stovetop; extinguished by occupant</td>
<td>None</td>
<td>$0-$99</td>
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</tbody>
</table>

<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>03/31/2019</td>
<td>17:02</td>
<td>Pondside 3</td>
<td>A fire within a microwave – burnt food; extinguished by the fire department</td>
<td>None</td>
<td>$0-$99</td>
</tr>
</tbody>
</table>

<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></td>
<td></td>
<td></td>
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</tbody>
</table>

**Student Housing Facility Fire Safety Systems**

<table>
<thead>
<tr>
<th>Building</th>
<th>Smoke Detectors</th>
<th>Fire Alarm Notification Directly to:</th>
<th>Sprinkler System</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 Appleton St.*</td>
<td>110 V Non-system System</td>
<td>Keene Fire Department (KFD)</td>
<td>yes</td>
<td>wet</td>
</tr>
<tr>
<td>361 Main St.*</td>
<td>110 V Non-system System</td>
<td>KFD and Campus Safety (DCS)</td>
<td>yes</td>
<td>wet &amp; dry</td>
</tr>
<tr>
<td>83/85 Blake St.*</td>
<td>110 V Non-system System</td>
<td>Keene Fire Department</td>
<td>yes</td>
<td>wet</td>
</tr>
<tr>
<td>Bushnell Apts.**</td>
<td>110 V Non-system System</td>
<td>Keene Fire Department</td>
<td>yes</td>
<td>wet</td>
</tr>
<tr>
<td>Carle Hall**</td>
<td>10 Year Battery System</td>
<td>KFD and DCS</td>
<td>yes</td>
<td>wet</td>
</tr>
<tr>
<td>Fiske Hall**</td>
<td>DC System System</td>
<td>KFD and DCS</td>
<td>yes</td>
<td>wet</td>
</tr>
<tr>
<td>Holloway Hall**</td>
<td>10 Year Battery System</td>
<td>KFD and DCS</td>
<td>yes</td>
<td>wet &amp; dry</td>
</tr>
<tr>
<td>Huntress Hall**</td>
<td>DC System System</td>
<td>KFD and DCS</td>
<td>yes</td>
<td>wet &amp; dry</td>
</tr>
<tr>
<td>Building</td>
<td>System Type</td>
<td>System</td>
<td>Agency</td>
<td>Status</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
<td>-----------------</td>
<td>---------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Monadnock Hall**</td>
<td>110 V Non-system</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>One Butler Ct.**</td>
<td>DC System</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>Owl’s Nest 1 – 7</td>
<td>10 Year Battery</td>
<td>System</td>
<td>Keene Fire Department</td>
<td>yes</td>
</tr>
<tr>
<td>Owl’s Nest 8 &amp; 9</td>
<td>DC System</td>
<td>System</td>
<td>Keene Fire Department</td>
<td>yes</td>
</tr>
<tr>
<td>Owl’s Nest **</td>
<td>10 Year Battery</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>Pondside I**</td>
<td>110 V Non-system</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>Pondside II Apts. **</td>
<td>DC System</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>Pondside III</td>
<td>DC System</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
<tr>
<td>Living Learning Com.**</td>
<td>DC System</td>
<td>System</td>
<td>KFD and DCS</td>
<td>yes</td>
</tr>
</tbody>
</table>

*These houses have carbon monoxide detection that provides local signaling only with instructional signage telling residents to call 9-1-1 if the alarm is active.

**These buildings have carbon monoxide detection that transmits to Campus Safety.

**Plans for Improvements**

As our 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 are 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.

**Safety Tips:**

- Always keep your doors and window locked. Never leave personal property unattended.
- If possible, let a friend or roommate know where and with whom you’ll be and when you’ll return.
- Trust your instincts. If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
- Use well-lit and busy sidewalks.
- Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas. Call Campus Safety for an escort.
- Learn the locations of all Blue Light phones on campus.
- Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
- Try to park in an area that will be well-lit and heavily traveled when you return.
- Lock your car doors and roll up the windows completely, even if you’re only running a quick errand. Do not leave valuables in plain view.
- If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by over-consumption of alcohol.
- Stay alert at all times and call Campus Safety immediately to report suspicious activity. If you SEE SOMETHING; SAY SOMETHING!!
- Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
- Listening to loud music, wearing headphones or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
- Utilize crosswalks at all times and obey the signals at intersections when walking.
- When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

**Notes:**

- These houses have carbon monoxide detection that provides local signaling only with instructional signage telling residents to call 9-1-1 if the alarm is active.
- These buildings have carbon monoxide detection that transmits to Campus Safety.