

Keene State College

ANNUAL SECURITY AND FIRE SAFETY REPORT 2023 Edition Containing Information for the 2022-2023 Academic Year



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 Clery Compliance Committee
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,

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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, including but is not limited to the Dean of Students Office, Community Living, the Title IX Coordinator, and Keene Police and Fire Departments.

ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

Keene State College is part of the University System of New Hampshire, and as such, the grounds are open to the public. As authorized guests, community members

may use campus facilities for 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.

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. Persons who are found within a restricted area or are not authorized to be in a location on campus may be trespassed and/or be subjected to criminal prosecution at the discretion of law enforcement.

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. Some doors may be propped or forced open which would bypass the ability to secure them via this system.

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 to 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. Failure to do so may be addressed through the Office of Community Standards as failure to comply with a college official.

Access to Administrative and Academic Buildings



¹ <https://www.clerycenter.org/the-clery-act>

² <http://www2.ed.gov/admins/lead/safety/campus.html>

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, 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. The authorization shall be in writing and on file at Campus Safety prior to the access being granted. Student access to academic or administrative spaces will expire at the end of each semester, and must be renewed through the process mentioned above.

Campus Safety officers patrol the academic and administrative buildings on a regular basis. However, there are no Campus Safety officers posted or assigned to the buildings, unless necessary based on circumstances presented at any given time.

Access to Residential Facilities

All residence halls have electronic access control and are accessible to authorized individuals with an *Owl Card*. Authorized individuals include residents living in the building, their approved guests, and other approved campus community members. Residents gain entry to their assigned residence hall by presenting their Owl Card to the card reader located at the main entrance(s) to the building. 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. All members of the campus community entering residence halls and other secured buildings are urged not to prop doors or hold doors open to strangers, or people they know who do not have access to that specific building or area. Campus Safety maintains access logs through the access control system.

Guests must register with the Office of Community Living [online](#)³ 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](#)⁴ located in the [KSC Student Handbook](#)⁵. If an unaccompanied guest is found, they may be asked to leave the campus depending on the circumstances, or efforts to find their host will be made.

³ <https://keenestate.wufoo.com/forms/q82ue8i1v35b7a/>

⁴ <http://www.keene.edu/administration/policy/detail/handbook/reslife/>

⁵ <http://www.keene.edu/administration/policy/detail/handbook/>

Unregistered guests will be addressed via the Office of Community Living and/or the Office of Community Standards.

Most residence hall rooms have combination locks that are changed annually, when a room occupant moves out, or when otherwise deemed necessary.



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*, or *Owl Card* Number, and an access code. Students may change their door code [online](#)⁶ 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. 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 and to interact with the students.

Exterior doors of residence halls may be left unlocked during summer camp and conference use; 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

⁶ <https://login.keene.edu/cas/login?service=https%3A%2F%2Fowlcardaccess.keene.edu%2Flogin%2Fcas.php>

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. In the event this occurs after hours, residents should contact their Community Assistant or Campus Safety.
- *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 that one must walk through.

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 Facilities Services. Members of the campus community can enter a [Maintenance Request Order](#)⁷ (MRO) online or call Campus Safety for assistance with entering one. MROs

⁷ <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=576>

are used to report unsafe or hazardous conditions and any maintenance-related issues on campus. These reports will be passed on to Facilities Services in a prompt and timely manner.

Emergency "blue light" telephones are tested every two months by Campus Safety, and deficiencies are promptly reported to the Enterprise Services and 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.

Facilities Services, Community Living, Enterprise Technology and Security group, contracted custodial services, and other College personnel are on-call around the clock to rectify problems that present an immediate compromise to safety. Students in need of emergency repairs should contact their Community Living staff member or Campus Safety as soon as the problem is observed.

Facilities Services has preventative maintenance programs in each of the trades to ensure systems are working as designed. Annual testing of sprinklers and fire alarm systems is required by code and are typically conducted during the summer. Monthly checks of life safety systems are also conducted. This includes, but is not limited to, emergency exit sign testing, generator tests/inspections, egress lighting functionality, etc. Site lighting issues that are brought to our attention are prioritized to the extent parts and services are available. If the College receives a deficiency report as a result of any of these inspections, an action plan will be created to correct the issues and restore the systems to a satisfactory condition.

Maintenance Issues at Manchester Campus

According to the Lease Agreement which went into effect on November 1, 2022, 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 603-851-5378
2. Email the property manager at rcate@LPC.com

DEPARTMENT OF CAMPUS SAFETY

The [Department of Campus Safety](#)⁸ is committed to supporting the educational mission of Keene State College by creating and maintaining a safe and secure

⁸ <http://www.keene.edu/campus/safety/>

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 access control system are also monitored by the DCS communications center.

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.

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](#)⁹, the [Parking and Motor Vehicle Policies](#)¹⁰, and the [Faculty](#)¹¹ or [Staff](#)¹² 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. 12.

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.

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 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

⁹ <http://www.keene.edu/administration/policy/detail/handbook/>

¹⁰ <http://www.keene.edu/administration/policy/detail/parking/>

¹¹ <http://www.keene.edu/administration/policy/detail/faculty-handbook/>

¹² <http://www.keene.edu/office/hr/benefits/>

of a crime elects to, or is unable (physically or mentally) to make such a report.

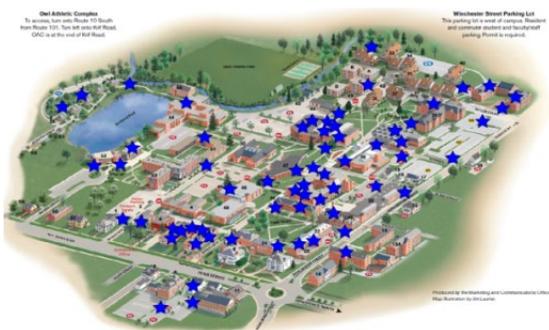
- Call **603-358-2228** (8-2228 from on campus) to reach **Campus Safety Dispatch**.
- Appear in person at the Campus Safety Office located in *Keddy House*, on the corner of Main St. and Wyman Way.
- Submit a *Silent Witness* report. This system is not for reporting emergencies, crimes in progress, or filing a crime report as it is not monitored 24 hours a day.

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.
- 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.

Blue Light Emergency Phones

Over 100 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 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 the 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/shorts/skirt, etc. (color and style)
 - Shoes (color and style)
 - Weapon

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 11) 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 of whether the reporting party chooses to pursue criminal charges.
- Reports of bias-related incidents made to a College official will be referred to the Title IX Office for further follow-up.

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, 8:00 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, which 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 in 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.

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

The *Silent Witness*¹³ 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.

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

¹³https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=8

safety of the campus community or is 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 7.

Campus Security Authorities

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.¹⁴

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.¹⁵

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 ongoing 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 proceeding¹⁶ with a

¹⁴ U.S. Department of Education, 2016.

¹⁵ U.S. Department of Education, 2016.

¹⁶ 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

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 the issuance of 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, CSAs must always identify themselves.

The [Sexual Misconduct and Relationship Violence form](#)¹⁷ 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](#)¹⁸.



concerning accommodations or protective measures to be provided to a victim.

¹⁷ https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4

¹⁸ https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=2

CARES (Concern Awareness REsponse Support) Referral

The online [CARES referral form](#)¹⁹ 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 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, collect additional information, identifies, and enact 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 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.

The Director of Campus Safety and Compliance or a designee regularly monitors the [Keene Police activity logs](#)²⁰ 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.

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* crimes²¹) 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 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

¹⁹ <https://www.keene.edu/administration/student-affairs/dean-of-students-office/ksc-cares/>

²⁰ <http://www.ci.keene.nh.us/departments/police/news-public-info>

²¹ See *Disclosure of Campus Crime Statistics* section beginning on page 31 for a list of *Clery* crimes.

Campus Safety was not notified of the crime in a manner 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 subject(s) in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual.²²

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 ongoing 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 including 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

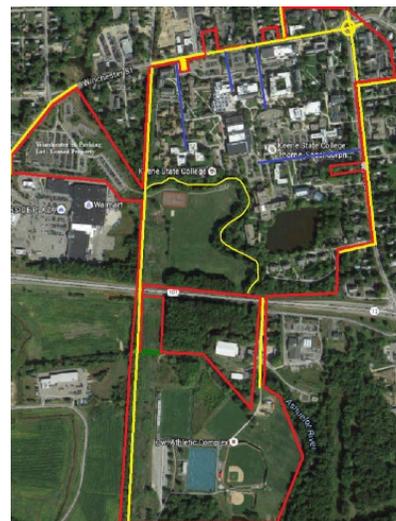
The following locations are considered **on-campus residential facilities** for the purposes of the *Clery Act* and counting crime statistics: Carle Hall; Holloway Hall; Huntress Hall; Fiske Hall; Pondsides I, II (buildings A-E), & III; One Butler Court; Owls Nest 1-9; the Living and Learning Commons;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

Separate campus:

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

Public property includes:

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



- Red = On-Campus Boundaries
- Yellow = Public Property
- Blue = Campus roadways (point of reference)

Noncampus buildings for the purposes of the *Clery Act* and counting crime statistics include:

- College Camp at 19 Page Court, Swanzey, NH;

²² 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.; 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, crime statistics are not requested of the local law enforcement agency.

- Keene Ice at 380 Marlboro Street, Keene NH. during contracted times.
- Keene Country Club at 755 West Hill Road, Keene NH during contracted times.

KSC On-Campus Map and Property List



CAMPUS MAP

NUMERICAL KEY

1. Keddy House
2. Visitor Parking
3. Joslin House
4. Eliot Center
5. Rhodes Hall
6. President’s House
7. Hale Building
8. Proctor House
9. Carroll House Art Gallery
10. Alumni Center
11. Blake House
12. Randall Hall
13. Monadnock Hall
14. 115 Winchester Street
15. Mathematics
16. 81 Blake Street
17. TDS Center
18. Heat Plant
19. Fiske Hall
20. Fiske Annex
21. Parker Hall
22. Morrison Hall

23. Huntress Hall
24. Putnam Science Center
25. L. P. Young Student Center
26. Zorn Dining Commons
27. Holloway Hall
28. One Butler Court
29. Owl’s Nest No. 1
30. Owl’s Nest No. 2
31. Owl’s Nest No. 3
32. Owl’s Nest No. 4
33. Owl’s Nest No. 5
34. Owl’s Nest No. 6
35. Owl’s Nest No. 7
36. Owl’s Nest No. 8
37. Owl’s Nest No. 9
38. 48 Butler Court
39. KSC Laundry
40. Carle Hall
41. Whitcomb Building
42. Recycling
43. Recreation Center and Spaulding Gym
44. Media Arts Center

45. Cohen Center for Holocaust & Genocide Studies
46. Mason Library
47. Sculpture Studio
48. Thorne-Sagendorph Art Gallery
49. Bushnell Apartments
50. The Commons
51. Pondsides III
52. Redfern Arts Center
53. Pondsides I
54. Pondsides II
55. 27 Appleton Street
56. 21 Appleton Street
57. 341 Main Street

ALPHABETICAL LISTING

- | | |
|-----------------------|----|
| 115 Winchester Street | 14 |
| 21 Appleton Street | 56 |
| 27 Appleton Street | 55 |
| 341 Main Street | 57 |
| 48 Butler Court | 38 |
| 81 Blake Street | 16 |

- | | |
|---|----|
| Alumni Center | 10 |
| Blake House | 11 |
| Bushnell Apartments | 49 |
| Carle Hall | 40 |
| Carroll House Art Gallery | 9 |
| Cohen Center for Holocaust & Genocide Studies | 45 |
| The Commons | 50 |
| Eliot Center | 4 |
| Fiske Annex | 20 |
| Fiske Hall | 19 |
| Hale Building | 7 |
| Heat Plant | 18 |
| Holloway Hall | 27 |
| Huntress Hall | 23 |
| Joslin House | 3 |
| Keddy House | 1 |
| KSC Laundry | 39 |
| L.P. Young Student Center | 25 |
| Mason Library | 46 |
| Mathematics | 15 |
| Media Arts Center | 44 |
| Monadnock Hall | 13 |

- | | |
|-------------------------------|-------|
| Morrison Hall | 22 |
| One Butler Court | 28 |
| Owl’s Nests | 29-37 |
| Parker Hall | 21 |
| Pondsides I | 53 |
| Pondsides II | 54 |
| Pondsides III | 51 |
| President’s House | 6 |
| Proctor House | 8 |
| Putnam Science Center | 24 |
| Randall Hall | 12 |
| Recreation Center | 43 |
| Recycling | 42 |
| Redfern Arts Center | 52 |
| Rhodes Hall | 5 |
| Sculpture Studio | 47 |
| Spaulding Gymnasium | 43 |
| TDS Center | 17 |
| Thorne-Sagendorph Art Gallery | 48 |
| Visitor Parking | 2 |
| Whitcomb Building | 41 |
| Zorn Dining Commons | 26 |



Produced by the Marketing & Communications Office.
Map Illustration by Jim Laurier.
Updated July 2022.

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](http://www.keene.edu/)

[College homepage](http://www.keene.edu/)²³; tones and messages on the emergency broadcast siren and loudspeaker (EBS); activation of the [Emergency Notification System](http://www.keene.edu/campus/safety/emergency-notification/)²⁴ (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

²³ <http://www.keene.edu/>

²⁴ <http://www.keene.edu/campus/safety/emergency-notification/>

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 and 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, Marketing & Communications, Environmental Health and Safety Manager, Director of Campus Safety and Compliance or a designee, and the Director of Strategic Communications. The Department of Campus Safety and the 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.
 - Proceed calmly to your vehicle or other modes of transportation.
 - Exit campus via available roadways and walkways.
 - Use caution when driving and be on alert for pedestrians and others leaving campus.
 - 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
 - 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 depending on the disability.
 - Individuals with disabilities who are unable to evacuate should immediately contact Campus Safety (603-358-2228)
 - Notify Campus Safety of the exact location and need for assistance.
- In residence halls
 - 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)
 - Notify Campus Safety of the location and need for assistance.
- Service animals
 - Service animals should be evacuated with the individual.
- In all evacuations
 - Aid occupants that require assistance.
 - Direct others to the closest emergency exit. All emergency exits are marked with red exit signs.

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 and put cell phones on vibrate or silent.
- Move away from windows and doors.
- Keep occupants calm, quiet, and out of sight.
- 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 systems. 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 two (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

²⁵<https://kscolgin.keene.edu/SecureAuth20/?SAMLRequest=fZLNbslwEIRffKd2HERFRaJROFQJNpGhPbQS2WcLVg4dup1SPv2TaA%2F9FAK3zw7M%2FtpJygrU4tpE3Z2BW8NYIjeK2NRHD9S0ngmESNwsoKUAQliundUvcYidq74JQzJJoigg%2Fa2Zmz2FTgC%2FAHreBxtUzJLoQaBaVt28ZbCF4eIFauosVObzobQNjFi72tpzmD8WaRPOuh7ayd%2FyD36MybqhtvAewEEPZO>

- 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 an 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.

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>.

The College recognizes the impact that the campus has on our neighbors, as such, we would like to have them informed of events that may occur on campus. The College offers the external community the ability to sign

AJU46Fvzxkl0WKekpcRJOyV12yYIEPFFdM8s01JCD5uEzKq06G2MDCYpA2plQzzgZs1L01SwQfCj5%2BJH%2BtduNtqW228sgNicRitv1Oh%2BcVngCj8f6nYBkx6nOAb7M8CXbeU3VZL9xxB%2FGA6wntCzIFNkLe4728U8d0arj2hqjGtnHmSAICSEZqeRvweQfQI%3D&RelayState=https%3A%2F%2Fwww.getrave.com%2Faveshib%2Flogin

up for our emergency notifications via this form [External Community Emergency Notification Registration](#).

*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 *Whelen* 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

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

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
- An after-action review 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 an emergency. An actual emergency activating the College's emergency response procedures will nullify the need for a drill. When a drill is authorized:

- The College will make every effort to notify Keene State College faculty, staff, and students via web and e-mail postings; however, tests may be unannounced at times. Notifications will be made to the Keene Fire Chief, and the Keene Police Chief, and a press

using the Incident Command System prescribed by the [Federal Emergency Management Agency \(FEMA\)](#).

release will be provided to the Keene Sentinel when the Emergency Broadcast system will be activated.

- Before 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.
- 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 in place 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.

EMERGENCY MANAGEMENT TABLETOP EXERCISES

On December 13, 2022, leaders of several departments at Keene State College, the Associate Vice President for Student Engagement, the Dean of Students, the Assistant Dean of Students, the Director of Strategic Communication, the Assistant Director of Athletics, the Director of Campus Safety and additional representatives from athletics, coaches and athletic training participated in a tabletop exercise.

The exercise was held on the Keene State campus in Keene, NH. There were several objectives to the exercise which included:

- Review the decision-making process for athlete travel and weather assessment decisions regarding student-athlete transportation to offsite athletic contests.
- Review the travel report process for traveling teams.
- Identify and review the appropriate procedures for notification and response by Campus Safety administrators.
- Identify and review the appropriate procedures for notification and response by the Athletics Administration (Director/Assistant Director of Athletics)
- Review internal and external communication procedures for an event involving student-athletes.

- Discuss the setup of the Emergency Operations Center (EOC) and review those community partners that need to respond to the EOC in the event of this type of emergency.
- Assess information-sharing capabilities with the public, family members, and community partners in accordance with applicable plans and procedures.
- Identify areas where planning around emergency events can be improved.
- Improve collaboration between campus departments.

The scenario involved a bus crash on a major Interstate highway during a winter weather event.

- Several team members were injured in the crash and transported to hospitals across the region.
- Local media reports the incident on the Boston news before the college is notified of the event.
- Campus Safety receives a call from Law Enforcement asking for assistance in identifying players on the trip.
- Players and coaches do not have cellular devices due to the crash and communication is hampered.
- The college received a request for an official statement in the early phase of the incident from a local media outlet.
- Student-athletes are transported to 5 regional hospitals. 2 were transported to other facilities due to the extent of their injuries.
- Transportation of all student-athletes including those that were not injured.
- A Student-Athlete has succumbed to their injuries.
- Student Death protocol is activated.
- What the aftermath of this incident is and how do we as a campus support the campus community?

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 programs²⁷ to educate community members, to promote safety, and prevent victimization:

- Emergency Response/Active Shooter Training - Keene State College has adopted RUN, HIDE, and 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.
- Cameras (CCTV Coverage)– The Department of Campus Safety has worked extensively with Facilities Services and Enterprise Technology and Security (ET&S) over the past two years to increase the footprint of CCTV coverage across campus. These upgrades include both internal and external cameras. The external camera locations were chosen based on the amount of foot traffic in those areas from the campus community. These cameras are not solely monitored 24/7, however the officer in the Communications Center has access to the cameras 24/7. The camera software runs in the background, so that the officer has access to it whenever needed. Ongoing improvements to the cameras across campus will continue to remain a priority.
- Behavior Intervention and Safety Planning for Faculty and Staff - This program focuses on identifying concerning behaviors; how and to whom issues should be referred; what will/may happen when a referral is made; management strategies; and what to do in an emergency.
- Campus Alerts / Emergency Notification - Issued to advise the campus community of areas of concern, such as weather or storm advisories, traffic advisories, potential or real power outages, hostile intruders, etc.
- Campus 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.

- 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.
- Safety Escorts – Campus Safety provides safety escorts for the purpose of ensuring safe travel across the campus.
- 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.
- Bicycle Registration – The Department of Campus Safety, in partnership with the City of Keene Police Department, offers free bicycle registrations to the campus community. Students, Staff, and Faculty can visit the department’s website to complete the registration. Once this is done, a member of the bike registration team will facilitate getting the sticker to you. Not only does this help return a lost or stolen

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.

bike to the owner, but it also helps the department and campus gauge transportation needs on campus. Requests for programs can be made electronically on the [Campus Safety webpage](#).

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](#)²⁸ located in the [KSC Student Code of Conduct](#)²⁹. 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](#)³⁰ and the [Drug-Free](#)³¹.

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.

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 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

²⁸ <http://www.keene.edu/administration/policy/detail/handbook/alcohol/>

²⁹ <https://www.keene.edu/administration/policy/detail/handbook/code/>

³⁰ <https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations>

³¹ <https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf>

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. The physical health effects of 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, Dexedrine, 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, often prescribed to treat anxiety, insomnia, and pre-operative sedation (i.e. Amytal, Butisol), and benzodiazepines, often prescribed to treat anxiety, panic attacks, and insomnia (i.e. Ativan, Xanax, Lunesta). 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 any drug synthesized from an opiate that produces effects such as pain relief, slowed movement, euphoria, and sedation. Opioids include synthetic drugs such as heroin, hydrocodone, and methadone. Opioids also include naturally derived opiates such as opium, codeine, and morphine. 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](#)³²

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.

³² <https://www.dea.gov/factsheets>

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](#)³³ prohibit 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](#)³⁴ located in the [KSC Student Code of Conduct](#).³⁵

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 60 days per 265-A:45.
- 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 .16 or more 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 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 hallucinogens 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 a controlled drug other than a narcotic (misdemeanor).
- It is unlawful for any person to manufacture, sell, or 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).

See [N.H. RSA 318-B:26](#)³⁶ for the various penalties.

Federal Drug Laws:

Denial of Federal Benefits 21 U.S.C. 862

A Federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug

³³ https://www.municode.com/library/nh/keene/codes/code_of_ordinances

³⁴ <https://www.keene.edu/administration/policy/detail/handbook/alcohol/>

³⁵ <https://www.keene.edu/administration/policy/detail/handbook/code/>

³⁶ <https://www.gencourt.state.nh.us/rsa/html/XXX/318-B/318-B-26.htm>

Trafficking convictions may result in denial of Federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

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

Any person convicted of a Federal Drug Offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation including houses, cars, and other personal belongings. A warrant of seizure is issued, and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties 21 U.S.C. 841

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance that has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$ 8 million. Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least a year.

Federal Drug Possession Penalties:

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days. but not more than 3 years in prison and a minimum fine of \$5,000.

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](#),³⁷ which includes standards of conduct, health risks, disciplinary sanctions, and available counseling and treatment. The [New Hampshire Revised Statutes Annotated](#)³⁸ 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:

- [Assessments, Therapy, Support, Education & Consultation](#) - The Wellness Center offers students individualized assessments, brief individual therapy, group support, consultations, and educational programs as needed.
- [Alcohol Screenings](#) - An alcohol screening and discussion designed to assist students in examining their own drinking behavior in a judgment-free environment. This assessment 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 this assessment through the Dean's Office; however, the assessment is available to all students.
- [Crisis Intervention and Referrals](#) – Crisis intervention and referrals to other treatment centers

³⁷ <https://www.keene.edu/administration/policy/detail/handbook/>

³⁸ <http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

are also provided as needed. Regional treatment and rehabilitation services include but are not limited to, Monadnock Family Services, the Keene Serenity Center, and MAPS Counseling Agency.

- [Employee Assistance Program \(EAP\)](#)³⁹ - 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.
- [Referred Learning Programs](#) – The Wellness Center, Community Living, and the Assistant Dean of Students collaborate to provide students who have violated the campus substance misuse policy with intervention services and support to encourage future healthy choices. The following three interventions are offered (based upon the severity of use, frequency of policy violations, as well as service availability):
 - Level One: Completion of online educational programs provided through the 3rd Millennium classroom.
 - The “Under the Influence” program is a 3-hour online alcohol education class. This program 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.
 - The “Marijuana 101” program is an online education course. This course 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.
 - Level Two: Bystander Intervention Class
 - This intervention class is co-facilitated by members of The Wellness Center (typically a licensed staff member and graduate-level intern). The class aims to provide students with multiple low-risk substance misuse rule infractions education and support around healthy choices. This 90-minute class also

has a large focus on bystander awareness and harm reduction strategies. It is most appropriate for students in the contemplation stage of change.

- Level Three: Clinical intervention (based on BASICS protocol)
 - This clinical intervention includes 1-2 counseling appointments with a licensed mental health provider or a specifically trained graduate-level intern. These sessions are based on the evidence-based protocol, BASICS. Students are screened for substance misuse as well as mental health challenges. Students are also provided with harm-reduction strategies. Motivation Interviewing techniques are used to build rapport, increase motivation to change, and encourage student efficacy. These sessions are geared toward students demonstrating high-risk behaviors or multiple substance misuse policy infractions.
- [Community Living Programs](#) – Community Living staff and students are offered a wide range of substance misuse prevention and intervention services through The Wellness Center. This includes experiential programs such as beer goggles, educational trainings during orientation, as well as monthly consultation meetings with a liaison from The Wellness Center.
- [Shot of Reality](#)⁴⁰ – 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](#) – The Wellness Center hosts The Student Support Network each semester. The goal of the Student Support Network is to raise the “emotional IQ” of the campus community in general and enhance students’ leadership skills around supporting peers and colleagues when they are in emotional distress. A portion of this training is geared specifically toward appropriate and effective interventions when concerned about someone’s substance use or misuse.
- [Faculty and Staff Support Network](#) - Based upon the Student Support Network, this training offers Keene State College faculty and staff the opportunity to engage in a similar series of trainings and educational opportunities. A portion of this training is geared specifically toward appropriate and

³⁹ <http://www.powerflexweb.com/1063/login.html>

⁴⁰ <http://www.shotofrealityshow.com/>

effective interventions when concerned about someone's substance use or misuse.

- [Under the Influence](#)⁴¹ - This program is an online intervention program that 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.
- [Campus Wide Publications and Social Media](#) - Various publications and social media campaigns are offered throughout the year aimed primarily at providing accurate and important information regarding substance misuse. This includes The Stall Street Journal, a wellness-focused newsletter published monthly and distributed in restrooms across campus. This newsletter includes targeted information regarding safe drinking, information on marijuana use, contact info for important campus resources, and much more.
- [UsafeUS Smartphone application](#) - Members of The Wellness Center promote and support students in downloading the UsafeUS smartphone application. This app allows students to reduce their risk during social events, regardless of their substance use. The application includes interactive prevention features like Time to Leave™, Expect Me™, Sound the Alarm, and Angel Drink. Additionally, students can instantly access emergency and support resources on or near your campus. Not only does it provide a harm reduction strategy for students, but it is also a reliable resource for information about sexual assault and dating violence.
- [Narcan Trainings](#) – Over the course of the 2022-2023 Academic Year, the KSC Community was able to participate in a training opportunity allowing them training and access to Narcan. Narcan (naloxone) is a lifesaving, safe, and accessible medication used to reverse the symptoms of an opiate overdose. Trainings were scheduled monthly through the Wellness Center and open to all that wished to participate.

Drug and Alcohol Abuse Prevention Program

The Coordinator of Alcohol and Other Drug Prevention and Education (CAODPE), in partnership with the Alcohol and Other drugs Committee, 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](#).⁴²

As an institute of higher learning, Keene State College is required by the Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) to develop, implement, and evaluate programs to prevent the misuse or abuse of alcohol and use or distribution of illicit drugs both by Keene State College community faculty, staff, and students. This law requires that KSC conduct a biennial review of its program with the following objectives: determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed, and to ensure that the sanctions developed are enforced consistently. In compliance with the DFSCA, the biennial review must also include a determination as to: the number of drug- and alcohol-related violations and fatalities occurring on the campus, or as part of their activities that are reported to campus officials; and the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Keene State College's Alcohol and other Drug Committee collaborated over the 2021-2022 academic year to conduct a biennial review, assuring the universities compliance with the Drug-Free Schools and Communities Act. The intention of this document is to comply with the legal requirements as set forth by the DFSCA and to discuss prevention and education-related programs, initiatives, and activities related to Keene State College's Alcohol and Other Drug Prevention Project during the 2020-2021 and 2021-2022 academic years. It may be noted that there is no previous biennial review on record at the college.

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

⁴¹ <http://web.3rdmilclassrooms.com/courses/college>

⁴² [Complying with the Drug-Free Schools and Campuses Regulations \[EDGAR Part 86\] A Guide for University and College Administrators](#)

The [KSC Weapons Policy](#)⁴³, 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, 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. The 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.⁴⁴

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. Keene State College does not discriminate on the basis of sex (actual or perceived), gender, gender identity, gender expression, sexual orientation, and sexual identity in its educational programs or activities. Relationship violence and sexual misconduct which include acts of sexual harassment, sexual exploitation, sexual violence, sexual assault, rape, domestic violence, dating violence, and stalking are antithetical to the standards, values, and mission of Keene State College and are prohibited. 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.

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.

KSC’s Title IX and other gender-based misconduct 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. 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 Title IX and gender-based misconduct policy* and *Discrimination and Discriminatory Harassment Policy*.

Sexual Harassment: A form of discrimination that includes verbal, written, or physical behavior, directed at someone because of that person’s sex (actual or perceived), gender, gender identity, gender expression, actual or perceived sexual orientation, sexual identity, or based on gender stereotypes, when that behavior is unwelcomed and meets any of the following criteria:

- Submission or consent to the behavior is reasonably believed to carry consequences, positive or negative, for the individual’s education, employment, living environment, or participation in a College activity or program. This can also be referred to as “quid pro quo.” Examples of this type of sexual harassment include: (1) submission to or rejection of such

⁴³ www.keene.edu/administration/policy/detail/handbook/campus-policies/#w

⁴⁴ <http://www.gencourt.state.nh.us/rsa/html/xii/159/159-mrg.htm>

behavior by an individual is used as a basis for employment or academic decisions affecting that individual; or (2) submission to such behavior is made either explicitly or implicitly a term or condition of an individual's employment or academic work; or

- The unwelcome behavior is so severe or pervasive that a reasonable person would find that it: alters the terms or conditions of 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. This can be referred to as a "hostile environment." Examples of this type of sexual harassment include but are not limited to:
 - Unwelcome sexual advances or requests for sexual favors;
 - Unwelcome commentary, including but not limited to drawings, written statements, social media posts, or verbal statements, about an
 - individual's body, genitals, or sexual activities;
 - Unwelcome teasing, joking, or flirting based on actual or perceived gender identity, gender expression, or sexual identity/orientation; and
 - Verbal abuse of a sexual nature or based upon gender, gender identity, gender expression, sexual identity, sexual orientation, or gender stereotypes.
- Behaviors or communications may be verbal or nonverbal, written, or electronic. Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex, gender identity, sexual identity, gender expression, actual or perceived sexual orientation, or gender stereotypes.
- Determination of whether reported conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the reported incidents occurred. Sexual harassment is often a pattern of offensive behaviors. A single incident may also constitute sexual harassment, depending on the severity of the conduct and on factors such as the degree to which the conduct affected the educational experience, the individual's work, or academic environment; the type of conduct; and the relationship between the Parties.
- The protections of the First Amendment are carefully considered in all reports involving speech

or expressive conduct. The fact that speech or expressive conduct is offensive is not, standing alone, a sufficient basis to establish a violation of this policy. Students and faculty in an educational environment have robust speech rights, including the right to freely examine, exchange, and debate diverse ideas.

- Speech or expressive conduct that constitutes sexual harassment is neither legally protected expression nor the proper exercise of academic freedom.
- 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 also be objectively offensive.
- Under Title IX, Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:
 - An employee of the College conditioning a provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
 - Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education, program, or activity as determined by a reasonable person's standard.
 - Other "sexual offenses" are defined in the following statutes and described in this Policy: "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These other sexual offenses under Title IX are defined in more detail below.

Sexual Assault: Sexual Assault is a broad term that includes the following Prohibited Conduct:

- **Non-Consensual Sexual Contact:** The intentional touching of intimate body parts of another person in a sexual manner without consent, causing another to touch intimate body parts without consent, or the disrobing or exposing of another without consent. Intimate body parts include but are not limited to, the mouth, neck, buttocks, anus, groin, genitalia, or breast; however, sexual contact can occur with any part of the body.
 - This conduct is prohibited by Title IX as **fondling**.
 - Under Title IX, fondling means the touching of the private body parts of another person

for the purpose of sexual gratification without consent.

- **Non-Consensual Sexual Penetration (Attempted or Actual):** Non-consensual penetration or attempted penetration of a genital, anal, or oral opening of another person by use of an object, instrument, digit, or other body part. An “object” or “instrument” means anything other than a respondent’s genitalia or other body part. This includes forcing an individual to use an object, instrument, or digit to penetrate another individual as well as oral penetration by a sex organ of another person. This conduct is prohibited under Title IX, as defined above.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by state law. This conduct is prohibited by Title IX, as defined above.
- **Statutory Rape:** Sexual intercourse, where there is no force or coercion, with a person who is under the statutory age of consent under state law. This conduct is prohibited by Title IX, as defined above.

Sexual Exploitation: Taking or attempting to take non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the person being exploited. Examples include:

- In situations where an individual has a legitimate expectation of privacy, surreptitiously observing or attempting to observe another individual’s nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved, or in which the person observed or induced to perform such act is under 18 years of age.
- In situations where an individual has a legitimate expectation of privacy, the non-consensual recording, sharing, or streaming of images, photography, video, or audio recordings of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved, or in which the person recorded, viewed, or induced to perform such act is under 18 years of age.
- Exposing one’s genitals or inducing another to expose their genitals in non-consensual circumstances, or in which the person induced to perform such act has not attained 18 years of age.
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

- Contact between the intimate body parts of a person and the sexual organ of another due to the purposeful removal of a condom without express verbal consent (i.e., non-consensual condom removal or ‘stealth’))
- Forcing a person to take an action against that person’s will by threatening to show, post, or share information, video, audio, or an image that depicts the person’s nudity or sexual activity
- Knowingly exposing another individual to a sexually transmitted infection or virus without the other individual’s knowledge and consent.
- Arranging for others to have non-consensual sexual contact or penetration with a person.
- The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a sex act induced by force, fraud, or coercion.

Relationship Violence: Relationship Violence is a broad term that encompasses domestic violence and dating violence.

Domestic Violence: An act of violence (actual or an attempt to cause physical injury to another) or threat to cause violence to another, committed by an individual who is a current or former spouse or intimate partner of an individual, a person with whom the individual shares a child in common, a person who is cohabitating with or has cohabited with the individual as a spouse or intimate partner. This conduct is also prohibited under Title IX as defined below.

- Under Title IX, domestic violence means assault or assault and battery to another person committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse to the victim under the domestic or family violence laws under New Hampshire state law, or by any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the state.

Dating Violence: Violence (actual physical injury to another) or threat to cause violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. This conduct is prohibited by Title IX.

Stalking: Engaging in a course of conduct that is directed at a specific person or persons that would cause a reasonable person to feel fear for themselves or for the safety of others, or to suffer substantial emotional distress.

- Stalking includes cyberstalking, which utilizes electronic formats such as the internet, social networks, social media apps, blogs, texts, cell phones, and other devices. Stalking may include behavior that occurs outside the context of a relationship. This conduct is prohibited by Title IX

Retaliation: An act or attempted act taken because of a person's participation (or expectation of participation) in a protected activity that would discourage a reasonable person from engaging in protected activity. Protected activity includes a person's good faith: opposition to prohibited conduct; or report of prohibited conduct to the College; or participation (or reasonable expectation of participation) in any manner in an investigation, proceeding, hearing, or supportive measure under this Policy.

The exercise of rights protected under the First Amendment does not constitute prohibited retaliation. The conduct may also be prohibited by Title IX.

Under Title IX, intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or 34 C.F.R. Part 106 constitutes retaliation.

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, provided information, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

The National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting Program (UCR) definitions differ from definitions in the Title IX and other gender-based misconduct policies

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 affect the College community and/or its mission.

The Keene State College Title IX and other gender-based misconduct Policy addresses discrimination on the basis of sex (actual or perceived), gender, gender identity, gender expression, sexual orientation, and sexual identity.

The [Keene State College Discrimination and Discriminatory Harassment Policy](#)⁴⁵ 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 Policy](#)⁴⁶ for faculty and staff, which provides guidance for appropriate relations and areas of consideration.

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 off-campus 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.

NEW HAMPSHIRE CRIMINAL CODE

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

The definitions from local and state jurisdictions are provided to the community for educational and awareness purposes. These definitions are not used for the purposes of reporting Clery Act statistics.

Aggravated Felonious Sexual Assault (RSA 632-A:2) -

I. A person is guilty of the felony of aggravated felonious sexual assault if such person engages in sexual penetration with another person under any of the following circumstances: **(a)** When the actor overcomes the victim through the actual application of physical force, physical violence, or superior physical strength. **(b)** When the victim is physically helpless to resist. **(c)** When the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats. **(d)** When the actor coerces the victim to submit by threatening to retaliate against the victim or any other person, and the victim believes that the actor has the ability to execute these threats in the future. **(e)** When the victim submits under circumstances involving false imprisonment, kidnapping, or extortion. **(f)** When the actor, without the prior knowledge or consent of the victim, administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim. **(g)** When the actor provides therapy, medical treatment, or examination of the victim and in the course of that therapeutic or treating relationship or within one year of termination of that therapeutic or treating relationship: **(1)** Acts in a manner or for purposes which are not

⁴⁵ <http://www.keene.edu/administration/policy/detail/discrimination/>

⁴⁶ <https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations>

professionally recognized as ethical or acceptable; or (2) Uses this position as such provider to coerce the victim to submit. (h) When the victim has a disability that renders him or her incapable of freely arriving at an independent choice as to whether or not to engage in sexual conduct, and the actor knows or has reason to know that the victim has such a disability. (i) When the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist. (j) 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)⁴⁷ – 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, (I) by means of the use or attempted use of physical force or the threatened use of a deadly weapon; (k) Uses physical force or the threatened use of a deadly weapon against another to block that person's access to any cell phone, telephone, or electronic communication device with the purpose of preventing, obstructing, or interfering with the report of any criminal offense, bodily injury, or property damage to a law enforcement agency; or a request for an ambulance or emergency medical assistance to any law enforcement agency or emergency medical provider.

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

Stalking (RSA 633:3-a)⁴⁸ – 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, purposely, 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

⁴⁷ <http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-2-b.htm>

⁴⁸ <http://www.gencourt.state.nh.us/rsa/html/lxii/633/633-3-a.htm>

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 is the voluntary, informed, knowing, unambiguous agreement to engage in mutually acceptable sexual activity through clearly communicated words or actions. Consent cannot be gained by ignoring or acting in spite of the objections of another and may be withdrawn at any time and for any reason. Consent cannot be inferred from silence, passivity, or lack of resistance alone; A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else); Consent given to another person (i.e., consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person); or Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).

Incapacitation: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. "Should have known" is an objective, reasonable person standard

which assumes that a reasonable person is both sober and exercising sound judgment. Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). Evidence of impairment or intoxication are insufficient alone to establish incapacitation. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. Evaluating incapacitation also requires an assessment of whether the Respondent knew, or should have known, that the Complainant was incapacitated. The impairment or intoxication of a Respondent 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](#).⁴⁹

- 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.⁵⁰
- 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 warning signs of abusive behavior.

Warning Signs of Abusive Behavior

Relationship violence can escalate 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.

⁴⁹ <http://www.gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-lxii-632-a.htm>

⁵⁰ *New Hampshire Criminal Jury instructions, Drafting Committee Version, 2015.*

- 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 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 a 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 MCVF 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 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 inhibit 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 the 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.

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 and 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.

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).

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.
- **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*, and other social service agencies.
- **Sexual Assault and Violence Education (SAVE) Committee**⁵¹ - 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** – The Clothesline Project is a non-governmental organization created to bring awareness to the issue of violence against women men and children. For those who have been affected by violence, it is a means of expressing their emotions by decorating a t-shirt.
 - **International Denim Day** - Join members of our campus community in wearing denim on Wednesday, April 27th as a visible means of protest against victim blaming and the misconceptions that surround sexual violence and in support of survivors of sexual violence. Visit the official Denim Day website for more information about the history of Denim Day
 - **Sex Chat Series:**
 - **Sex Education: The Show and The Reality** - Watch clips from the hit Netflix show Sex Education, ask sex-related questions, and learn about Healthy Sexuality.
 - **The Spectrum of Sexuality** - Watch clips from the hit show Sex Education. Rediscover the spectrum of sexuality in terms of identity and experience and learn about Healthy Sexuality.
 - **Every Body is Sexy** - Watch clips from the hit show Sex Education. Talking points: what parts of your body do you like, pornography, body confidence, body acceptance vs. body love.
- **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.
- **Unlawful Harassment Training** – The Office of Human Resources provides *Unlawful Harassment Training* as primary prevention to new employees during orientation.
- **Bringing in the Bystander Prevention Program**:- Bringing in the Bystander is Keene State’s newly adopted bystander intervention program. Rather than focusing narrowly on people who cause harm and people impacted by harm, the researched and evaluated Bringing in the Bystander® (BITB) Prevention Program uses a community of responsibility approach that teaches bystanders how to safely intervene in situations where an incident may be occurring or where there may be at risk. These highly interactive 90-minute trainings are co-facilitated by Keene State staff, faculty, and students.
- The “C” Word: An educational, highly interactive, Title IX-compliant program brought to you by the creators of America’s No. 1 alcohol awareness program, A Shot of Reality. This program uses a combination of audience interaction, improv exercises, and thoroughly researched information to break down walls and have a frank, difficult, but needed conversation about sex. This program covers a wide range of topics that include bystander intervention, effective boundary setting, online behavior, and survivor resources. This highly engaging and entertaining program is an amazing resource for college students and faculty.
- **Coordinated Community Response Team**- Keene State’s Coordinated Community Response Team (CCRT) collaboratively oversees the planning, implementation, and evaluation of the college’s Office on Violence Against Women (OVW) Campus Grant initiatives to prevent and respond to sexual assault, domestic violence, dating violence, and stalking on campus. The CCRT, which includes representation from key community partners, divides its work into five major focus areas: Coordinated Community Response. Comprehensive Prevention, Student Conduct, Law Enforcement/Campus Safety, and Victim/Survivor Services.
- **Student Athlete Annual Violence Prevention Training** – Student-athletes receive a 90-minute workshop focused on consent, healthy relationships, bystander intervention, and creating a culture of respect.

⁵¹ <http://www.keene.edu/life/services/counseling/outreach-programs/prevention/>

- ***Title IX Training*** - Annual training for students, campus first-responders, staff, and faculty.
- ***Community Assistant Training*** - Community Assistants learn about Title IX and applicable College policies. Participants learn about Keene State College's obligations under Title IX and College Policy and KSC's response when receiving a report of sexual misconduct and/or discrimination. Participants will practice and gain skills in receiving a disclosure, how to support students and their obligations as a Responsible Employee.
- ***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 as 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.
- ***Community Director Training*** - The Title IX office will deliver tabletop exercises to allow Community Directors to practice when responding to disclosures or reports of gender-based discrimination/harassment. This training will also review the Title IX process as outlined by the 2020 Final Rule. Training will review resources available to students and build CD's skills in how to respond to a disclosure. This training is interactive through fostering group discussion and thinking critically about how to respond to a student.

Reporting Sexual Misconduct and Relationship Violence at Keene State College

All employees of Keene State College (including student employees/Community Assistants), with the exception of those who exist in a legally recognized confidential relationship, are considered Responsible Employees, and must promptly share with the Title IX Coordinator all known details of a report of Prohibited Conduct made to them in the course of, or resulting from, their employment. Employees are encouraged to promptly share all details of other behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third party.

These reporting requirements increase the likelihood that a Complainant and Respondent will receive access to supportive measures, ensures that all College community members have equitable access to the resolution processes, and allows Keene State to take appropriate

action consistent with its Title IX obligations and educational mission while still respecting individual agency and autonomy.

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 Coordinator⁵²](#), 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 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.

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 authorities:

- Keene Police Department: 400 Marlboro Street, Keene NH 03431 603-357-9813

To file a report with the College, a variety of options are available:

- KSC Sexual Misconduct/Violence Report (online form)
- Title IX Office: 603-358-2010
- KSC Campus Safety: 603-358-2228
- Human Resources 603-358-2234

⁵² <https://www.keene.edu/administration/student-affairs/title-ix/>

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.
- 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.

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 complainant, Campus Safety will provide a same-sex officer to record the report. The complainant 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 that 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

A Formal Complaint is a written document filed and signed by a Complainant (or otherwise showing that the Complainant is the one filing the document) or signed by the Title IX Coordinator, which alleges that a Respondent has engaged in Prohibited Conduct.

The Formal Complaint must contain sufficient information regarding the allegations of Prohibited Conduct to permit the Respondent to understand the allegations being brought and to be able to adequately respond. At a minimum, the Formal Complaint must indicate: the name of the Respondent; the date or approximate date of the conduct; a description of the conduct; and the location of the conduct.

Further, the Formal Complaint must indicate, to the best of the Complainant’s ability, the alleged form(s) of Prohibited Conduct that the Complainant alleges the Respondent committed. It is not required that the Formal Complaint reflect every detail related to the allegations in the complaint; additional information may be discovered during the investigation.

All Complainants must understand that following receipt of a Formal Complaint of Sexual Misconduct, the College is legally required to provide prompt written notice to the Respondent(s).

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The College will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

A Complainant may seek the assistance of state or local law enforcement alongside the appropriate on-campus process.

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 complainant's request for anonymity. In such a case, the Title IX Coordinator will inform the complainant prior to starting an investigation. Furthermore, the College will remain mindful of the complainant'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.

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 complainant 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 Medical Treatment

Individuals may wish to seek medical attention. Along with the treatment of injuries, prompt medical examinations can test for pregnancy and STI's, and provide post-exposure treatment for HIV.

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. Transportation to and from a Keene, New Hampshire medical center is available through the Department of Campus Safety if requested, by students or employees who have experienced sexual or relationship violence.

- Cheshire Medical Center: 580 Court St, Keene, NH 03431: (603) 354-6600
- Monadnock Community Hospital: 452 Old Street Rd, Peterborough, NH 03458; (603) 924-7191

When an individual seeks a forensic examination at a hospital, the Office of the Attorney General will pay the cost for medical expenses, including the physical examination, provided the experience is reported to the police. Other expenses related to the incident may also be provided at no cost to the individual 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:

- Director/Chief Medical Officer of The Wellness Center⁵³: 603-358-2200
- Any Wellness Center licensed medical or licensed mental health provider or individual providing medical or mental services under the license of a license medical or mental health provider: 603-358-2200. After hours counselor (24/7): 603-358-2436
- [Monadnock Center for Violence Prevention](#)⁵⁴ – 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 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 ten (10) business days prior to a student conduct hearing
- The right to a community standards 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

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 hearing officer can choose to

⁵³ <http://www.keene.edu/life/services/counseling/>

⁵⁴ <http://www.mcvprevention.org/>

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 to 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

Agency	Phone Number	Office Location	Availability
Keene Police Department	603-357-9813	400 Marlboro Street,	24/7/365

		Keene, NH 03431	
Department of Campus Safety	603-358- 2228	Keddy Hall, First Floor	24/7/365
Title IX Coordinator	603-358- 2010	48 Butler Court, 2 nd floor	Monday – Friday 8:00 am – 4:30 pm
Monadnock Center for Violence Prevention (MCVP)	603-352- 3782	12 Court Street #103, Keene, NH 03431	Monday – Friday 8:00 am – 4:00 pm

Accommodations

Supportive Measures: The College offers non-disciplinary, non-punitive individualized services as appropriate, as reasonably available, and without fee or charge to a Complainant or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed, and regardless of whether the individual chooses to file a Formal Complaint.

Supportive measures are designed to restore or preserve equal access to Keene State’s education programs or activities, including but not limited to protecting the safety of all parties or the College’s educational or employment environment or to deter conduct prohibited under this policy. Supportive measures will not unreasonably burden the other party.

Supportive measures may include referrals to counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; mutual no-contact orders; changes in work or housing locations; leaves of absence; increased security and monitoring of certain areas of the campus; and other similar measures as deemed appropriate.

To the extent possible, the College will not disclose the provision of supportive measures except when necessary to provide the supportive measures.

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 complainant may then meet with the Title IX Coordinator to develop a collaborative

plan to reduce the 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 safety escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student to complete assignments from home.

Investigation Procedures and Protocols

The investigation is a neutral, fact-gathering process. The investigation shall be fair and impartial and not rely upon stereotypes. Both the Complainant and Respondent will have an equal opportunity to identify potential witnesses and provide any evidence or other information relevant to the investigation. The Investigator will gather relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and/or medical records (subject to the voluntary, written consent of the applicable party).

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc. The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the investigation. Parties can generally expect a hearing to be held within 90-120 days of the filing of a Formal Complaint, although an extension to this timeframe may be necessary for good cause shown.

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.

At the end of the investigation, the Investigator will give each of the parties an equal opportunity to inspect and review *all* evidence (inculpatory and exculpatory) that *directly relates* to the allegations in the Formal Complaint. Each party will have ten (10) calendar days to respond in writing to the investigator, including providing the names and contact information for any additional witnesses for the investigator to consider, and submitting written, relevant questions that a party wants asked of any party or witness, and limited follow-up questions. The investigator will consider the written responses.

After receiving the parties’ written responses to the evidence, if any, the Investigator will prepare a Final Investigation Report summarizing and analyzing the

relevant information determined through the Investigation and referencing any supporting documentation or statements. The Investigator may provide a summary of their impressions including context for the information. The Investigator will not make a recommendation or a determination as to whether an alleged violation occurred; that decision is reserved for the Hearing Panel.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of the relevant evidence gathered during the investigation.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

The Complainant and the Respondent and their respective advisors will receive a copy of the Final Investigative Report at least ten (10) calendar days before the Hearing.

The Title IX Coordinator or designee will issue a Notice of Hearing to the Complainant and the Respondent. The Notice of Hearing will identify the date, time, and place of the hearing and provide the names of the Hearing Panel. The Notice of Hearing will be sent at least ten (10) calendar days prior to the hearing date.

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 College 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 a 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 complainant 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 complainant. The College does not publish the names of complainants, nor does it store identifiable information in the Campus Safety *Daily Crime Log* or online.

Student College Conduct Process (Adjudication Procedures)

General Requirements and Expectations

Participants:

Those who may be present at the hearing are: the Complainant; the Respondent; each party's Advisor; each party's support person; the Investigator; witnesses; and other College officials. The Investigator and witnesses may only be present in the hearing room during the Call to Order and when they are providing information to the Hearing Panel. The Complainant and Respondent will be present in the hearing room, unless as prescribed under Alternative Attendance.

Non-Attendance

If a party does not attend a hearing for any reason other than a documented emergency, the hearing may be held in their absence. The refusal by a party or witness to participate in a live hearing and to submit to cross-examination can have significant effects on the outcome and/or may result in the Hearing Panel not having enough information to reach a conclusion as to responsibility for violations of this Policy.

Alternate Attendance

A Complainant or Respondent may request to participate in the hearing by suitable means that would not require

physical proximity to the other. This can include but is not limited to, using technology to facilitate participation from a remote location. Technology will enable participants to meaningfully interact with the person answering questions. Witnesses may request to appear virtually in a manner that enables participants to see and hear each other. The Chair may allow for witnesses to appear through technological means rather than in-person attendance. All requests by a party to participate in the hearing other than in person must be submitted five calendar days in advance of the hearing to the Title IX Coordinator.

Recording Proceedings

Hearings are audio-recorded for the purpose of: (1) reference by the Hearing Panel; (2) review on appeal by the Appeals Officer; (3) the official record of the hearing; and (4) availability to the Complainant or Respondent, upon request. Hearing Panel deliberations are not audio-recorded. The recording is the property of Keene State College. The recording or transcript will be made available to the parties for inspection and review.

Privacy

Hearings are not public and, to the extent technology is necessary to effectuate the requests of the party, all live video will not be available or accessible to non-participants.

Participant Conduct

Any participant in the live hearing, including Advisors, must conduct themselves appropriately and respectfully towards all other participants. Participants may not act, and Advisors may not question parties or witnesses, in a way that may be considered by a reasonable person to be abusive, intimidating, harassing, or disrespectful. The Chair, in their sole discretion, may respond to such behavior by adjourning the hearing and excluding the offending person.

Role of Advisors at Hearing

Prior to the hearing, the parties are encouraged to meet with their Advisors in order to discuss with their Advisor the questions they would like asked at the hearing. Each party's Advisor will directly, orally, and in real-time ask the other party and any witnesses relevant questions and follow-up questions.

Parties are also encouraged, but not required, to submit to the Title IX Office questions they would like asked at the hearing. The Title IX Coordinator will forward questions to the Chair. Pre-submitting questions may substantially shorten the duration of the hearing since the Chair will have had the opportunity to assess the questions and whether they seek relevant information in

advance of the hearing. Advisors may not interject, coach, advocate for, or otherwise speak on behalf of the party they are supporting at a hearing unless otherwise permitted by the Chair. This includes a prohibition against responding to, questioning, or arguing with the Chair regarding relevancy determinations.

In the event that a party does not have an Advisor present at the hearing to conduct the questioning of the other party and witnesses, the College will provide an Advisor, of the College's choosing, to conduct the questioning at the hearing. If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.

Role of the Chair

The Chair is responsible for maintaining an orderly, fair, and respectful hearing and has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding offending persons. During questioning of parties and witnesses by Advisors, the Chair will determine whether questions seek relevant information. The Chair will explain any decision to exclude a question as seeking non-relevant information.

Determining Relevance

In determining whether a question is seeking relevant information, the Chair will focus on whether the question seeks information, material to the allegations at issue, which would aid the Hearing Panel in determining whether the allegations are more likely or less likely to be true.

Information Protected by Privilege

Information or evidence protected by a legally recognized privilege or which relates to any party's medical, psychological, and similar records cannot be considered relevant unless the party about whom the information is requested or submitted has provided voluntary written consent to the inclusion of the otherwise protected information.

Duplicative/Repetitive Questions

Questions that are duplicative or repetitive may be deemed to not be seeking relevant information and may be excluded.

Decisions Regarding Questions

The Chair is not required to provide lengthy or complicated explanations in support of a relevance determination. Rather, it is sufficient, for example, for the Chair to explain that a question is excluded because the question seeks information related to otherwise excluded information or because the question seeks

information about a detail that is not probative of any material fact concerning the allegations.

Discretion of the Chair

The Chair retains discretion to alter, at any time, the order of the hearing process, as needed.

The Title IX Coordinator or designee will provide Rules of Decorum and an agenda for the Hearing at least five (5) calendar days in advance of the Hearing.

At the conclusion of the investigation and hearing, the Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating Keene State College Policy. The Hearing Panel shall objectively evaluate all relevant evidence—including both inculpatory and exculpatory evidence—and credibility determinations shall not be based on a person's status as a complainant, respondent, or witness. The Hearing Panel will provide the parties and their advisors with a written decision and rationale. Absent extenuating circumstances, this written determination will be issued no later than seven (7) business days following completion of the hearing.

The Hearing Panel shall explain in writing the reasons for determinations regarding responsibility, including findings of fact, conclusions about whether it "is more likely true than not" that the Respondent is responsible for the reported conduct, and the rationale for the results as to each allegation. The procedural steps in the investigation will also appear in the written decision so that both parties have a thorough understanding of the investigative process that led to the determination regarding responsibility. Where applicable, the decision will also include whether remedies will be provided to the Complainant and any disciplinary sanctions. The written decision will be provided to the parties simultaneously. The parties will also be informed in writing of the right to appeal and the appeal procedures.

Sanctions

Institutional discipline for a finding of responsibility may be informed by the nature and the gravity of the misconduct. It may include, but is not limited to: warning, restitution, probation, suspension, dismissal, discharge, change of residence, disenrollment from a course, restriction on enrollment, termination of employment, no contact directives, trespass from campus, prohibition of participation in College programs or activities (which may include graduation), and/or other educational and employment discipline deemed appropriate.

Staff and faculty may be subject to disciplinary action up to and including discharge.

APPEALS

Each party may appeal 1) the dismissal of a Formal Complaint or any included allegations and/or 2) a determination regarding responsibility. To appeal, a party must submit their written appeal within ten (10) calendar days of being notified of the decision, indicating the grounds for the appeal.

The appeal may only be based on one or more of the following grounds and must state, with specificity, the moments during the process that gave rise to the stated grounds of appeal:

- Procedural irregularity that affected the outcome of the matter (i.e., a procedural error that, but for the error's occurrence, could have resulted in a different outcome);
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter (i.e., the individual(s) demonstrated through specific words or actions that they were predisposed for or against one of the parties).
- Inappropriateness of the Sanction (i.e., the sanction is disproportionate to the gravity of the violation(s) for which the Respondent has been found responsible); or
- New Information that was not reasonably available at the time of the determination regarding dismissal of the Formal Complaint or responsibility was made that was not reasonably available at the time and that could have affected the outcome of the decision on dismissal or responsibility.

The submission of appeal states any sanctions for the pendency of an appeal. Supportive measures remain available during the pendency of the appeal.

If a party appeals, the College will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

An Appellate Officer will be assigned, who will be free of conflict of interest and bias, and will not have served as investigator, on the Hearing Panel, or in any other role or capacity in the same matter.

The Appellate Officer will collect any additional information needed and all documentation regarding the

appeal and the subsequent responses and they will render a decision in no more than ten (10) business days, barring exigent circumstances.

The outcome of the appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

Finality

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals,” or if an appeal is not filed, the date on which the opportunity to appeal expires.

Employee Adjudication Procedures Coordination With Non-Discrimination Policy

Title IX Prohibited Conduct can occur in conjunction with other forms of sexual misconduct or misconduct related to an individual’s actual or perceived protected identity. Targeting individuals on the basis of protected identity may constitute a violation of the College’s community standards, this Policy, and/or the College’s Non-Discrimination Policy. When reports of Title IX Prohibited Conduct include allegations that community members may have been targeted for or subjected to misconduct because of their actual or perceived protected identity, the College will, so long as it is possible under federal law, coordinate the investigation and resolution efforts. Formal Complaints that allege behaviors that are prohibited both by this Policy and other College policies may, but will not necessarily be, investigated and resolved in a consolidated manner. Discrimination that does not also involve harassment based upon sex (actual or perceived), gender, gender identity, gender expression, sexual orientation, or sexual identity will be reviewed under the Non-Discrimination Policy.

Employees who are accused of violating College policies, which directly impact the College community, regarding sexual misconduct or relationship violence may be subject to an internal investigation. The adjudication procedures will generally include but is also informed by the nature of the allegation:

- *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 preponderance of the evidence stand 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 pursuant to a CBA or KSC/USNH policy. 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.

If a reporting person or witness believes they have been subjected to retaliation, they should promptly contact the [Title IX Coordinator](#).

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.

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](#)⁵⁵ or from the [New Hampshire Registration of Criminal Offenders Website](#).⁵⁶

On and Off-Campus Services for Victims

The health and safety of campus community members is the College’s primary concern. Available resources,

⁵⁵ <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>

⁵⁶ <https://business.nh.gov/nsor/>

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, 603-358-2200 (business hours) After hours 24/7: 603-358-2436
- [After-Hours Crisis Line](#)⁵⁷: Keene State College, 603-358-2436; available 24/7
- [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](#)⁵⁸: Keene State College, Elliot Center, 603-358-2280

Emergency Contacts - 24 hours a day.

- [Keene State College Campus Safety](#): Keddy House, 331 Main Street, 603-358-2228
- [Keene Police Department](#): 400 Marlboro Street, Keene, NH, 603-357-9813 or **9-1-1**
- [Cheshire Medical Center](#): 580-590 Court Street, Keene, NH, 603-354-6600 (confidential)
- [MCVP: Crisis and Prevention Center](#)⁵⁹ – Confidential Crisis hotline, 603-352-3782 (Services include: 24-hour free crisis line, emergency shelter and transportation, legal advocacy, hospital, and court accompaniment, information about obtaining public assistance, and safety planning).

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

- [Keene Circuit Court](#):⁶⁰ 1-855-212-1234, 33 Winter Street, Suite #1, Keene, NH
- [Samaritans NH Crisis Line](#)⁶¹: 1-866-457-2910
- [NH Coalition Against Domestic Violence](#):⁶² 603-224-8893

- [New Hampshire Bar Association Lawyer Referral Service](#):⁶³ 603-229-0002
- [National Sexual Assault Hotline](#): 1-800-656-4673
- [Rape, Abuse, and Incest National Network](#),⁶⁴ 1-800-656-46734
- [Department of Justice](#):⁶⁵ 202-514-2000
- [Department of Education, Office of Civil Rights](#),⁶⁶ 1-800-872-5327
- [U.S. Citizenship and Immigration Services](#)⁶⁷. 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 that provides for [Safeguards for Protecting Children on Campus](#),⁶⁸ 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](#)⁶⁹, *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

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, review CCTV

⁵⁷ <https://www.keene.edu/life/services/counseling/contact/emergency-crisis-info/>

⁵⁸ <https://www.keene.edu/admissions/aid/>

⁵⁹ <http://www.mcvprevention.org/>

⁶⁰ <http://www.courts.state.nh.us/courtlocations/cheshdistdir.htm#Keene>

⁶¹ <http://samaritansnh.org/>

⁶² <http://www.nhcadsv.org/>

⁶³ <https://www.nhbar.org/lawyer-referral-service>

⁶⁴ <https://www.rainn.org/>

⁶⁵ <https://www.justice.gov/ovw/sexual-assault>

⁶⁶ <http://www2.ed.gov/about/offices/list/ocr/index.html>

⁶⁷ <https://www.uscis.gov/about-us/contact-us>

⁶⁸ <https://www.keene.edu/administration/policy/detail/children/>

⁶⁹ <http://www.dhhs.nh.gov/>

footage around the area where the missing student was last known to be or observed, and notify various College departments. Notification may include, but is not limited to, the Dean of Students, the Office of Transitions and Community Living, Dining Services, Enterprise Technology and Security, 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 Associate Vice President of Student Engagement, the College President, and the Director of Strategic Communications.

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.

A missing person bulletin will be created and posted in a prominent location in dispatch. The Director of Campus Safety and Compliance or a designee will be responsible for ensuring that the Campus Safety leadership team (including Campus Safety Sergeant) is aware of the missing person. Each Campus Safety officer will be required to acknowledge that they are aware of the missing person on the missing person bulletin by signing the missing person acknowledgment form.

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 Transitions and 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](#).⁷⁰

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 College⁷¹. 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 2022-2023, the following table contains all crime statistics reported in calendar years 2020, 2021, and 2022, 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

⁷⁰ <http://www.gencourt.state.nh.us/rsa/html/xii/169-E/169-E-2.htm>

⁷¹ Statistics are requested from the New Hampshire State Police, Swanzey Police Department, Manchester Police Department, and the Cheshire County Sheriff’s Office.

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.

“Noncampus” also applies to short stay-away trips. A 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 on the next several pages 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 2020, 2021, and 2022 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, 2022), may be found on the [U.S. Department of Education](https://www.ed.gov/education/2022-crime-statistics)⁷² 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 \(NIBRS\)](https://www.fbi.gov/services/offices/nibrs)⁷³ definitions, obtained from the [Clery Act Appendix for FSA Handbook](https://www.ed.gov/education/2016-handbook)⁷⁴ 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 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.

⁷² <http://ope.ed.gov/campusafety/#/>

⁷³ <https://ucr.fbi.gov/>

⁷⁴ www2.ed.gov/admins/lead/safety/handbook.pdf

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 – 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.

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.

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2020	2021	2022
CRIMINAL HOMICIDE: Murder, Non-Negligent Manslaughter, & Manslaughter by Negligence	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Rape	On-campus	9	7	2
	<i>On-campus and within student housing facilities</i>	9	6	2
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Fondling	On-campus	0	3	1
	<i>On-campus and within student housing facilities</i>	0	3	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Statutory Rape and Incest	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ROBBERY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
AGGRAVATED ASSAULT	On-campus	1	0	1
	<i>On-campus and within student housing facilities</i>	0	0	1
	Noncampus building or property	0	0	0
	Public property	0	1	0
BURGLARY	On-campus	4	0	0
	<i>On-campus and within student housing facilities</i>	1	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
MOTOR VEHICLE THEFT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ARSON	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

MANCHESTER CAMPUS				
CATEGORY	VENUE	2020	2021	2022
CRIMINAL HOMICIDE: Murder, Non-Negligent Manslaughter, & Manslaughter by Negligence	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Rape	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Fondling	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Statutory Rape and Incest	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ROBBERY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
AGGRAVATED ASSAULT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
BURGLARY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
MOTOR VEHICLE THEFT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ARSON	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

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 the 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 offenses 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 severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe 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

2022: There were Zero (0) hate crimes reported

2021: There were Zero (0) hate crimes reported

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

Hate Crime Reporting – Manchester Campus:

2022: There were Zero (0) hate crimes reported

2021: There were Zero (0) hate crimes reported.

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

**DISCLOSURE OF RELATIONSHIP
VIOLENCE STATISTICS**

Statistical Disclosure:

The following table contains crime statistics and types for calendar years 2020, 2021, and 2022:



KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2020	2021	2022
DOMESTIC VIOLENCE	On-campus	1	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DATING VIOLENCE	On-campus	2	1	2
	<i>On-campus and within student housing facilities</i>	2	1	2
	Noncampus building or property	0	0	0
	Public property	0	0	0
STALKING	On-campus	5	2	3
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

MANCHESTER CAMPUS				
CATEGORY	VENUE	2020	2021	2022
DOMESTIC VIOLENCE	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DATING VIOLENCE	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
STALKING	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

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.

2021: There were zero (0) unfounded crimes on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

2022: There was zero (0) unfounded crime on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

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 2020, 2021, and 2022:

***Personal Possession of Marijuana (RSA 318-B:2-c)⁷⁵**

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 $\frac{3}{4}$ 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.

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2020	2021	2022
DISCIPLINARY REFERRALS: Weapons possession	On-campus	0	1	0
	<i>On-campus and within student housing facilities</i>	0	1	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Drug-related violations *	On-campus	83	153	84
	<i>On-campus and within student housing facilities</i>	83	130	72
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	On-campus	270	391	313
	<i>On-campus and within student housing facilities</i>	264	381	310
	Noncampus building or property	0	0	0
	Public property	0	0	0

⁷⁵ <http://www.gencourt.state.nh.us/rsa/html/xxx/318-b/318-b-mrg.htm>

MANCHESTER CAMPUS				
CATEGORY	VENUE	2020	2021	2022
DISCIPLINARY REFERRALS: Weapons possession	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Drug-related violations *	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

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 2020, 2021, and 2022:

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2020	2021	2022
ARREST FOR: Weapons possession	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR: Drug-related violations *	On-Campus	0	0	4
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	2
ARREST FOR: Liquor law violations	On-Campus	14	9	9
	<i>On-campus and within student housing facilities</i>	9	2	3
	Noncampus building or property	0	0	0
	Public Property	5	21	18

MANCHESTER CAMPUS				
CATEGORY	VENUE	2020	2021	2022
ARREST FOR: Weapons possession	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR:	On-Campus	0	0	0

Drug-related violations *	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR: Liquor law violations	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0

FIRE SAFETY REPORT

The Keene State College Departments of Campus Safety, Facilities Services, 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.

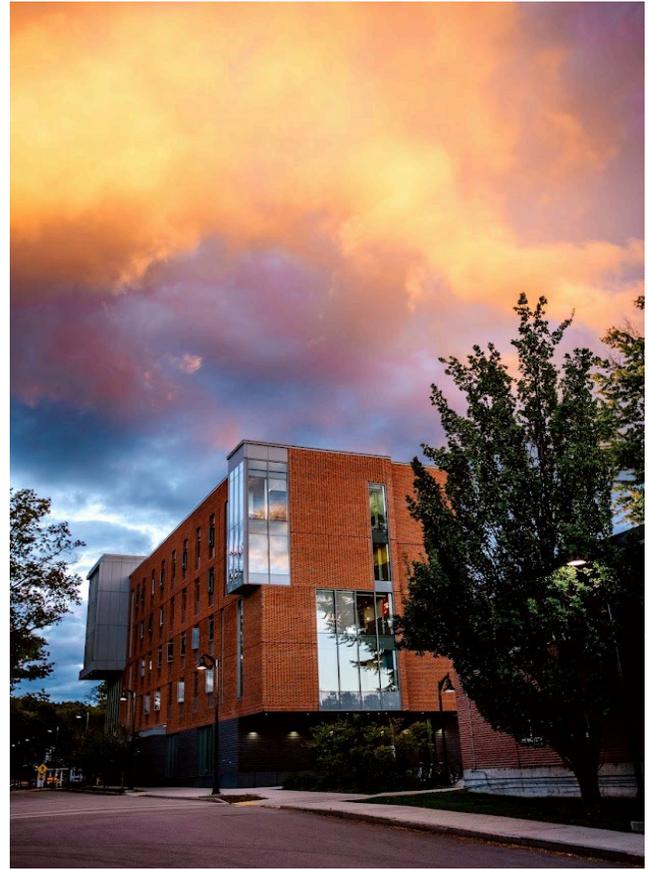
The [Keene State College Tobacco/Smoking Policy](#) can be viewed in its entirety by clicking on the above link.

Prohibited Items, Open Flames, and Smoking in Student Housing Facilities

The Office of Transitions and 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 meet with their Community Director to have a conversation about the risk of the violation at hand.



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 report is kept on file for each drill conducted. For 2022, thirty-four (34) 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 (unless the pet is an approved emotional support animal), 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 the 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 herein 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 currently reviewed on an as needed basis.

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 made available during normal business hours Monday-Friday, 8:00 am-5:00 pm.

The following chart contains fire activity in student housing facilities that occurred in calendar years 2020, 2021, and 2022.

Fire Log

Residential Facility w/ Address	2020			2021			2022		
	Number of Fires	Injuries	Deaths	Number of Fires	Injuries	Deaths	Number of Fires	Injuries	Deaths
361 Main – 361 Main Street **	0	0	0	0	0	0	0	0	0
Carle Hall – 80 Butler Court	0	0	0	3	0	0	2	0	0
Fiske Hall – 28 Winchester Street	0	0	0	0	0	0	0	0	0
Holloway Hall – 24 Butler Court	0	0	0	0	0	0	0	0	0
Huntress Hall – 45 Appian Way	0	0	0	0	0	0	0	0	0
Living and Learning Commons – 46 Wyman Way	0	0	0	0	0	0	0	0	0
One Butler Court – 1 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 1 – 83 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 2 – 79 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 3 – 73 Butler Court *	0	0	0	0	0	0	0	0	0
Owls Nest 4 – 59 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 5 – 57 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 6 – 62 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 7 – 64 Butler Court *	0	0	0	0	0	0	0	0	0
Owls Nest 8 – 41 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 9 – 43 Butler Court *	0	0	0	0	0	0	0	0	0
Pondside 1 – 97 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 A – 82 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 B – 70 Appleton Street	0	0	0	0	0	0	0	0	0

Pondside 2 C – 58 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 D – 46 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 E – 34 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 3 – 42 Bruder Street	0	0	0	1	0	0	0	0	0

*Buildings were closed for the Fall 2019 and Spring 2020 Academic Year

** Building closed for good for the Fall of 2021 Academic Year

2020 (0 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
2021 (4 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
04/06/2021	17:50	Pondside 3	A fire within a microwave – plastic container caught on fire; extinguished by a resident of the room.	None	\$0-\$99
8/14/2021	21:42	Carle Hall	Smoking wires in an electrical box; extinguished itself	None	\$100-\$299
9/20/2021	00:20	Carle Hall	A fire within a microwave – burnt food; extinguished by the fire department	None	\$0-\$99
11/01/2021	12:18	Carle Hall	Refrigerator electrical cord caught on fire due to exposure to a heater; extinguished itself	None	\$0-\$99
2022 (2 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
02/15/2022	05:12	Carle Hall	A candle tipped over and caught the bed and surrounding items on fire; extinguished by the resident	None	\$1000-\$5000
05/11/2022	13:46	Carle Hall	A fire within a microwave – burnt food; extinguished itself	None	\$0-\$99

Student Housing Facility Fire Safety Systems

Building	Smoke Detectors		Fire Alarm Notification Directly to:	Sprinkler System	Type
	In-Room	Common Areas			
27 Appleton St.*	110 V Non-system	System	Keene Fire Department (KFD)	yes	wet
361 Main St.*	110 V Non-system	System	KFD and Campus Safety (DCS)	yes	wet & dry
Carle Hall**	10 Year Battery	System	KFD and DCS	yes	wet
Fiske Hall**	DC System	System	KFD and DCS	yes	wet
Holloway Hall**	10 Year Battery	System	KFD and DCS	yes	wet & dry
Huntress Hall**	DC System	System	KFD and DCS	yes	wet & dry
One Butler Ct.**	DC System	System	KFD and DCS	yes	wet
Owl's Nest 1 – 7	10 Year Battery	System	Keene Fire Department	yes	wet
Owl's Nest 8 & 9	DC System	System	Keene Fire Department	yes	wet

Pondside I**	10 Year Battery	System	KFD and DCS	yes	wet & dry
Pondside II Apts. **	110 V Non-system	System	KFD and DCS	yes	wet
Pondside III	DC System	System	KFD and DCS	yes	wet
Living Learning Com.**	DC System	System	KFD and DCS	yes	wet

*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 Facilities Services department has developed a detailed inventory of all campus systems and prioritized systems for upgrade and replacement with priority given to residence halls.

Facilities Services has been coordinating with the NH State Fire Marshal’s Office to conduct life safety inspections of Campus buildings since 2019. The

Safety Tips:

- Always keep your doors and windows 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 the over-consumption of alcohol.

College typically receives a report from the State citing any violations and the applicable code references. The College then has 45 days to resolve the violations or send an action plan on how the violations will be corrected if they cannot be made compliant within the 45-day window. The State Fire Marshal would then schedule a re-inspection to ensure violations have been corrected.

During the summer of 2023, the Redfern Arts Center underwent a complete overhaul of the fire protection and fire alarm systems. These systems were installed or upgraded to meet current code requirement throughout the entire building.

- 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.

