



## **Campus Safety Report / Clery Report 2009**

Lakes Region Community College strives to provide a safe and healthy environment that enhances the learning process. Each student and employee should be able to attend classes, work on campus, and/or and participate in activities with a feeling that they are in an environment that is safe and secure. The College provides to all prospective students and employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). This report is available in the Student Handbook and for download online at <http://www.lrcc.edu/crime-stats.html>.

Please note that the security and welfare of the entire college community is and continues to be an overriding concern. The referenced legislation requires a formal approach to the issue, but the college has always been keenly sensitive to establishing procedures that provide the maximum security and safety within its capabilities to all people of our college community.

### **Important Contacts / Resources**

Emergency: 9-9-911 (from a college phone)  
Vice President of Student Affairs & Enrollment Management: 603-524-3207, Ext. 715  
Lakes Region Community College Website [www.lrcc.edu](http://www.lrcc.edu)

### **LRCC Campus**

379 Belmont Road  
Laconia, NH 03246  
603-524-3207  
Fax: 603-524-8084  
Emergency: 9-9-911 (from a college phone)

### **CULINARY ARTS PROGRAM:**

Belmont Mill, 4<sup>th</sup> Floor  
14 Mill Street  
Belmont, NH 03220  
(603) 267-1155

### **Daily Crime Log**

The College maintains a daily crime log that records all reported crimes listed within the Clery Act. This report is updated daily and can be viewed by any member of the community at anytime by visiting the front lobby in the Turner Building.

### **Reporting Crimes**

Security needs to be the concern of every person on the college campus. If one sees anything that is suspicious or potentially dangerous, report it immediately to the Vice President of Student Affairs & Enrollment Management office, the college Security Officer, or a staff member. No report will be taken lightly.

If you are a victim of a crime, you are urged to report it to college authorities immediately. Depending upon the nature of the crime, the appropriate response by the college will be initiated. In the event of a violent crime, local authorities will be contacted immediately and efforts to assist the victim will be initiated concurrently by college

personnel. Non-violent crimes will likewise be referred to local authorities. If you witness a crime, contact a representative of the college immediately in order to initiate appropriate actions.

Crimes can also be reported to Campus Safety Authorities (CSA's). Current CSA's include Rob Aquilina, Allen Coen, Scott Cracraft, Cynthia Davis, Art Deleault, Mark Edelstein, Tom Goulette, Clay Groves, Patrick Hall, San Lavalley, Jean MacFarland, Bill Miller, Jeff Murray, Rae Paddleford, Jay Plyler, Dave Pollak, Randi Provencal, Jim Vander Hooven and Jamie Whitney.

**Emergency Telephone Units**

There are two yellow emergency telephone units placed in the hallways of the Turner building next to The Learning Center on the first floor and next to Room 230 on the second floor that provide direct access to the 911 emergency line. In the event of emergency, one can depress the button and talk directly to a 911 dispatcher. Please listen to the dispatcher and follow any directions given or provide the information requested.

**Clery Report / Campus Crime Information**

Reported Criminal Offenses (During the past three years, the following crimes were reported to have been committed on the Lakes Region Community College campus). In accordance with the Campus Security Act, Lakes Region Community College provides information related to crime statistics and security measures. For further information contact the Vice President of Student Affairs & Enrollment Management.

The College provides to all current and prospective students as well as all current and prospective employees the Campus Security Policies and Procedures and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990).

Offense	Location	2007	2008	2009
Murder, Non-Negligent Manslaughter	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0

	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Liquor Law Violations referred*	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	1
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred*	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Referred*	On Campus	0	0	0
	Noncampus (Belmont)	0	0	0
	Public Property	0	0	0
<b>* Referred for disciplinary Action</b>				

**There were no reported hate crimes\*\* for the years 2007, 2008, or 2009.**

\*\*Crimes in which victims are selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Recent amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain of campus locations. It also requires that “campus security authorities” report crime statistics for inclusion in the college’s Annual Security Report. If you are listed below in the distribution list, then you are a “campus security authority” as that term has been defined by the United States Department of Education. “Campus security authorities” are defined by position as “an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses”.

This includes advisors to student organizations, athletic team coaches, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services. Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. As per our normal process, you should continue to immediately report any crime or violation of the LRCC Code of Conduct to the LRCC Campus Safety Department. If you become aware of any crime listed below, or if any

person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, and this crime has not been reported to anyone else, report the crime using the Campus Safety Incident Report Form and contact the Vice President of Student Affairs and Enrollment Management immediately.

The following lists of crimes (and their definitions) are those which are required to be reported to the United States Department of Education (crime definitions from the Uniform Crime Reporting Handbook).

**Hate Crimes Involving Bodily Injury:** a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

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

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

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

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

**Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable to giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse.

**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. Age of consent in NH – (under the age of 16, unless that person is the other person's legal spouse – NH RSA 632-A:3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an 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 NH RSA 639-A:2.).

### **Availability of Annual Security Report**

The Annual Security Report is available October 1<sup>st</sup> of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the LRCC; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by visiting this website, <http://www.lrcc.edu/crime-stats.html>.

### **Sexual Assault/Sexual Harassment**

The College is acutely aware of the concerns of student, faculty, and staff regarding the sudden and dramatic increase in the number of victims seeking help who have been sexually harassed, assaulted, or raped on college campuses. The policy of the Community College System of New Hampshire is that all individuals associated with the System should be able to work and study in an environment that is free of sexual discrimination and sexual assault/harassment.

### **Awareness Programs**

The college conducts various workshops throughout the academic year aimed at educating its community on issues such as assault, date rape, and personal safety. College community members need to recognize their individual role in eliminating or reducing the potential of being a victim.

### **Sexual Harassment Defined**

Sexual harassment is a form of sexual assault. It is defined as (an) unwanted sexual advance(s) or request(s) for sexual favors by a member of the campus community when the assailant uses, threatens to use, or implies that submission to or rejection of such sexual conduct will have an impact on the employment or academic decisions affecting the victims. It also includes other verbal or physical conduct related to sex when such conduct has the purpose or effect of substantially interfering with an individual's performance at work or in study by creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment also includes any deliberate, repeated or unsolicited oral or written statement, anecdote, gesture or physical conduct of a sexual nature that is offensive and unwelcome via any medium available to students, including computer mediated communication. Reports of sexual harassment should be made to a College Official as soon as possible after experiencing an offending incident.

### **Sexual Assault**

It is important to receive medical attention for treatment of injuries sustained during the assault, for testing for pregnancy and sexually transmitted diseases, and collecting evidence to be used if you choose to press charges. Call: 911 EMERGENCY and request help. For a limited list of hospitals and available resource centers, see Section VI: Student Reference and Resource Guide.

### **Sexual Assault Victim: College Procedure**

If you are a victim of an assault on the campus or are assaulted by a member of the college community off-campus, you are encouraged to do the following as soon as possible:

1. Report the incident. Contact the College Counselors located in Rooms 136 and 137 of the Turner building. Personal safety and physical well being are the first concerns regarding the victim of an assault.
2. You will be counseled regarding notifying the civil authorities. The college must notify authorities even without the expressed consent of the victim. However, the Vice President of Student Affairs and Enrollment Management will facilitate this action for the student if requested to do so by the victim.

### **College Disciplinary Actions**

1. Individuals accused of sexual assault will be brought before the College's Judicial Committee for a hearing on the charges.
2. The hearing will be conducted in accordance with established procedures as set forth in the "Policy Manual of Procedures for the Community College System of New Hampshire," or appropriate policy or case law in effect.
3. As set forth in the above procedures, both the accuser and the accused are entitled to have others present during the judicial proceedings and their role will be in accordance with appropriate laws governing their presence as set by the law of the land. Lawyers are not allowed in any College Judicial proceedings.
4. Both the accuser and the accused will be informed of the outcome of the judicial proceedings for the alleged sexual assault.

### **Sanctions**

Sanctions against those found guilty of sexual assault by the College's judicial proceedings may face the following, singularly or in combination:

1. Expulsion from the college permanently or for a specific period of time.
2. On-campus restrictions.
3. Payment of medical bills.
4. Personal letter of apology.
5. Agreement to seek appropriate counseling.

### **Information on Registered Sex Offenders**

Information on New Hampshire sex offenders can be accessed on the web at <http://www.egov.nh.gov/nsor/result.asp>. Law enforcement information regarding registered sex offenders in the Lakes Region Community College area may be obtained by calling the Laconia Police Department at 603-524-5257.

### **Drug/Alcohol Free Campus Statement**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Lakes Region Community College informs all students and employees about its drug and alcohol abuse prevention policies and prevention programs. The CCSNH Colleges are drug and alcohol free campuses.

### **Alcohol**

Under unusual circumstances, such as when the college is hosting community sponsored events or dinners for visiting dignitaries, the President may give permission to serve limited amounts of alcohol. Students will observe the following:

1. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
2. Sale of alcoholic beverages on campus is prohibited.
3. Drinking of alcoholic beverages is prohibited in the public area of the campus at any time; this includes all facilities, functions open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.
4. Excessive or irresponsible drinking and drunkenness will not be tolerated.
5. Violation of the rules concerning use of possession of intoxicating beverages as set forth in paragraphs above will result in referral to a judicial hearing which may result in suspension or dismissal from the College.
6. However, if requested, a waiver may be granted by the College President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations.

### **Drugs and Narcotics**

The use, possession or distribution of non-prescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the college. Any college student trafficking in drugs shall be subject to civil and college action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs. (Policy Manual, Board of Trustees – Community College System of New Hampshire).

### **Dangers of Drug and Alcohol**

The physical and mental dangers associated with the use and abuse of drugs and alcohol are numerous. Heavy drinking over a period of time can cause physiological damage, physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships. The college is concerned about abusers utilizing tools and equipment, which can be harmful to the individuals as well as to others nearby. Once again, the use of alcohol and/or drugs is

strictly forbidden on campus.

### **Assistance**

The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol. Recognizing its responsibility to be concerned with the total well being of its students, the college provides referral service to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need. Below are resources for substance abuse and treatment centers.

Alcoholics Anonymous	800-711-6375
Al Anon, Alateen	877-825-2666
Horizons Counseling Center	524-8005

### **How to Prevent Crimes**

Members of the college community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although the campus is well lit, any student may feel more comfortable calling Campus Safety for an escort to their vehicle. Also, consider using the "buddy system" to walk to the parking lot. Vehicles should always be locked and valuables stored out of sight. Any suspicious individuals or activity should be reported to College staff immediately.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty or staff member to the Campus Safety Department. The College encourages reporting directly to the local authorities in situations where the need is obvious, such as a theft you see taking place or a situation requiring immediate medical attention, etc. Notification of College personnel should take place after the emergency services are on their way to the campus.

Lakes Region Community College expects students to be mature, honest and responsible members of the College community. Any behavior which infringes upon the rights, safety, property and privileges of another person or which impeded the educational process is unacceptable. In addition, any behavior or activity that violates local, state or federal law is unacceptable. For further information refer to the Student Code of Conduct located in the Student Handbook.

Any violation of these rules or local, state and federal laws on campus should be reported to the Campus Safety Department. Violations of the law will be reported to the appropriate local, state or federal authorities.

Disciplinary issues are the responsibility of the Student Affairs Office and the Judicial Committee of the College. The Vice President of Student Affairs or his/her designee may take administrative disciplinary action when necessary to ensure the safety of students, faculty and staff and to ensure the continuation of the educational process.

### **Emergency Operations Plan**

Lakes Region Community College has implemented an Emergency Operations Plan (EOP) wherein numerous scenarios have been planned for. Included in this annual Campus Safety Report, in accordance with recent changes in the Clery Act, is the introduction and table of contents of the Lakes Region Community College Emergency Operations Plan.

#### **LRCC EOP Forward:**

- I. This Emergency Operations Plan is part of a systematic planning effort on the part of Lakes Region Community College to provide for the care and the well-being of the students, faculty and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in this plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, skills and procedures that are followed on a day-to-day basis.
- II. Much of the information that is needed to implement a plan like this one should be treated as sensitive and not for public release. Some of the guidelines and checklists list within this plan should be disseminated to faculty and staff and maintained on the Lakes Region Community College web site. Examples would include the exact locations of shelters and rallying points, the routes to be taken

during an evacuation, the location of an Emergency Operations Center. The centralized collection and release of information and decision-making and the means of communication may be useful information to potential terrorists or other criminals. Additionally, items of personal information about key personnel or persons with special needs must be available. For this reason, only part of the plan is subject to public scrutiny.

- III. The plan itself is organized into two distinct parts; the “Basic Plan” and a series of checklists and resource listings. The basic plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. Details of emergency operations are located in the annexes and checklists which make them sensitive and not considered to be public documents. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)
- IV. This plan is prepared in cooperation with the local Emergency Management Agencies. Each campus plan shall be developed in concert with local emergency preparedness plans. This plan is applicable to all staff, students as well as outside contractors and other guests in the school at the time of an emergency. Maintenance and implementation of the plan is the responsibility of the college administration.

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**Timely Warnings:**

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics act** (Clery Act), Lakes Region Community College will post **timely warnings** for our educational community to notify members about serious crimes that occur on our campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the local police department.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Lakes Region Community College President, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Lakes Region Community College issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Major Incidents of Arson
- Other crimes as determined necessary by the Lakes Region Community College President, or designee.

**Timely warnings are not issued for the above listed crimes if:**

- The subject(s) apprehended and the threat of imminent danger to our community has been mitigated by the apprehension.
- If a report was not filed with Lakes Region Community College in a manner that would allow the department to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow the College to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

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

- **LRCC ALERTS:** a free service that sends voice/text messages and email alerting the College community regarding and emergency situation on the College campus. Students can visit the Alerts link found on our main College web page to register for the LRCC Alerts program. Faculty and staff are automatically registered for the Alerts program and should contact the LRCC HR department to keep emergency contact information updated.

- **Directed Communications/Email:** The College will use the email system to alert students, faculty, and staff.
- **Fliers:** posted on bulletin boards in academic buildings, outdoor boards, kiosks, and administrative buildings.
- **Through our college web site which can be found at <http://www.lrcc.edu/>**
- Local area radio and television stations and print media.

A copy of the “timely warning” will be kept with College files relating to the crime.

The College may also issue “**Safety Alerts**,” when necessary, to apprise our community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that you can make informed decisions about personal safety.

The college also maintains a daily crime log that contains all reported crimes. The daily crime log can be reviewed by contacting Jean MacFarland, front desk receptionist, or Jamie Whitney, security officer.