



## **2018 CAMPUS SAFETY REPORT**

In conformance with the  
Jeanne Clery Disclosure of Campus Security Policy  
And Campus Crime Statistics Act,  
the Violence Against Women Act,  
the Campus Sexual Violence Elimination Act,  
the Title IX Education Amendments of 1972,  
and the Higher Education Opportunity Act

Compiled by the  
Department of Campus Safety

Together we maintain a safer Campus



At Lakes Region Community College (LRCC) we continue to strive to provide a safe and healthy environment that enhances the learning process. We believe that all students and employees should be able to attend classes, work on campus, and/or participate in activities in an environment that is safe and secure. We are committed to working everyday towards that goal.

The College makes available to prospective students and employees the annual Campus Safety Report, including 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 online via <http://www.lrcc.edu/campus-safety>.

Please note that the safety 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 LRCC 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:	911 (from a college phone)
President	603-366-5215
Vice President of Academic and Student Affairs:	603-366-5216
Campus Safety:	603-545-4392 (cell) 603-366-5280 (office)
College Title IX Officer	603-366-5345
Lakes Region Community College website	<a href="http://www.lrcc.edu">www.lrcc.edu</a>

### **LRCC Campus**

379 Belmont Road  
Laconia, NH 03246  
603-524-3207  
1(800)-357-2992  
Fax: 603-524-8084  
Emergency: 911 (from a college phone)

Culinary and Pastry Arts Programs  
The Shaker Table Restaurant  
Canterbury Shaker Village  
288 Shaker Road  
Canterbury, NH 03224  
(603) 708-1192  
Fax: 708-1264

### **Campus Safety**

The Campus Safety Department's intent is to ensure a safe campus environment for our students, faculty, staff and guests. Two Campus Safety Officers and the college's Maintenance staff survey the campus and LRCC's Apple Ridge Students Apartments. Campus Safety coverage is not available 24 hours a day. Cameras mounted throughout the property aid in that effort by monitoring and recording activities on the campus. Three emergency blue-light phone towers and a fourth emergency phone located in parking lots throughout the campus provide students, employees and guests 911 access in case of an emergency. LRCC's Campus Safety Office and Maintenance personnel conduct regular tests of life-safety equipment, such as lighting, alarms and locks. Criminal incidents on campus are referred to the appropriate police department. Lakes Region Community College maintains active Memorandums of Understanding (MOUs) with the Laconia and Belmont Police Departments.

### **Campus Facilities**

The campus consists of four buildings: the Turner, Center for Art and Technology, the Health and Science and Automotive building. These four buildings provide classroom and work/office space for most of the College's academic and student development programs. Lakes Region Community College leased the Shaker Table Restaurant at Canterbury Shaker Village for the purposes of conducting laboratory instruction for its Culinary, Pastry and Restaurant Management programs. LRCC's lease with Canterbury Shaker Village ended in the fall of 2018. LRCC also leases a 48-unit building - the Apple Ridge Student Apartments that serves as our student-housing complex. .

### **Residential Facility**

The Apple Ridge Student Apartments consist of 48 apartment units currently housing 93 students. Students live in fully furnished 1, 2 or 3 bedroom apartments. A Resident Director responsible for the building and all residents lives on site. Resident Assistants live on each floor supporting the work of the Resident Director. Residents have keys providing them access to their assigned apartment and room. Proximity cards grants them access to the building and the elevator. All Non-residents wishing to visit the Apple Ridge Student Apartments must be accompanied by a resident or staff member or buzzed in. Guests arriving after 6pm and any overnight guests must sign in. Visitors' and overnight policies are available in the Student Rights and Responsibilities document in the Student Handbook.

#### **- Fire Safety**

The building is equipped with fire panel in the entry way. All hallways, common areas and individual apartments are equipped smoke detectors, carbon-monoxide detectors and a sprinkler system. Students are advised of the fire evacuation procedures each semester and evacuation maps are posted inside each apartment and in the stairwells. Campus Safety and Residence Life staff will collaborate on conducting fire drills throughout the academic year. The Rights and Responsibilities section of the Student Handbook (<http://www.lrcc.edu/student->

[resources/student-handbook](#)) informs students about the items allowed in the apartments, as well as, in common areas and the hallways. In case of a fire, all residents are instructed to:

1. Call 911 immediately
2. Call Campus Safety
3. Alert a Residence Life staff member.

**Non-emergency incidents** involving fires should be reported via an incident report <http://www.lrcc.edu/student-resources/incident-report> or by calling the Campus Safety Office at 603-545-4392, the Resident Director or a Resident Assistant. Please see Appendix B for Fire Log statistics.

### **Hours of Operation**

During business hours, the College opens its doors to students, employees and visitors. The Admissions Office is open Monday – Thursday 8am – 6pm, Friday 8am – 4pm. Academic operations, scheduled classes and the Bennett Library can operate Monday – Friday through 9:30pm and in some cases on weekends. Most college offices are open 8am – 4pm Monday through Friday. Individuals should contact each office for updated schedules. The College will close at 10:30pm Mondays through Thursdays and at 9pm on Fridays during the academic year. The College will be open on Saturdays for pre-approved functions only and will be closed on Sundays. Emergencies may necessitate changes or alterations to posted schedules. The Campus Safety Office has the authority to request identification from individuals on the campus, at the Apple Ridge Student Apartments and at the Shaker Table Restaurant. Furthermore, Campus Safety Officers and LRCC administrators have the right to request that an individual leave campus grounds if appropriate

### **Daily Crime Log**

The College maintains a daily crime log that records all reported crimes under the Clery Act categories. This report is updated daily electronically and weekly in print. It can be viewed by any member of the community at any time by visiting the Campus Safety Office in the Turner Building.

### **Reporting Crimes**

Security needs to be the concern of every person on the college campus. We strongly encourage anyone witnessing something that appears suspicious or potentially dangerous to report it immediately. Reports can be made via the *Incident Report Form* available in print from the office of the President or the College Safety Officer. The *Incident Report Form* can also be submitted electronically via <http://www.lrcc.edu/student-resources/incident-report>. Reports can be submitted anonymously and no report will be taken lightly. Individuals can also call Campus Safety at 603-545-4392.

If you are a victim of a crime, you are urged to report it to Campus Safety or another college authority 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 Campus Safety at 603-545-4392 or a representative of the college immediately at 603-524-3207 in order to initiate appropriate actions.

### **Emergency Calls**

There are phones in every classroom with dial access to the 911 emergency line. In addition, there are a total of 4 emergency phones located in various parking lots throughout the campus. Anyone calling in an emergency is asked to listen to the dispatcher and follow any directions given and provide the information requested, including one's location within the campus. When possible please alert Admissions by dialing "0" from a college phone or 603-524-3207 and Campus Safety at 603-545-4392.

### **Campus Crime Information**

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 Campus Safety Office.

All current and prospective students, as well as, all current and prospective employees have access to the Campus Safety Report 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). LRCC's Culinary and Pastry Arts Programs were housed off campus from 2013 to 2018. The programs were located at the Shaker Table Restaurant at Canterbury Shaker Village in Canterbury, NH until the end of the spring semester 2018. Fall term courses were held off campus at Concord High School and the Taylor Home in Laconia. LRCC's student housing complex, the Apple Ridge Student Apartments, opened in 2016. For the purposes of reporting, "Non-campus" refers to the locations aforementioned. See the Appendix for all reportable offenses for the past 3 years.

Amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain off campus locations. It also requires that Campus Safety Authorities report crime statistics for inclusion in the college's annual Campus Safety Report. Campus Safety 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, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services. As per our normal practices, you should continue to

immediately report any crime or violation of the Student Code of Conduct to the LRCC Campus Safety Department or the Office of the Vice President of Academic and Student Affairs. If you become aware of any crime or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to a crime, and this crime has not been reported to anyone else, report the crime using the Campus Safety *Incident Report Form* available online at <http://www.lrcc.edu/student-resources/incident-report> and in print from the Office of the President.

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.).

### **Domestic Violence/Dating Violence and Stalking**

The Higher Education Act of 1965 defines these crimes in line with the Violence Against Women Act reauthorized in 2013 by President Obama.

**Domestic Violence:** a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or

family violence laws of the jurisdiction receiving grant monies (VAWA), or any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the relationship, b) type of the relationship and c) frequency of interaction between the persons involved in the relationship.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: a) fear for his or her safety or the safety of others or b) suffer substantial emotional distress.

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

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.

Sexual advances, requests for sexual favors, non-verbal, verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, education or living environment.

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action Coordinator in the school or college. At any time, a student may contact the Affirmative Action Director for counseling and advice.

### **Sexual Assault**

Victims of sexual assault and/violence are urged to first call 911 and request help. 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. For a list of local hospitals and available resource centers, visit <http://www.lrcc.edu/student-resources/student-life/health-and-wellness> or see a college counselor.



### **Preliminary Process for Sex-Related Offenses**

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator.
2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc. The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

### **Investigation and Resolution of Complaint by Judicial Body**

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV above.
3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence; *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanctions hearing before the Judicial Body to be held not

less than one (1) day nor more than ten (10) days after the investigation report is issued.  
Both the

Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

### **Sanctions - Definitions**

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations;
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*);
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual;
5. **FINES** – previously established and published fines may be imposed;
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls;
9. **COLLEGE SUSPENSION** – separation from the college for a definite period of time, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified;
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated

to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

### **STUDENT DISCIPLINARY APPEALS Filing an Appeal and Preliminary Appellate Process**

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the

Complainant have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction. Grounds for appeal shall be limited to:

- a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
  - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
  - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing.

If, the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands.

If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:

- a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
  - b. Immediately forward the appeal to the Judicial Committee for consideration;
3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.

4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved

#### **JUDICIAL COMMITTEE APPEAL HEARINGS**

1. A minimum of five (5) members (including the Chair) shall constitute a quorum to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called and members will be selected as follows:
  - a. Regular members will serve, if available, or
  - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date and place of the hearing.
  - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
  - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - e. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
  - f. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing before the Judicial Committee.

- g. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
  - h. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
  - i. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
  - j. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - k. The Judicial Committee's determination shall be made on the basis of whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
  - l. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
  - m. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be with the college's judicial records.
5. There shall be a single record (whether written minutes, audiotape or other record) of all hearings before the Judicial Committee. The record shall be the property of the college, and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The decision of the Judicial Committee is final and is not subject to further appeal.

### **Awareness Programs and Support**

Lakes Region Community College has an established partnership with New Beginnings – Without Violence & Abuse, our local crisis center. That relationship was formalized by an MOU between the Community College System of New Hampshire, including Lakes Region Community College,

and New Beginnings – Without Violence & Abuse. The MOU commits both parties to work “provide trauma informed services to student and employee victims of sexual assault, domestic violence, dating violence, and stalking and to improve overall responses to VAWA crimes on our campuses.” New Beginnings provides a variety of trainings and workshops offered throughout the academic year on campus including sexual harassment and assault prevention programs for the entire campus community.

LRCC’s two student support counselors work closely with New Beginnings staff to assess students’ needs, provide accurate information on student’s rights and ensure that students are aware of the support resources available to them. In addition, LRCC contracts with Lakes Region Mental Health to provide mental health support services on campus. Our mental health counselor also serves as a referral source for students.

New Beginnings – Without Violence & Abuse provides emergency refuge and support services to victims in Belknap County. Information is available at [www.newbeginningsnh.org](http://www.newbeginningsnh.org) and 603-528-6511. Information is available 24 hours a day from the following hotlines:

**Domestic Violence Support Line:** 1-866-644-3574 **Sexual Assault Support Line:** 1-800-277-5570

LRCC is one of the partners involved in the Prevention Innovations Research Center’s (PIRC) **New Hampshire Non Residential and Community College Sexual Assault Policy and Prevention Initiative (CSAPPnh)**. Among the group’s goals is to help partners assess current resources and practices aimed at preventing and responding to sexual violence or harassment on campus. Our participation will help to develop new programs and build resource capacity.

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

Information on New Hampshire sex offenders can be accessed on the web at <http://business.nh.gov/nsor/>. 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**

1. The CCSNH supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State and local laws pertaining to controlled substances, including alcohol.

2. The CCSNH recognizes alcohol abuse as a deterrent to the mission of the Colleges. The abuse of alcohol imposes consequences on the individual, the College community and the community as a whole. To address alcohol consumption at the CCSNH, all Colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service regions.
3. Alcohol is not permitted on CCSNH property, including any of the Colleges, academic centers, leased facilities except as specifically allowed by CCSNH policy and laws governing the acquisition, distribution, possession or consumption of alcohol. The sale or distribution of alcoholic beverages is regulated by the laws of the State of New Hampshire, and local or county ordinances. The acquisition, distribution, possession or consumption of alcohol by members of the CCSNH community must be in compliance with all local, state and federal laws.
4. Except as prohibited by law, and provided that all conditions of any Federal, State and/or local law, regulation or code are met, students over the age of 21 and not otherwise lawfully barred from the use of alcohol, may possess or consume beer or wine only within the privacy of their residential housing unit provided no persons under the legal drinking age are present and students conform to the Student Code of Conduct. Open containers of alcohol are prohibited in any common areas in and around residential housing. Students of legal drinking age on a College sponsored trip may consume alcohol subject to the rules regarding intoxication in the Student Code of Conduct.
5. Students should be aware that the ability to possess and consume alcohol on CCSNH property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the CCSNH Alcohol Policy and all relevant laws rests with each individual. Failure to abide by the terms of this Alcohol Policy and/or all provisions of the Student Code of Conduct, including rules regarding intoxication, may result in disciplinary action under CCSNH and College Judicial Policy. Guests of legal drinking age who consume alcohol on CCSNH property are the responsibility of the College resident inviting them and the guest's behavior or violations will become those of the resident and subject to the Student Code of Conduct. Guests may be subject to removal from campus if intoxicated or if behaving in a manner that would constitute a disruption. At any time, as determined by the amount of noise, numbers of people and traffic patterns, the CCSNH Colleges reserve the right to suspend the ability to possess or consume alcohol within any given area.
6. No person may sell, furnish or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.
7. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. Those who grant approval for alcohol consumption must keep a written record of all such approval.

8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
9. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third party licensed vendor be retained for serving alcohol.

### **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. (*Board Policies*, Board of Trustees – Community College System of New Hampshire <https://www.ccsnh.edu/about-ccsnh/board-and-system-policies> .

### **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 (Local/General Office)

800-593-3330

<http://www.aa.org>

Al Anon Family Groups

888-425-2666

<http://www.nhal-anon.org>

Horizons Counseling Center of Gilford

603-524-8005



## **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 the Campus Safety Department 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 Academic and 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.

## **Crisis Management Plan**

Lakes Region Community College’s Crisis Management response will be under review this year. The plan follows the model of the Federal Emergency Management Agency (FEMA)’s National Incident Management System (NIMS). The NIMS model utilizes a comprehensive approach to incident management that can be applied to a variety of emergencies.

We will be working with other CCSNH schools to help develop our own Emergency Operation Plan that will outline what steps are to be taken in an emergency situation. This plan will also include training and drill preparation to ensure staff and faculty are prepared for an emergency. Staff responsible for sending alerts through our RAVE system will have access to pre-scripted messages which can be edited quickly for prompt distribution to the campus community.

There are ongoing trainings for faculty and staff on the use of the guides, LRCC Alerts and our paging system to communicate an emergency situation. In addition, LRCC invested in the installation of an electronic lock-down system enabling appropriate staff to lock-down campus buildings using campus IDs.

### **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 made 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 may issue timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated Assault
- Robbery / Burglary
- Motor Vehicle Theft
- Major Incidents of Arson
- Other crimes or emergencies 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 RAVE ALERTS:** a free service that sends voice/text messages and email alerting the College community regarding an emergency situation on the College campus. Students can visit the Rave Alerts link found on our main College web page located under [mylrcc](#) to update/change their contact information. Faculty and staff can register 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.
- **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 an issued 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 individuals can make informed decisions about personal safety.

**Availability of the Campus Security Report**

The annual Campus 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 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. This report is available the following link <http://www.lrcc.edu/campus-safety>.

**Appendix A  
Crime Statistics**

<b>Criminal Offense</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Murder, Non-Negligent Manslaughter	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Residential Facility	0	0	0
	Public Property	0	0	0

	Non-campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Residential Facility	0	1	0
	Non-campus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	1
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations referred*	On Campus	0	0	0
	Residential Facility	10	11	25
	Non-campus	0	0	0
	Public Property	0	0	0

Drug Law Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred*	On Campus	0	0	0
	Residential Facility	2	1	5
	Non-campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Referred*	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
*Referred for disciplinary Action				

<b>VAWA Offenses</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Domestic Violence	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	<i>Off campus</i>	1*	0	0
Dating Violence	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	1*	0	0
Stalking	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
	<i>Off campus</i>	0	0	0
<b>Arrests</b>	<b>Location</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Weapons	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Drug Abuse	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	1
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Disciplinary Actions	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Unfounded Crimes	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

\*VAWA offenses reported by students occurring off campus

Burglary	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Larceny Theft	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Public Property	0	0	0
	Non-campus	0	0	0
Destruction/damage/vandalism of property	On Campus	0	0	0
	Residential Facility	n/a	0	0
	Non-campus	0	0	0
	Public Property	0	0	0

**There were no hate crimes for the years 2018, 2017, 2016.**

**Appendix B**  
**Fire Statistics 2018\***

**LRCC Residential Facility**

**Name:** Apple Ridge Student Apartments  
**Address:** 67 Provenal Drive Laconia, NH 03246  
**Consists of:** 48 1, 2 and 3 bedroom apartments  
**Opened:** February 2016

Number of Fires: 0  
Cause: N/A  
Injuries: 0  
Deaths: 0  
Property Damage: N/A

\*Building has been in operation only as of 2016.