

Campus Safety 2009 Annual Security Report

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Safety policies and Campus Crime Statistics Act of 1998.

Section I: Campus Security Authority

1. The following have been identified as campus security authorities:

Campus Safety	703-8487, Room 127
VP Academic Affairs	668-6706, ext. 228, Room 122
VP Student Services	668-6706, ext. 338, Room 202
Facilities Department	668-6706, ext. 201
Student Life	668-6706, ext. 207, Room 205
President's Office	668-6706, ext. 382, Room 200

2. The following describes the enforcement authority of the identified campus security authorities

Campus Safety Department: The Campus Safety Department operates 7 am to 10 pm Monday thru Friday and employs two (2) full-time officers and one (1) part-time officer. Officers conduct interior and exterior foot patrols and are charged with the enforcement of federal, state and local laws as well as Manchester Community College (MCC) policies and regulations. Although campus safety officers do not have arrest powers, the campus safety department maintains a working relationship with the Manchester Police Department and the New Hampshire State Police. Manchester Police Department provides us with crime statistics for the areas that border MCC; however the campus safety department does not have a formal memorandum of understanding in place with either the Manchester Police Department or the New Hampshire State Police.

Campus Security Authorities: Campus officials that have a significant responsibility for students and campus activities are considered to be Campus Security Authorities (CSA). The CSA's primary responsibility is to report allegations made in good faith to the reporting structure established by the institution. Individuals and offices that are identified as CSAs are notified yearly, in writing that they are CSAs and what is required of them. This letter also includes a list of all Clery Act crimes and geographical location, as well as an explanation of the types of arrests and referrals for disciplinary action that apply to the Clery Act. CSAs are not expected to investigate the crime to determine its validity, simply to document the information and provide it to campus safety for follow up.

Section 2: Description of Informational/Safety Programs

Escort Service: The Campus Safety Department extends walking escorts to students, faculty and staff to and from any destination on campus. This free service is accessed by calling the safety officer on duty.

Emergency Call Boxes: Manchester Community College has 911 Emergency Call Boxes located throughout the college campus. In the event of an emergency simply push the talk button to activate. You will be connected with a 911 dispatcher, advise them of your issue and location. The campus safety department must be notified after a 911 call has been completed.

Alarm Systems: Manchester Community College has an active alarm system. This system will monitor for fire conditions 24 hours a day, seven days a week-. When a fire alarm is activated, the alarm gives off an audible and strobe warning signal. In the event the college loses power, an emergency back up lighting system is activated. The Manchester Fire Department responds to all activated fire alarms. In addition, when the college is closed, the alarm system will monitor the security of the college. If a security alarm is activated, the alarm gives off as audible signal. The Manchester Police Department responds to all security alarms. The Fire and Security alarms are both monitored by a private company. The alarm company will also notify the college facilities department of all alarms. MCC also has several emergency doors which are alarmed. These alarms are monitored by the College Safety Department.

Campus Safety Website: Manchester Community College maintains a website at <http://www.manchestercommunitycollege.edu/CampusSafety>. For quick and up to date information on the campus safety department and services, the site provides crime statistics, crime prevention information, emergency procedures, and online registration for parking permits. This site also contains access to the list of registered sexual offenders for the State of New Hampshire. Special alerts and timely notifications are also posted to this site.

New Student Orientations: The Office of Campus Safety will provide a brief informational presentation at all new student orientation sessions. The presentation will include information on student IDs, vehicle registration, proper parking areas, and safety awareness.

Crime Prevention Presentations: Manchester Community College, in conjunction with the Manchester Police Department, will provide students with a safety awareness presentation at the beginning of each school year. In addition to presentations, preventative information is also conveyed through bulletin boards located throughout the campus. Printed crime prevention brochures, posters and flyers relating to various crimes students may encounter are available and widely distributed throughout campus.

Section 3: How to Report Crimes

Contact the MCC Safety Department by:

- Dialing 703-8487 from any phone to report an emergency
- Dialing 703-8487 from any phone to report non-emergencies
- Dial 9-1-1 to contact off-campus Emergency Services directly
- Push the button on any Emergency Call Box to contact Emergency Services directly
- Go to any office on campus and ask them to contact the Campus Safety Department
- Access the Campus Safety website and fill out the incident report form.

Campus Safety encourages prompt and accurate reporting of all criminal matters. If you are a victim of a crime and do not want to pursue action within the College or criminal justice system, you should still consider filing a confidential report. With your permission, the Director of Campus Safety or a designee of campus safety can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College. These anonymous reports can be filed in the Campus Safety Office or by completing the online form at:

<http://www.manchestercommunitycollege.edu/CampusSafety/report.aspx>

Section 4: 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 Campus Safety 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 off-campus 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 have been notified and are on their way to the campus.

MCC 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 impedes 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 department . 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.

Section 5: Sexual Assault Policy

Manchester Community College is acutely aware of the concerns of students, 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. It is the policy of the Community College System of NH that all individuals associated with the System should be able to work and study in an environment that is free of discrimination and sexual assault/harassment.

Because of the criminal nature of these activities, MCC will refer reports of such activities to the civil authorities where and when appropriate.

The most prevalent form of rape on college campuses across the U.S. is acquaintance rape. The acquaintance may be a date or boyfriend/girlfriend of the victim, or someone the victim knows only casually from his/her class, or through mutual friends.

Regardless of the relationship between them, if one person uses force to coerce another into submitting to sexual intercourse, the act is defined as rape. The same criminal laws and penalties apply in cases of acquaintance rape as in the cases of stranger rapes.

Whenever a staff member comes in contact with an individual voicing a complaint of rape or sexual assault, the following steps should be taken:

Provide support for the victim. The guidelines that follow are for providing emotional support to a rape/sexual assault victim:

- Support and listen carefully to the victim.
- Realize that the wide variety of behaviors displayed is not necessarily indicative of how the victim is dealing with the assault.
- Avoid making decisions and doing “for” them.
- Place no blame for the assault.
- Avoid pressuring the student into pursuing any of the options presented to them.
- Offer to assist them in gaining access to the resources they need.
- Contact Campus Safety 703-8487; Campus safety will then contact the appropriate authorities.
- If the student is reluctant to notify the authorities and does not want medical assistance, encourage the student to contact the New Hampshire Rape and Domestic Violence center at 1-800-277-5570.
- *Campus Safety must be notified in all cases of Rape or Sexual Assault.*

Section 6: Alcohol and Drug Policy

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 areas 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.

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 using 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.

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, MCC 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 is a resource for a substance abuse and treatment center.

Alcohol Treatment Center (24 Hour Help Line) 1-800-711-6402

Section 8: Timely Warnings

Campus Alert: The Campus Safety Alert is provided to give students, faculty and staff timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. In general, criminal suspects are unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, Campus Safety and the College Administration will look at each incident to determine if the suspect poses a continued threat to the campus community and will issue a warning when necessary. The Alert also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported.

The Campus Safety Department is responsible for issuing a Campus Safety Alert when a crime is reported to or brought to the attention of that office, and the crime represents a threat to the safety of members of the campus community. Information for alerts also comes from other offices on campus and local law enforcement agencies. Every attempt will be made to distribute the Alert within 6 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to academic buildings and student centers via postings. Alerts are also distributed through the campus e-mail network, the Campus Safety Website and through local media outlets when appropriate.

Section 9: Sex Offender Registry

Information on Registered Sex Offenders for the State of New Hampshire and Megan's Law can be found on the Campus Safety Website at:

<http://www.manchestercommunitycollege.edu/CampusSafety/links.aspx>

Section 10: Campus Crime Statistics

Type of Incident	2008	2007	2006	2005	2004	2003
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Criminal Homicide	0	0	0	0	0	0
Drug Law Violations	1	0	0	0	0	0
Hate Crimes *	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0
Illegal Weapons Violations	0	0	0	0	0	0

A paper copy of the annual crime statistics report was sent to the Department of Education and can be obtained at the MCC Campus Safety office.

* Violations are on campus and subject to college disciplinary action/judicial referral.

** 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 off 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 MCC Code of Conduct to the MCC 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 ([link](#)) and contact the Campus Safety Department 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 a 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.

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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 of 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.).

Section I I: Availability of Annual Security Report

The Annual Security Report is available October 1 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 MCC 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 contacting MCC's Campus Safety Department or by accessing the following website: <http://www.manchestercommunitycollege.edu/CampusSafety>