

**2021 Annual Security Report** (information for 2020-2021 academic year)

**For the Students, Faculty and Staff**

**Of**

**Granite State College**



**GSC – Claremont: 27 Pleasant St. Claremont, NH 03743- CLOSED 3/2018**

**GSC- Concord: 25 Hall St. Concord, NH 03301**

**GSC – Conway: 53 Technology Ln. Ste 150, Conway, NH 03818 CLOSED 8/30/20**

**GSC- Manchester: 195 McGregor St. Manchester, NH 03102**

**GSC- Portsmouth: 51 International Dr. Portsmouth, NH 03801- CLOSED 6/30/20**

**GSC- Rochester: 35E Industrial Way, Rochester, NH 03867- CLOSED 6/30/20**

**Table of Contents**

<b>CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT</b>	<b>4</b>
<b>POLICY AND PROCEDURES FOR DEVELOPING INFORMATION FOR THIS REPORT</b>	<b>4</b>
<b>CAMPUS SECURITY AUTHORITIES</b>	<b>5</b>
<b>ANNUAL CAMPUS CRIME REPORT: SAFETY AND SECURITY INFORMATION</b>	
EMERGENCY CALLS	5
ON CAMPUS REPORTING	6
NON CAMPUS REPORTING	6
CODE OF CONDUCT	6
BUILDING SECURITY	8
SECURITY AWARENESS & CRIME PREVENTION PROGRAMS	9
<b>ALCOHOL AND ILLEGAL DRUGS</b>	
GSC POLICY GOVERNING ALCOHOL AND CONTROLLED SUBSTANCES	9
GSC POLICY ON DRUG-FREE WORKPLACE	10
FEDERAL DRUG LAWS	11
NEW HAMPSHIRE STATE LAWS	12
ALCOHOL/DRUG ABUSE EDUCATION PROGRAMS	17
<b>EMERGENCY NOTIFICATION</b>	<b>18</b>
EMERGENCY RESPONSE AND EVACUATIONS	18
EVACUATION PROCEDURES	21
<b>TIMELY WARNINGS</b>	<b>23</b>
<b>REPORTING LAWS AND POLICIES</b>	<b>25</b>
CAMPUS SEX CRIME PREVENTION ACT AND DUTY TO REPORT	
<b>SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING</b>	
SEX OFFENDER VICTIM SERVICES	27
STATE OF NH LAWS	28
PROTOCOL FOR REPORTING INCIDENTS OF SEXUAL, DISCRIMINATORY AND/OR SEXUAL HARASSMENT AND STALKING	34
ADJUDICATION OF VIOLATIONS	45
<b>DEFINITIONS- CRIMES</b>	<b>48</b>
<b>REPORTED CRIME STATISTICS FOR GSC – PAST THREE YEARS</b>	<b>53</b>

## RESOURCES AT A GLANCE

### **Safety and Security**

#### **City of Concord Police Department**

Emergency..... 911  
 Non-Emergency.....603-225-8600  
 35 Green St.  
 Concord, NH

#### **Conway Police Department**

Emergency.....911  
 Non-Emergency.....603-356-5715  
 35 E Conway Rd.  
 Conway, NH

#### **City of Manchester Police Department**

Emergency.....911  
 Non-Emergency.....603-668-8711  
 405 Valley St.  
 Manchester, NH

#### **Coordinator of Public Safety**

Granite State College  
 25 Hall Rd.  
 Concord, NH  
 Non-Emergency.....603-862-1427

### **Campus Offices**

#### **Dean of Students**

Tiffany Doherty.....603-513-1328

#### **Human Resources Director**

Maggie Hyndman.....603-513-1319

#### **Director of Facilities**

Peter Conklin.....603-513-1384

#### **Title IX Coordinator**

Tiffany Doherty.....603-513-1328

### **Hospitals**

**Concord Hospital.....800-557-5100**  
 250 Pleasant St.  
 Concord, NH

**Memorial Hospital.....603-356-5461**  
 3073 White Mountain Highway  
 North Conway, NH

**Elliot Hospital.....603-663-6533**  
 1 Elliot Way  
 Manchester, NH

**Catholic Medical Center.....603-668-3545**  
 100 McGregor St.  
 Manchester, NH

### **Sexual Assault, Domestic Violence and Stalking Resources:**

#### **NH Coalition against Domestic Violence**

Haven.....603-994-7233  
 24 hour Domestic Violence...1-866-644-3574  
 24 hour Sexual Assault.....1-866-277-5570

#### **Mental Health Resources:**

National Suicide Prevention....800-273-8255  
 Veterans Crisis Line.....800-273-8255

#### **Substance Abuse Resources:**

Substance abuse and Mental health  
 services administration.....800-662-4357

#### **Financial Aid Resources:**

Financial Aid Office.....603-513-1327  
 25 Hall St.  
 Concord, NH



Dear Granite State Community,

Thank you for taking the time to read the 2021 Annual Security Report and Annual Safety Report (ASR). On July 29, 2021 the University of New Hampshire and Granite State College established a merged college located in the Manchester-Concord corridor. Granite State will become a college with UNH but will retain their name of Granite State College. Effective September 1, 2021 James Dean will serve as the president of Granite State College.

The ASR, provided to you in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is full of useful information about safety and security at the various Granite State College Locations throughout New Hampshire. Within this guide you will find crime statistics for the previous three calendar years, campus safety and disciplinary policies, alcohol and drug policies, and policies that specifically address prevention of and response to sexual assault, domestic violence, dating violence, and stalking.

While GSC is generally a safe place to study and work, it is not without the challenges that other institutions of similar size and scope face. There are many resources available to help you make informed decisions about your safety and security at Granite State College. GSC is active on Instagram, Facebook, and Twitter. GSC communicates to staff, students, faculty and guests through press releases regarding incidents happening in or around campus.

By making yourself familiar with Granite State College's safety and security policies you are taking a significant step in protecting yourself and your community. This ASR contains a great deal of resources for students and employees who are in crisis, and we encourage you to reach out should you or someone else need our assistance.

Sincerely,

A handwritten signature in cursive that reads "Paul H. Dean".

Paul Dean  
Chief of Police/Associate VP for Public Safety and Risk Management  
Granite State College

## Compilation of the 2020 Annual Security Report for Granite State College campuses (Concord, Manchester and Conway)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an Annual Security Report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. This document, referred to as the “Annual Security Report or “ASR” is one of many mechanisms designed to inform current and potential GSC community members about crime, arrest and referral statistics, of current crime response, reporting, prevention and awareness policies, including policies regarding sexual assault, domestic violence, dating violence, and/or stalking, of campus disciplinary policies and relevant state laws, and about campus safety and security. This “ASR” includes crime, arrest and referral statistics for the previous three calendar years about reported crimes that occurred on campus, property owned and on public property within, or immediately adjacent to and accessible from, the campus.

This report is prepared by the University of New Hampshire Police Department (UNH PD). To gather information for this report, UNH PD collaborated with Human Resources, Department of Student Life, Title IX office, and other departments on campus.

Statistics are gathered through reports to the local law enforcement agencies, Community Title IX Coordinator, the Office of Human Resources, and reports submitted by Campus Security Authorities. UNH PD also requested crime statistics from outside law enforcement agencies that have jurisdiction over the community campuses in Concord, Manchester and Conway. A copy of this report is disseminated to students, faculty, and staff in an e-mail sent in late September of each fall semester. Crimes are classified using the FBI Uniform Crime Reporting Handbook, the National Incident Based Reporting System Handbook and the Handbook for Campus Safety and Security Reporting (2016). New Hampshire law is used to define drug, liquor and weapon law violations, as well as incidents of domestic and dating violence.

Granite State College is a non-residential institution serving adult students at two academic campus locations distributed around the state of New Hampshire. Approximately two thirds of the institution’s enrollments are in online classes with no on campus requirements. Granite State College’s primary safety concerns are therefore focused on providing personal safety, respectful conduct, and property security while visiting our academic campus location.

For questions about this report, please contact

John MacLennan  
Coordinator of Public Safety Security Services  
Granite State College  
25 Hall Street, Concord, NH 03301  
**603-862-1427**  
[John.maclennan@unh.edu](mailto:John.maclennan@unh.edu)

## Campus Crime Statistics Charts

The following are the statistical charts for calendar years 2018, 2019, and 2020. Charts for Granite State College Concord, Conway, Rochester, Portsmouth, Claremont and Manchester campuses are reported here. Differences in the statistics themselves reflect the number of crimes reported, not necessarily a difference in the rate of crime itself. The data does not reflect prosecution, convictions or the outcome of disciplinary actions.

Crime statistics published in this document reflect crimes that are reported to have occurred in one of the four federally defined locations. Crimes that are reported to have occurred outside of the following locations are not included in this report. The four federally defined locations are:

**On-campus property:** Defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonable contiguous to campus, that is owned by the institution but controlled by another person, and is frequently used by students, and supports institutional purposes (such as book store or food vendor).

**On-campus student housing:** Defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonable contiguous geographic area that makes up the campus. Granite State College does not have any on-campus student housing.

**Public Property:** Defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within campus, or immediately adjacent to and accessible from campus.

**Non-campus property:** Defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property that is owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, which is frequently used by students, but is not within the same reasonable contiguous geographic area of the institution. This category includes property, outside of New Hampshire, and outside of the United States. Granite State College Concord is the main campus and has two non-campus properties included in their statistics for a classroom in Nashua at Nashua Community College and in Lebanon at River Valley Community College.

### Clery Definitions of crimes and categories:

**Murder and Non-Negligent Manslaughter** is defined as 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 from this category.

**Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

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

**Aggravated Assault** is defined as 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 that is likely to produce death or great bodily harm. It is not necessary that an injury results 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** is defined as 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. An incident must meet three conditions to be a burglary: a) there is evidence of unlawful entry (trespass), b) the unlawful entry must occur within a structure that has 4 walls, a roof and a door, and c) the structure was unlawfully entered to commit a felony or theft.

**Motor Vehicle Theft** is defined as the theft or attempted theft of a motor vehicle. All cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding, are classified as motor vehicle theft,

**Arson** is defined as any willful or malicious burning or attempt to burn of a dwelling, house, public building, motor vehicle, aircraft, or personal property of another either with or without intent to defraud.

**Weapon Law Violations** are defined as the violation of any law or ordinance prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or the use of, firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. It includes the manufacture, sale, or possession of deadly weapons, and the carrying of deadly weapons, whether concealed or openly displayed. It also includes the possession and use of silencers, furnishing deadly weapons to minors, and possession of deadly weapons by aliens. These types of violations also apply to weapons that are used in a deadly manner in violation of state and local laws.

**Drug Abuse Violations** are defined as the violation of any law prohibiting the production, distribution, and/or use of certain controlled substances, and the equipment or devices utilized in their preparation and/or use. This includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Drug abuse violations include arrests made for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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

**Sexual Assault** is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident- Based Reporting System user manual from the FBI UCR program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances, where the victim is incapable of giving consent."

**Rape** is the penetration, no matter how slight, of the vagina, or anus, with any body part of object, or oral penetration by sex organ of another person without the consent of the victim. This definition includes any gender of victim or perpetrator.

**Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental incapacity.

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

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. The age of consent in NH is anyone over the age of 16.

Relationships which constitute incest in New Hampshire include ancestors, descendants, 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** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse of the victim or intimate partner, 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 in a similar situation to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or, any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** is defined as violence committed by a person who is or has been, in a social relationship of romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the

following factors: length of relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- A. Dating violence includes, but is not limited to, sexual or physical abuse, or the threat of such abuse.
- B. Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For the purposes of this definition:

- A. Course of conduct means, two or more acts, including, but not limited to acts which the stalker directly, indirectly, or through third parties, by any action method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- C. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crimes** are defined as a criminal offenses committed that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. A bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin. Hate crimes include any offense that is motivated by bias including murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny-theft, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of this compliance document.

A bias-related (hate) crime is not a separate, distinct crime in New Hampshire, but it is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime and if the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. the assault is then classified as a hate crime.

**Larceny-theft** is defined as the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Destruction/Damage/Vandalism of property** is defined as the willful destruction, injury, disfigurement, or defacing of any public or private property, real or personal, without the consent of the owner or person having custody or control of that property by cutting, tearing, breaking,

marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Intimidation** is defined as the unlawful placing of another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

**Simple Assault** is defined as an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, loss of consciousness or severe laceration.

**2020, 2019, 2018 Granite State College- Campus Statistics**

Notes on Statistics:

- Possession of ¾ of an ounce or less of marijuana is a civil violation in the state of New Hampshire, not a criminal offense and therefore tickets issued for possession of marijuana are not classified as “arrests,” as per Clery Act Regulations.
- In accordance with *The Handbook for Campus Safety and Security Reporting (2016)* and the comments to the final regulations for Violence Against Women Act (VAWA) (34 CFR Part 668, 2014), crimes that are committed between roommates or former roommates are not counted in “Domestic Violence.” The relationship between the perpetrator and the victim must be more than two people cohabitating together. The people cohabitating together must be current or former spouses or have an intimate relationship.” (Handbook, 2016)
- The State of New Hampshire does not recognize dating violence\* as a separate offense. It all falls under the definition of Domestic Violence. Therefore there will not be any dating violence statistics

**Crime Statistics for GSC Claremont location 27 Pleasant St. Claremont NH- closed March 2018**

Offense	Year	On Campus Properties	Public Property
Murder, non-negligent Manslaughter	2018	0	0
Manslaughter by Negligence	2018	0	0
Rape	2018	0	0
Fondling			

GRANITE STATE COLLEGE ANNUAL SECURITY REPORT 2021

	2018	0	0
Incest		On- Campus Property	Public Property
	2018	0	0
Statutory Rape			
	2018	0	0
Robbery			
	2018	0	0
Aggravated Assault			
	2018	0	0
Burglary			
	2018	0	0
Motor Vehicle Theft			
	2018	0	0
Arson			
	2018	0	0
Stalking			
	2018	0	0
Domestic Violence			
	2018	0	0
Dating Violence			
	2018	0	0
Liquor Law Arrest			
	2018	0	0
Liquor Law Violations referred for disciplinary action			
	2018	0	0
Drug Law Arrests			
	2018	0	0
Drug Law Violations Referred for disciplinary action			
	2018	0	0

<b>Illegal Weapons Arrests</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession Violations Referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>

The Claremont campus closed March of 2018 and there were no reported hate crimes in 2018.

There were no unfounded crimes at the Claremont Campus in 2018.

**Crime Statistics for GSC Concord 25 Hall Rd Concord, NH- Main Campus**

<b>Offense</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Non-campus</b>	<b>Public Property</b>
<b>Murder, non-negligent Manslaughter</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter by Negligence</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fondling</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Incest</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Statutory Rape</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRANITE STATE COLLEGE ANNUAL SECURITY REPORT 2021

	2019	0	0	0
	2020	0	0	0
<b>Robbery</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Aggravated Assault</b>		<b>On-Campus properties</b>	<b>Non-campus properties</b>	<b>Public Property</b>
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Burglary</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Motor Vehicle Theft</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Arson</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Stalking</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Domestic Violence</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Dating Violence</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Liquor Law Arrest</b>				
	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
<b>Liquor Law Violations referred for</b>				

<b>disciplinary action</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Arrests</b>		<b>On-campus Properties</b>	<b>Non-campus Properties</b>	<b>Public Property</b>
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Referred for disciplinary action</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Arrests</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession Violations Referred for disciplinary action</b>				
	<b>2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>	<b>0</b>

There were no reported hate crimes for calendar years 2018, 2019 or 2020 for the Concord Campus.

Granite State College has two non-campus classrooms. One is in Nashua at the Nashua Community College. The Nashua police department does not track hate crimes. The second non-campus location is in Lebanon where a classroom is used in the River Valley Community College.

There were no reported unfounded crimes in 2018, 2019 or 2020.

**Crime Statistics for GSC Conway 53 Technology Lane Suite 150 Conway, NH  
Closed on 8/30/2020**

<b>Offense</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Public Property</b>
<b>Murder, non-negligent Manslaughter</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Manslaughter by Negligence</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Fondling</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Incest</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Statutory Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Robbery</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Aggravated Assault</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Burglary</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Motor Vehicle Theft</b>			
	2018	0	0

	2019	0	0
	2020	0	0
<b>Arson</b>		<b>On Campus Properties</b>	<b>Public Property</b>
	2018	0	0
	2019	0	0
	2020	0	0
<b>Stalking</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Domestic Violence</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Dating Violence</b>			
	2018	NA	NA
	2019	NA	NA
	2020	NA	NA
<b>Liquor Law Arrest</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Liquor Law Violations referred for disciplinary action</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Drug Law Arrests</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Drug Law Violations Referred for disciplinary action</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Illegal Weapons Arrests</b>			
	2018	0	0
	2019	0	0
	2020	0	0

Illegal Weapons Possession Violations Referred for disciplinary action		On-campus properties	Public Property
	2018	0	0
	2019	0	0
	2020	0	0

There were no hate crimes reported in calendar years 2018, 2019 or 2020 for the Conway Campus.

There were no reported unfounded Crimes in 2018, 2019 or 2020 at the Conway Campus.

**Crime Statistics for GSC Manchester 195 McGregor St. Manchester, NH**

Offense	Year	On Campus Properties	Public Property
<b>Murder, non-negligent Manslaughter</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Manslaughter by Negligence</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Fondling</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Incest</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Statutory Rape</b>			
	2018	0	0
	2019	0	0

GRANITE STATE COLLEGE ANNUAL SECURITY REPORT 2021

	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>		<b>On-campus Properties</b>	<b>Public Property</b>
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Arson</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Domestic Violence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrest</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations</b>		<b>On-campus Properties</b>	<b>Public Property</b>

<b>referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Arrests</b>			
	<b>2018</b>	<b>1</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Arrests</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession Violations Referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>

There were no hate crimes reported for calendar years 2018, 2019 or 2020 at the Manchester Campus.

There were no unfounded crimes reported for calendar years 2018, 2019 or 2020 at the Manchester Campus.

**Crime Statistics for GSC Portsmouth 51 International Dr. Portsmouth, NH-  
Closed June 30, 2020.**

<b>Offense</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Public Property</b>
<b>Murder, non-negligent Manslaughter</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Manslaughter by Negligence</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Fondling</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Incest</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Statutory Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Robbery</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Aggravated Assault</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Burglary</b>			
	2018	0	0
	2019	0	0
	2020	0	0

<b>Motor Vehicle Theft</b>		<b>On-campus Property</b>	<b>Public Property</b>
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Arson</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Domestic Violence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrest</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Arrests</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Referred for</b>			

<b>disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Arrests</b>		<b>On-campus Properties</b>	<b>Public Property</b>
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession Violations Referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>

There were no hate crimes reported in calendar years, 2018, 2019 or 2020 at the Portsmouth Campus.

There were no unfounded crimes reported at the Portsmouth Campus in calendar years 2018, 2019, or 2020.

Portsmouth Police did not respond to our attempts to obtain crime statistics for our campus. We did not have any crimes reported to CSA staff either.

**Crime Statistics for GSC Rochester 35E Industrial Way Rochester, NH- Closed June 30, 2020.**

<b>Offense</b>	<b>Year</b>	<b>On Campus Properties</b>	<b>Public Property</b>
<b>Murder, non-negligent Manslaughter</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Manslaughter by Negligence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>

GRANITE STATE COLLEGE ANNUAL SECURITY REPORT 2021

	2020	0	0
<b>Rape</b>		<b>On-campus Property</b>	<b>Public Property</b>
	2018	0	0
	2019	0	0
	2020	0	0
<b>Fondling</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Incest</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Statutory Rape</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Robbery</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Aggravated Assault</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Burglary</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Motor Vehicle Theft</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Arson</b>			
	2018	0	0
	2019	0	0
	2020	0	0
<b>Stalking</b>			
	2018	0	0
	2019	0	0
	2020	0	0

<b>Domestic Violence</b>		<b>On-campus Property</b>	<b>Public Property</b>
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Arrest</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Arrests</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations Referred for disciplinary action</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Arrests</b>			
	<b>2018</b>	<b>0</b>	<b>0</b>
	<b>2019</b>	<b>0</b>	<b>0</b>
	<b>2020</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possession</b>			

Violations Referred for disciplinary action			
	2018	0	0
	2019	0	0
	2020	0	0

There were no reported hate crimes in calendar years 2018, 2019 or 2020 for the Rochester campus.

There were no unfounded crimes reported at the Rochester Campus in calendar years 2018, 2019, or 2020.

A hard copy of this report can be obtained by contacting the Director of Facilities, Safety, and Sustainability at Granite State College, Peter Conklin. He can be reached at 603-513-1382 or through email at [peter.conklin@granite.edu](mailto:peter.conklin@granite.edu).

## Campus Safety

In the Campus safety chapter, you will find information on policies for safety and security on campus, general crime reporting, access to campus facilities, missing students, communications about emergencies and information about the various units and teas that help keep Granite State College community safe.

### REPORTING CRIMES AT GRANITE STATE COLLEGE:

Granite State College has no campus security force and so it relies on its local police departments for security services. The College maintains professional relations with these departments to insure their awareness of College operations including class schedules and hours, security concerns as they arise, and any special security services as needed. **All emergency calls should be made to 911** and can be dialed from security phones in our centers, personal cell phones, and pay phones depending on locations.

### Crime and Emergency Reporting

#### EMERGENCIES:

In case of an emergency dial **911**. Local police are familiar with Granite State College operations and are happy to respond to even minor incidents. If in doubt, please call for help. When calling make sure to provide your address, name, phone number, and keep the line open until instructed otherwise.

**NON-EMERGENCY CALLS:**

Non-emergency calls should be placed to the police department associated with your campus location:

Concord Police Department: 225-8600  
 Manchester Police Department: 668-8711

The Portsmouth and Rochester Campuses closed June 30, 2020. The Conway Campus closed in December of 2020. The Concord and Manchester campus was closed to students during the 2020-2021 academic year. All classes were held on line.

***CAMPUS SECURITY AUTHORITIES***

“Although (Granite State) wants (our) campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. A student who is the victim of a crime may be more inclined to report it to someone other than the local police. For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “Campus Security Authorities. The function of a Campus Security Authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police department, those allegations of Clery Act crimes that he or she concludes were made in good faith.” *Excerpt from the Handbook for Campus Safety and Security Reporting, US Department of Education, June 2016, pages 4-5/.*

A Campus Security Authority (CSA) is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department. This includes officials of the University who have significant responsibility for student and campus activities, including, but not limited to, academic advisors, and student discipline. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

**REPORTING PROCEDURES:****On Campus Reporting:**

Granite State College is committed to providing and sustaining a safe environment for its students, faculty and staff. It is therefore essential that all fires, accidents, criminal acts or other potentially hazardous situations or incidents are brought to the attention of the college administration so that

remedial or preventative action can be taken. Reports should be completed within two days of the incident.

Please report the incident to the College using the incident report form: <https://www.granite.edu/current-students/incident-report-form> or by contacting the Coordinator of Public Safety Security:

John MacLennan  
Granite State College  
25 Hall Street, Concord, NH 03301  
603-862-1427 or [john.maclennan@unh.edu](mailto:john.maclennan@unh.edu)

Please report even minor incidents as your concern or experience may be related to a broader safety issue at the college.

#### **Non-Campus Reporting:**

If the criminal activity takes place at a non-campus location that is rented or owned by the College, notify the local police department with jurisdiction. In Concord, please contact the Concord Police Department at 603-225-8600, or by visiting in person at 35 Green St. Concord NH. In Manchester, please contact the Manchester Police at 603-668-8711 or by visiting in person at 405 Valley St, Manchester NH.

## **CODE OF CONDUCT AND REPORTING CONDUCT ISSUES**

#### **Conduct Standard:**

Members of the GSC community, including students, faculty, staff, visitors, and vendors, are expected to treat the college and one another with respect. Respect is necessarily a subjective standard and some conduct may seem respectful to one party and not to the other. The GSC conduct standard allows for these differences by providing a private, fair and expeditious process for resolving these differences before they escalate. Members of the GSC community are expected to know and comply with the policies, rules and procedures of the College including this conduct policy.

Interactions between members of the GSC community are expected to be thoughtful, professional, respectful and civil. Accordingly, any behavior that threatens or endangers the welfare of members of the College community, or substantially disrupts or threatens to substantially disrupt the operation of the College, is prohibited and shall be grounds for disciplinary action, including possible dismissal from the College. Such prohibited behaviors include, but are not limited to, disruptive conduct, harassment, bullying, discrimination, sexual violence, quid pro quo harassment, intimidation, and threatening behaviors.

The College reserves the right, notwithstanding anything contained herein, to refer any conduct violation to the appropriate civil or criminal authority, as it may deem appropriate.

**Reporting Process:**

Early intervention in conduct issues is the best way to avoid escalation and to maintain a safe and respectful learning environment. This goal requires all members of the GSC community to know how to report conduct issues and to feel comfortable participating in the process. It is important to understand that the majority of conduct cases at GSC are resolved informally, expeditiously, and with respect for the privacy of the parties involved.

Disrespectful conduct should be reported to the GSC Conduct Team. GSC community members are often guiding conduct towards the community standard and it can be a judgment call on when to report. If in doubt, please report the incident as your experience of the conduct may be connected to a larger issue.

Retaliation for reporting a conduct issue should be reported promptly to the GSC Conduct Team and may result in disciplinary action independent of the response to the original report of disrespectful conduct. GSC community members should report conduct issues directly to the GSC Conduct Team.

GSC faculty and staff should also inform their supervisors of their reporting unless a conflict of interest prevents them from doing so.

The Granite State Conduct Team consists of:

**Tiffany Doherty**  
Title IX Coordinator  
Director of Student Affairs  
Phone 603-513-1328, TTY: 7-1-1, or 1-800-735-2964 (relay NH)

**Maggie Hyndman**  
Deputy Title IX Coordinator  
Director of Human Resource  
Phone: 603-513-1319, TTY: 7-1-1, 1-800-735-2964 (relay NH)

**Peter Conklin**  
Deputy Title IX Coordinator  
Director of Facilities, Safety and Sustainability  
Phone: 603-513-1384, TTY: 7-1-1. 1-800-735-2964 (relay NH)

For online and anonymous reporting please use the incident report form at:  
<https://www.granite.edu/current-students/incident-report-form/>

## **BUILDING SECURITY- SECURITY POLICY STATEMENTS:**

**Security and Access Procedures:** All buildings are secured each night and are open to members of the community and visitors only during normal business hours. Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative officers.

The Director of Facilities, Safety, and Sustainability coordinates with campus staff and janitorial services to maintain security protocols for each academic campus location. These protocols include access procedures for the buildings during the evening hours and on weekends, security of college technology assets, and addressing employee and student safety needs that are specific to that location.

The Director of Facilities, Safety and Sustainability with campus staff maintains a key inventory for each center: assigning specific keys to employees and faculty members and ensuring that the keys are returned when appropriate. Keyless security systems are currently installed in Concord, and Manchester locations. Access codes for these systems are assigned to faculty and staff by the Director of Facilities, Safety, and Sustainability.

## **SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES**

Granite State College Maintenance maintains campus facilities in a manner which minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Facilities personnel inspects lights and notifies appropriate property owners when lights are broken or out. Maintenance also addresses malfunctioning door locks or other physical conditions that enhance security. Other members of the College Community are helpful when they report equipment problems to the Director of Facilities by email [peter.conklin@granite.edu](mailto:peter.conklin@granite.edu) or by phone at 603-513-1384.

## **SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS:**

During the 2020-2021 academic year, Granite State College offered crime prevention and security awareness programs. Topics such as personal safety, security, on-line security and awareness, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to contact the local police to report suspicious behavior. For additional questions regarding crime prevention, contact the Coordinator of Public Safety Security John MacLennan by phone at 603-862-1427 or by email at [john.maclennan@unh.edu](mailto:john.maclennan@unh.edu).

The Granite State College Safety Committee meets quarterly to discuss safety and security issues in the campus locations and to raise improvement recommendations to the senior management. Membership of the committee is representative of the operational and geographical distribution of the institution. The committee organizes periodic safety awareness trainings for campus staff in their locations and for administrative departments tailored to their responsibilities and needs. These trainings include topics such as: code of conduct, violence in the workplace, safe staffing, and personal safety and crime prevention. Sexual violence trainings are conducted periodically by the Title IX Coordinator.

Faculty are issued a College emergency contact card and given general safety and security information pertinent to the location where they are teaching. This information is shared with students at orientations and also printed in class materials, at the beginning of each term.

### **Non-Campus Student Organizations:**

Granite State College does not recognize any NON-campus student organizations such as fraternities, sororities, or other student organizations including non-residential organizations.

### **Alcohol and Illegal Drug Policy:**

Granite State College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The Drug-Free Schools and Community Act Amendments of 1989 require that Granite State College, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or property rented for the purpose of holding GSC classes is prohibited.

### **USNH Policy governing Alcohol and Controlled substances: Use of alcohol and controlled substances during work hours:**

1. Using, possessing, or being under the influence of alcoholic beverages, amphetamine-type drugs, barbiturate-type drugs, cannabis-type drugs, cocaine-type drugs, morphine-type drugs, hallucinogenic drugs, or any controlled drugs as provided in RSA 318-

**B during work hours by University System employees is prohibited. The only exceptions are the use of alcoholic beverages when permitted by policy and the use of drugs in strict accordance with the prescription of a physician or dentist.**

- 2. Safety considerations and concern for the image of the institution require that discretion be exercised in the use of alcoholic beverages either on or away from University System property during meal or break periods.**
- 3. In situations where the use of certain types of medication may negatively affect mental concentration or coordination (such as antihistamines or “mood altering” drugs) safety considerations may require temporary assignment of duties and responsibilities by the department chairperson or supervisor following notification of such use by the faculty or staff member.**
- 4. In the event that a faculty or staff member is found to be acting against policy as stated above, he or she will be subject to appropriate action, which may include a warning, reprimand, suspension, or discharge.**

**In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of Granite State College are notified of the following:**

- 1. The unlawful possession, use, sale, and distribution of illicit drugs and alcohol on any College property or property being used for classes or during college-sponsored activities are prohibited. The local police departments for each college have primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.**
- 2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines, and imprisonment.**
- 3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with established College procedures. Discipline may include disciplinary probation and/or dismissal from the College.**
- 4. Faculty and staff employees who are found to be in violation of the stated prohibition are subject to discipline in accordance with the applicable college employment rules and procedures. Discipline may include probation, suspension, or termination of employment.**

**In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession or use of a**

controlled substance by college employees on college premises, or off our premises while conducting college business, is prohibited. Violation of this policy will result in disciplinary action, up to and including termination, and may have further legal consequences.

## **Federal Drug Laws**

The possession, use, sale, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

### **A. Denial of Federal Benefits 21 U.S.C. 862**

A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal Drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

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

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

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

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

### **D. Federal Drug Possession Penalties**

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

**New Hampshire State Laws**

The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to

- (1) Have in your personal possession any alcoholic beverages,
- (2) Misrepresent your age for purpose of obtaining alcoholic beverages,
- (3) Drive in a car having alcoholic beverages except when accompanied by a parent, step parent, sibling of legal age, grandparent, step grandparent, guardian, or legal aged spouse or domestic partner.
- (4) Be in an area where alcoholic beverages are served unless accompanied by person 21 years of age.

Penalty: fine and/or time in jail.

It is illegal for anyone to:

- (1) Sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated
- (2) Charge for alcoholic beverages without a license
- (3) Manufacture, sell, possess or use a falsified ID
- (4) To lend a driver’s license to be used for unlawful purpose.

Penalty: fine and/or jail sentences.

Substance	Amount	Penalty – First Conviction
Heroin	1 kg or more	Prison: not less than 10 years, Not more than life. Fine: up to \$4 million.
Cocaine	5 kg or more	
Crack Cocaine	50 gm or more	
Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1000 kg or more	

Heroin	100-999 gm	Prison: not less than 5 years, Not more than 40 years. Fine: up to \$2 million.
Cocaine	500-4,999 gm	
Crack Cocaine	5-49 gm	
Methamphetamine	10-99 gm	
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	100-1000 kg	
Amphetamines	Any amount	Prison: up to 5 years. Fine: up to \$250,000
Barbiturates	Any amount	
Marijuana	50-100 kg	Prison: up to 20 years. Fine: up to \$1 million
Hashish	10-100 kg	
Hash Oil	1-100 kg	
Marijuana	Less than 50 kg	Prison: up to 5 years. Fine: up to \$250,000
Hashish	Less than 10 kg	
Hash Oil	Less than 1 kg	

**(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)**

You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

**Unlawful Possession**

Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation and will be fined a minimum of \$250. Any second and/or subsequent offenses will be fined at least \$500.

A penalty assessment fee of 17% will be added to the above fines.

If you are under the age of 21 and are found guilty of illegal possession of alcohol you will be given a probationary driver’s license until 21 years of age. Any subsequent alcohol violations will result in suspension of driver’s license.

It is a violation for a minor not only to possess alcohol, but also to be intoxicated or have a BAC level of .02 or more (internal possession of alcohol). Penalty: a fine and may suspend driver's license or privilege to drive.

### **Description of Health Risks**

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They can cause temporary or permanent physical or mental impairment, and can cause injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal prosecution or civil liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause birth defects, or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

#### **1. Drugs and the Body—Narcotics (ex. Heroin, OxyContin, Vicodin, Percocet)**

There are legal and illegal narcotics. Narcotics are effective in pain control and for other medical purposes when prescribed by a physician and used as directed. Use is often diverted however, which can result in drug dependency and overdoses, as narcotics are highly addictive.

*Effects*—the user may experience initial euphoria, followed by drowsiness and nausea. Someone under the influence may have constricted pupils, watery eyes and a “dazed” look.

*Risks*—there is a substantial risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose without intervention, can lead to possible death. Narcotics are highly addictive and may require inpatient treatment to safely detoxify the body.

#### **2. Depressants (Barbiturates, Benzodiazepines)**

Depressants can also be legal and illegal. The most popular legal depressant is alcohol (see below). Depressants slow the central nervous system and may be prescribed by a physician to induce sleep, reduce stress, or help control anxiety. There is a danger of overdosing with depressants.

*Effects*—the user may experience some relaxation, calmness, drowsiness and even euphoria. When used in high levels a person may experience confusion, disorientation and impaired motor coordination, including slurred speech and loss of balance.

*Risks*—Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma and possible death. Risk of overdose is increased when the person combines depressant drugs (intentionally or accidentally).

#### **3. Stimulants (Cocaine; Methamphetamine e.g., Ritalin; Amphetamines e.g., Adderall)**

Stimulants speed up the mental and physical processes of the body. Historically they have been used both in their legal (nicotine and caffeine and in the treatment of ADD/ADHD) and illegal forms. These substances help keep people awake, provide more energy, and suppress appetite. They have also been prescribed by physicians to increase enhance focus and concentration in individuals with ADD/ADHD. These drugs can be addictive and can produce withdrawal symptoms if stopped.

*Effects*—the user may experience an increased heart rate, increased energy and increased alertness. Users may also find they have an increased blood pressure, talk excessively, and experience increased anxiety. When taken in large doses, users experience loss of coordination, dizziness, anxiety, cardiac and respiratory distress, and seizures, among other concerns.

*Risks*—Increase in body temperature, hallucinations, convulsions and possible death.

#### **4. Hallucinogens (Mushrooms, LSD, PCP)**

These are drugs that alter a person's state of mind and mood. Some types produce hallucinations, causing the person to hear, see, and smell things that are not real. Dissociative drugs do not cause hallucinations but can cause the person to feel disassociated with their body, or feel detached from his/her surroundings.

*Effects*—Users may experience illusions or hallucinations. They may become confused, experience panic, anxiety, depression, and develop poor perception of time and distance.

*Risks*—Users may experience respiratory failure or death due to careless or accidental behaviors.

#### **5. Dissociative Drugs (Ketamine, PCP)**

Dissociative drugs can cause a person to feel disassociated from their body or feel detached from their surroundings.

*Effects*—Users may experience feelings of detachment and distortions of space, time and body. They may become confused, experience panic, anxiety, depression, feelings of invulnerability or exaggerated strength.

*Risks*—Users can exhibit violent behavior, loss of coordination, severe muscle contractions, kidney damage, convulsions and possible death.

#### **6. Predatory Drugs (Rohypnol, GHB)**

These drugs are considered predatory because of their sedative affects. They can leave an individual with no recollection of what happened. They are colorless and odorless and when mixed with soda, alcohol and other beverage become virtually undetectable. They metabolize quickly and can become difficult to detect in as little as 12 hours.

*Effects*—Causes distortion in perception, delirium and amnesia.

*Risks*—Incapacitates user and can cause coma and seizures and amnesia. These drugs are linked with sexual assault.

## 7. Club Drugs (Ecstasy and Molly)

Ecstasy comes in a tablet or capsule form. It is a synthetic drug that has stimulating and psychoactive properties similar to methamphetamine.

*Effects*—can cause increased euphoria, energy and emotional warmth as well as distortion in time perception and tactile experiences. It can also cause nausea, chills, sweating and muscle cramps.

*Risks*—Users can experience impaired memory and learning, paranoia, psychotic behavior, hyperthermia, cardiac and liver toxicity, along with renal failure and death.

## 7. Cannabis (Marijuana, Hashish)

These drugs are illegal according to Federal Law. However on September 16, 2017 the State of New Hampshire decriminalized the possession of 3/4oz or less of marijuana.

*Effects*—Users may experience euphoria, relaxation and/or drowsiness and an increased appetite. Short-term effects may include impaired short-term memory, impaired concentration, and attention. Long-term effects may include addiction (both psychological and physical), anxiety and memory loss. Users also report lack of motivation or difficulty setting and reaching goals.

*Risks*—there is little risk of overdose however there is a risk of an increasing tolerance which can lead to increased use. There are also medical complications such as: increased risk of respiratory infections, emphysema, certain cancers, and fertility issues.

## 8. Steroids (Anabolic)

Anabolic steroids are synthetic substances similar to the male sex hormone testosterone.

They are generally taken orally or injected. Steroids are often abused to build muscle or enhance performance.

*Effects*—using steroids can cause liver damage, water retention, and high blood pressure for both men and women. Side effects for men include shrinking testicles, baldness, breast development and infertility. For women, side effects include facial hair, male patterned baldness, menstrual changes and deepened voice.

*Risks*—Abuse by adolescents can prematurely end their growth spurt causing them to remain shorter in height than they would have been. There is also the potential for fatal liver cysts, liver cancer, and blood clotting problems, cholesterol changes and hypertension which can lead to heart attack or stroke. It has also been suggested that high dose use can increase aggression.

## 9. Alcohol

The Food and Drug Administration defines low-risk drinking as:

- No more than 1 drink per day for women (if daily)
- No more than 2 drinks per day for men (if daily)
- No more than 3 drinks for women, 4 drinks for men on any given day

Alcohol is a depressant drug that is legal in the United States for those over the age of 21 years. Small quantities of alcohol (low-risk) have for a legal-aged user has not been linked to any increased health risks, and in some cases, has been credited with some health benefits.

However, higher quantities (high-risk use) have been associated with increased risk for breast and colon cancer and in heart disease, as well as with a variety of unintentional consequences.

*Effects*—the users may experience a general relaxation, mild reduction in inhibitions and some impairment in judgment in low-risk amounts. Higher risk quantities may result in the user having greater impairment in judgment, alertness and coordination.

*Risks*—High-risk amounts can increase risk for:

- Risk taking behaviors (example: sexual, driving)
- Alcohol poisoning which can include: passing out (coma or becoming unconscious) nausea/vomiting and memory loss (black outs)
- Hostility or other behavior changes.
- Dependence and/or addiction
- Uncharacteristic family, school, work and/or legal problems
- Health problems such as cancers, health disease and cirrhosis of the liver
- Unintentional injuries and death
- Birth and developmental defects if exposed during pregnancy

Additionally, alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug and can cause nausea, sweating, severe headaches, convulsions and death by overdose.

#### **Alcohol/Drug Abuse Education Programs:**

Drug and alcohol addiction is a complex disease that requires professional intervention to successfully mitigate. Granite State College employees are encouraged to engage the University System of New Hampshire Employee Assistance Program at: <https://www.unh.edu/hr/employee-assistance-program>.

This program is a free service to employees and offers a wide range of support programs to meet a variety of life challenges.

**Alcohol/Drug Assistance Services:** The College utilizes a system of community referrals if a student is in need of services. Staff members are the key link in the communities where they are located, and a network of medical, psychological, and human services agencies are accessible in local areas.

**Disclosure of Disciplinary Actions:** Granite State College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex assault, fondling, domestic violence, dating violence or stalking, the results of any disciplinary hearing conducted by the college against the student who is

the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Granite State College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## Safety on Campus

### **EMERGENCY NOTIFICATIONS:**

In the event of a confirmed emergency or significant event involving an immediate threat to the health and safety of students, staff or faculty occurring on campus, Granite State College will notify the greater college community unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next.

Granite State College partners with local law enforcement, our USNH sister campuses, and the NH Department of Emergency Management to confirm the severity of emergency situations. Due to frequent travel between campuses by our community, notifications will be made to the entire community even if they only affect one location. Emergency notifications will inform the community of the nature of the emergency, impacts on College operations, and recommendations on responses or resources as necessary. The emergency notification system is initiated by the Director of Facilities, Safety, and Sustainability or his/her designee in consultation with college leadership as necessary.

**Emergency notifications** and updates may be distributed to the campus through any one or more of the following mechanisms

- **UNH Alerts (Rave)** a free service that automatically sends a brief text message alerting the community regarding an emergency situation on the Granite State Campus to email accounts or cell phones. All students, staff and employees with granite.edu mail accounts are automatically enrolled to receive email alerts. To receive texts on your cell phone, sign up for alerts today: go to <https://alert.unh.edu>.
- Local media outlets including WMUR-TV and WOKQ radio
- Granite State College's email system
- Granite State College's website (my.granite.edu)
- Fliers- posted on bulletin boards in academic buildings
- Face to Face Communication
- Fire alarm system

If the Director of facilities or designee, in conjunction with other GSC administrators, local first responders and/or the National Weather Service confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the GSC Community, the Director or facilities will collaborate with the Coordinator of

Public Safety to determine the content of the message and will use some or all of the systems described to communicate the threat to the GSC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

GSC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Local PD, and/or the local fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

<b>System to use</b>	<b>Primary message creator</b>	<b>Back up message creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary message sender/ distributor</b>	<b>Back up message sender/ distributor</b>
<b>Primary</b>					
<b>Rave</b>	Director of facilities or designee and Coordinator of Public Safety	UNH dispatch center	Director of facilities or designee	Director of facilities or designee	UNH Dispatch Center
<b>Granite State Email</b>	Director of facilities and Coordinator of public safety	UNH Dispatch	Director of facilities or designee	Director of facilities or designee	UNH Dispatch Center
<b>Granite State College website</b>	Director of Facilities or designee and Coordinator of Public Safety	UNH Dispatch	Director of facilities or designee	Director of facilities or designee	UNH Dispatch Center
<b>WMUR/WOKQ</b>	Director of Facilities or designee and Coordinator of Public Safety	UNH Dispatch	Director of facilities or designee	Director of facilities or designee	UNH Dispatch Center

The content of the message will vary depending on the situation. At a minimum the message will describe the emergency, give the approximate location, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communications systems.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via GSC webpage.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the institution will follow its emergency notification procedures. The institution is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

GSC maintains an Emergency Response Plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

GSC departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the GSC conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

### **Emergency Evacuation Procedures**

The emergency evacuation procedures are tested at least once a year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. GSC does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering

locations on campus, and other factors such as the location and nature of the threat. In both cases, GSC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At GSC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

### **General Evacuation Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Local Police/Fire department by dialing 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform the local police or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

### **Shelter-in-Place Procedures –What it means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on the scene, follow their directions.

### How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, GSC staff, Local PD, or other authorities utilizing the College’s emergency communications tools.

### How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - -An interior room;
  - -Above ground level; and
  - -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Facility staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (admin staff, faculty, or other staff) to call the list in to the local PD (via 911) so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Check the GSC website for updates and further instructions.
9. Make yourself comfortable.

### TIMELY WARNINGS:

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, the University of New Hampshire Police Department (UNHPD) or facilities Director for GSC will post **timely warnings** for the College Community to notify members of the community about serious or continuing crimes that occur within the GSC Clery Geography (On campus, Public Property, and Non-campus property). Granite State College Facility Director, Coordinator of Public Safety or UNH Police Chief or his designee is responsible for determining whether a reported Clery Crime represents a serious and ongoing threat to Granite State College students, faculty and staff members. 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 crimes may be reported to the local police department, a campus authority, the Coordinator of Public Safety Security Services at 603-862-1427, or the Director of Facilities Safety and

Sustainability at 603-513-1382. Timely Warnings will be issued in a manner that withholds the names and other personally identifying information of victims, and that will aid in the prevention of similar occurrences.

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 UNH Chief of Police, the Director of Facilities, Safety and Sustainability and the coordinator of public safety security services, 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.

Granite State College may issue timely warnings for the following Clery Act reportable incidents:

- **Murder/Non-negligent Manslaughter**
- **Sex Offenses** (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Coordinator of Public Safety Security Services. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for a potential issuance of Timely Warning Notice).
- **Aggravated Assault-** cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger GSC community.
- **Robbery involving force or violence** (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice but will be assessed on a case-by-case basis).
- **Burglary**
- **Motor Vehicle Theft**
- **Domestic Violence, Dating Violence, or Stalking**
- **Hate Crimes**
- **Major incidents of Arson**
- **Other crimes as determined necessary by the Director of Facilities and Security.**

**Granite State College does not issue timely warnings for the above listed crimes if:**

- The subject(s) apprehended and the threat of imminent danger to the GSC Community has been mitigated by the apprehension.
- If a report was not filed with the college or the college was not notified by local police 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 Granite State College to post a “timely” warning to

the community. This type of situation will be evaluated on a case-by-case basis.

Updates to the community about any particular case resulting in Timely warning Crime alerts may be distributed to the campus through any one or more of the following mechanisms:

- **UNH Alerts (Rave)** a free service that automatically sends a brief message alerting the community regarding an emergency situation on the Granite State Campus to email accounts or cell phones. Faculty, staff, and students with a Granite.edu email will automatically be enrolled for email alerts. If you want to sign up for text alerts or do not have a Granite.edu email account you can sign up for alerts at: at <https://alert.unh.edu>.
- Local media outlets including WMUR-TV and WOKQ radio
- Granite State College's email system
- Granite State College's website ([my.granite.edu](http://my.granite.edu))

Timely Warning Notices are typically written and distributed by the Director of Facilities, Safety, and Sustainability or their designee. The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

A copy of the timely warning will be filed in the corresponding case file.

Granite State College may also issue **Safety Alerts**", when necessary, to apprise the Granite State community of safety issues and concerns. These "safety bulletins" will include safety tips and recommendations to follow so that the Granite State Community can make informed decisions about personal safety.

#### **TESTING AND EVALUATION:**

Granite State College tests the UNH Alerts system and reviews the Emergency Operations Plan annually.

Training is a critical factor in successful emergency management in the event of an incident. The following training schedule will be coordinated by the Director of Facilities Safety and Sustainability in cooperation with department managers:

- Yearly in-service awareness training for all departments and locations
- Employee onboarding awareness training
- ICS-100 and/or IS-700 training for GSC staff with assigned responsibilities in the emergency operations plan
- Yearly table-top exercise with department managers to familiarize emergency operations implementation

Additional exercises and coordinated trainings will be arranged as necessary, particularly to help prepare for hazards of special concern (e.g., approaching hurricane, disease outbreak, civil unrest).

## **REPORTING LAWS AND POLICIES**

Granite State College encourages accurate and prompt reporting of all crimes to Granite State College and local law enforcement for the campus location they are visiting. This includes situations when the victim of such crime elects or is unable to make such a report. Members of the community are helpful when they immediately report crimes or emergencies to the local police department with jurisdiction or a Campus Security Authorities for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary. Some of the CSA's at Granite State College include the Dean of Students, student advisors, leaders of student activity groups, Directors of Facilities, safety and sustainability, and the Title IX coordinator.

Under NH State Law, College Officials must report crimes including hazing, child and elder abuse and treatment given for gunshot wounds. In addition, there is a legal duty on the part of employees at GSC to report suspected cases of sexual harassment of students by employees to a supervisor or the Title IX coordinator. Granite State College will help the victims to report, if asked to do so. Crime statistics are gathered annually from GSC campus security authority's via email. Any crime report made to a campus security authority or Local police department should be immediately forwarded to the Clery Compliance Coordinator Allison Jean at [ajordan@unh.edu](mailto:ajordan@unh.edu) for inclusion in the annual statistics. She can be reach by phone at 603-862-3700.

### **Response to a Report:**

Dispatchers are available in each local jurisdiction 24 hours a day to answer your calls. By calling the police department with jurisdiction (911 in an emergency or business number for non-emergency) the local police department will take the required action, either dispatching an officer or asking the victim to report to their local police department to file an incident report. All reported crimes will be investigated by the local police agency with jurisdiction based on your location and will become a public record. If a sexual assault or rape should occur, staff on scene, including the Title IX coordinator or other CSA's will offer the victim a variety of services available to them.

### **Voluntary Confidential Reporting:**

If you are the victim of a crime and do not want to pursue action within the College system or criminal justice system, you still may want to consider making a confidential report. If a student would like to speak to someone confidentially, meaning that it will not be reported to the college or law enforcement, they can receive confidential counseling and support from local crisis centers located in the community of each campus location. A licensed social worker, psychologist, or licensed pastoral counselor can also provide confidential support and services. Granite State does not have on-campus health or counseling services in any of our regional centers, therefore we partner with local crisis centers to assist victims in receiving the confidential support they need.

**Campus Sex Crime Prevention Act and Duty to Report**

Under the Federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at Granite State College, the State of New Hampshire must promptly notify Granite State College and the local police departments. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at Granite State College, must register with the local Police Department. Failure to register is considered a misdemeanor. Members of the GSC community who wish to obtain information regarding registered sex offenders can review the registry by visiting the New Hampshire Registration of Sexual Offenders/ Registration of Criminal Offenders website at: <https://business.nh.gov/NSOR/>.

**GENDER-BASED AND SEXUAL MISCONDUCT POLICIES**

Members of the GSC community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. This policy applies to all students, staff, and faculty of GSC regardless of sexual orientation or gender identity.

Title IX of the Education Amendments of 1972, 20 U.S.C. Section 1681 is a federal civil rights law prohibiting the discrimination on the basis of sex in education programs and activities. Title IX states that:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Granite State College maintains a zero-tolerance policy for gender-based sexual misconduct and sex-based discrimination. When an allegation of sexual misconduct is brought to the College's attention, steps will be taken to address the effects of the alleged misconduct and prevent its recurrence, including the possibility of serious sanctions to ensure that such actions are never repeated.

**SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING:****Violence against Women Act Policy**

Granite State College reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the College community. Toward that end, GSC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic

violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College Official.

**FEDERAL VAWA DEFINITIONS:**

*Sexual Assault an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."*

**A. Rape:** is defined as the penetration, no matter how slight, of the vagina, or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This definition includes any gender of victim or perpetrator.

**B. Fondling:** is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental incapacity.

**C. Incest:** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**D. Statutory Rape:** is defined as 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:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim or intimate partner, 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 in which the crime of violence occurred; or any other person against an adult or youth victim 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 the reporting party's statement and with consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

---

- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- B) Dating violence does not include acts covered under the definition of domestic violence.

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

---

- i. For the purposes of this definition—
  - A) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **State of NH Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

- **Domestic Violence:** The state of NH) defines domestic violence as follows: a person is guilty of domestic violence if the person commits any of the following against a family or household member or intimate partner: (a) purposely or knowingly causes bodily injury or unprivileged physical contact against another by use of physical force; (b) recklessly causes bodily injury to another person by use of physical force; (c) negligently causes bodily injury to another by means of a deadly weapon; (d) uses or attempts to use physical force, or by physical conduct threatens to use a deadly weapon for the purpose of placing another in fear of imminent

bodily injury; (e) threatens to use a deadly weapon against another person for the purpose to terrorize that person; (f) coerces or forces another to submit to sexual contact by using physical force or physical violence; (g) threatens to use physical force or physical violence to cause another to submit to sexual contact and the victim believes the actor has the present ability to execute the threat; (h) threatens to use a deadly weapon to cause another to submit to sexual contact and the victim believes the actor has the present ability to carry out the threat; (i) confines another unlawfully as defined in RSA 633:2, by means of physical force or the threatened use of a deadly weapon, so as to interfere substantially with his or her physical movement; (j) knowingly violates a term of a protective order issued pursuant to RSA 173-B;4, I by means of the use or attempted use of physical force or the threatened use of a deadly weapon; (k) uses a physical force or the threatened use of a deadly weapon against another to block that person's access to any cell phone, telephone, or electronic communication device with the purpose of preventing, obstructing, or interfering with the report of any criminal offense, bodily injury, or property damage to a law enforcement agency or a request for an ambulance or emergency medical assistance to any law enforcement agency or emergency medical provider. For purpose of this section "family or household member" means: the actor's spouse or former spouse, a person with whom the actor is cohabitating as a spouse, parent, or guardian; a person with whom the actor cohabited as a spouse, parent or guardian but no longer shares the same residence; an adult with whom the actor is related by blood or marriage; or a person with whom the actor shares a child in commons. Intimate partner means a person with whom the actor is currently or was formerly involved in a romantic relationship, regardless of whether or not the relationship was sexually consummated.

- **Dating Violence:** The state of (NH) does not have a definition of dating violence.
- **Sexual Assault:** The state of NH defines sexual assault as follows:
  - Aggravated felonious sexual assault:** a person is guilty of the felony of aggravated felonious sexual assault if such person engages in sexual penetration with another person under any of the following circumstances: (a) when the actor overcomes the victim through the actual application of physical force, physical violence or superior physical strength; (b) when the victim is physically helpless to resist; (c) when the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats; (d) when the actor coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim believes that the actor has the ability to execute these threats in the future; (e ) when the victim submits under circumstances involving false imprisonment, kidnapping, or

extortion; (f) when the actor, without the prior knowledge or consent of the victim, administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim.; (g) when the actor provides therapy, medical treatment or examination of the victim and in the course of that therapeutic or treating relationship or within one year of termination of that therapeutic or treating relationship; (1) acts in a manner or for purposes which are not professionally recognized as ethical or acceptable; or (2) uses this position as such provider to coerce the victim to submit.; (h) when, except as between legally married spouses, the victim has a disability that renders him or her incapable of freely arriving at an independent choice as to whether or not to engage in sexual conduct, and the actor knows or has reason to know that the victim has such a disability.; (i) when the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist.; (j) when, except as between legally married spouses, the victim is 13 years of age or older and under 16 years of age and; (1) the actor is a member of the same household as the victim; or (2) the actor is related by blood or affinity to the victim. (k) When, except as between legally married spouses, the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit.; (l) When the victim is less than 13 years of age.; (m) When at the time of the sexual assault, the victim indicates by speech or conduct that there is not freely given consent to performance of the sexual act. (n) When the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit under any of the following circumstances; (1) when the actor has direct supervisory, disciplinary, or other authority authorized by law over, or direct responsibility for maintaining detention of, the victim by virtue of the victim being detained or incarcerated in a correctional institution, this secure psychiatric unit, a juvenile detention facility, or any other setting in which the victim is not free to leave; or (2) when the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. Consent of the victim under any of the circumstances set forth in sub paragraph (n) shall not be considered a defense.

- A person is guilty of aggravated felonious sexual assault without penetration when he/she intentionally touches whether directly, through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification.
- A person is guilty of aggravated felonious sexual assault when such person engages in a pattern of sexual assault against another person, not the actor's legal spouse, who is less than 16 years of age. The mental state applicable to the underlying acts of sexual assault need not be

shown with respect to the element of engaging in a pattern of sexual assault.

- A person is guilty of aggravated felonious sexual assault when such person engages in sexual penetration as defined in RSA 632-A;1, V with another person under 18 years of age whom such person knows to be his or her ancestor, descendent, brother or sister of the whole or half blood, uncle, aunt, nephew, or niece. The relationships referred to herein include blood relationships without regard to legitimacy, step children, and relationships of parent and child by adoption.
- (a) Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631;2-B, III, a conviction under this section shall be recorded as “aggravated felonious sexual assault- domestic violence. (b) in addition to any other penalty authorized by law, the court shall levy a fine of \$50.00 for each conviction recorded as “aggravated felonious sexual assault- domestic violence” under this paragraph.
- **Felonious Sexual Assault;** a person is guilty of a class B felony if such person; I. subjects a person to sexual to contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A;2., or II. Engages in sexual penetration with a person, other than his legal spouse, who is 13 years of age or older and under 16 years of age with an age difference between the actor and the other person is four years or more; or III. Engages in sexual contact with a person other than his legal spouse who is under 13 years of age. IV. (a) engages in sexual contact with a person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person and uses that authority to coerce the victim to submit under any of the following circumstances; (1) when the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or (2) when the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. (b) Consent of the victim under any of the circumstance set forth in this paragraph shall not be considered a defense. (c) for the purpose of this paragraph, “sexual contact” means the intentional touching of the persons sexual or intimate parts, including genitalia, anus, breasts, and buttocks, where such contact, or the causing of such contact, can reasonably be construed as being for the purpose of sexual arousal or gratification of the person in the position of authority, or the humiliation of the person being touched. IV. (a) upon proof that the victim and defendant where intimate partners or family or household members, as those terms are defined in RSA 631;2-B, III, a conviction under this section shall be recorded as “felonious sexual assault-domestic violence.”

- Sexual Assault:** I. a person is guilty of a class A misdemeanor under any of the following circumstances: (a) when the actor subjects another person who is 13 years of age or older to sexual contact under any of the circumstances named in RSA 632-A:2. (b) When the actor subjects another person, other than the actors legal spouse, who is 13 years of age or older and under 16 years of age to sexual contact where the age difference between the actor and the other person is 5 years or more. (c) In the absence of any of the circumstances set forth in RSA 632-A:2 when the actor engages in sexual penetration with a person, other than the actors legal spouse, who is 13 years of age or older and under 16 years of age where the age difference between the actor and other person is 4 years or less. II. A person found guilty under sub paragraph I(c) of this section shall not be required to register as a sexual offender under RSA 651-B. III. (a) a person is guilty of a misdemeanor if such person engages in sexual contact or sexual penetration with another person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person under any of the following circumstances: (1) when the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or (2) when the actor is a probation or parole officer or juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. (b) Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense. (c) for the purpose of this paragraph, “sexual contact” means the intentional touching of the persons sexual or intimate parts, including genitalia, anus, breasts, and buttocks, where such contact, or the causing of such contact, can reasonably be construed as being for the purpose of sexual arousal or gratification of the person in the position of authority, or the humiliation of the person being touched. IV. (a) upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-B, III, a conviction under this section shall be recorded as “sexual assault-domestic violence.”
- Stalking:** The state of (NH) defines stalking as follows: I. A person commits the offense of stalking if such person: (a) Purposely, knowingly, or recklessly engages in a course of conduct targeted at a specific person which would cause a reasonable person to fear for his or her personal safety or the safety of a member of that person’s immediate family, and the person is actually placed in such fear. (b) Purposely or knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual’s immediate family; or (c) After being served with , or otherwise provided notice of, a protective order

pursuant to RSA 173-B, RSA 458:16, or paragraph III-a of this section, or an order pursuant to RSA 597:2 that prohibits contact with a specific individual, purposely, knowingly, or recklessly engages in a single act or conduct that both violates the provisions of the order and is listed in paragraph II(a). II. (a) “Course of conduct” means 2 or more acts over a period of time, however short, which evidences a continuity of purpose. A course of conduct shall not include constitutionally protected activity, nor shall it include conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. .

- New Hampshire Law RSA 632-A:2 describes the circumstances where sexual activity is not considered consensual. The safest, least ambiguous way to seek and receive consent is to use words. If you want consent, ask verbally and require a verbal answer. Do not rely on gestures, facial expressions, or vague/non-specific verbal answers. There should be mutual agreement based on shared desire for specific sexual activities and mutual discussion and awareness of the possible consequences for sexual activity. Remaining open, respectful, and accepting of each partner’s expressing of agreement or disagreement to engage in sexual activity.

### **STUDENT REPORTS: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

#### **Procedures Granite State College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is reported:**

##### **SCOPE:**

The procedures in this policy shall apply to reports of violations of the Granite State College Student Conduct Policy by a student, where the reported violation states a colorable claim of sexual misconduct, unwanted sexual contact, stalking, domestic violence, sexual harassment, non-consensual sexual penetration, relationship abuse, sexual exploitation, sexual violence or dating violence, as defined in the Granite State College Student Conduct Policy or 34 C.F.R. part 106.

##### **DEFINITIONS:**

#### **1. Definitions/Acronyms:**

All definitions from the Granite State College Student Conduct Policy apply to this policy in addition to the following terms:

- **“Actual knowledge.”** Notice of sexual harassment or allegations of sexual harassment to the institution’s Title IX Coordinator or an Official with Authority. This standard is not met when the only

- official of the institution with actual knowledge is the Responding party. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as an Official with Authority. “Notice” as used in this definition includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in 34 C.F.R. section 106.8(a).
- ii. **“Advisor”** is any individual who provides the Reporting Party or Responding Party with support, guidance and/ or advice.
  - iii. **“Affirmative Consent.”** The affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the parties involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent
  - iv. **“Character evidence.”** Evidence that is offered to show that a respondent or any other person is more likely or less likely to have done something or not done something because the person has a good character or a bad character, has a reputation for having a good or bad character, or previously acted in ways that tend to demonstrate good or bad character.
  - v. **“College.”** Granite State College (GSC), including all its physical locations and online programs.
  - vi. **“College official.”** Any person employed by the College, performing assigned administrative or professional responsibilities.
  - vii. **“College premises.”** All land, buildings, facilities, online courses, and other property in the possession of or owned, used, or controlled by GSC, including adjacent streets and sidewalks.
  - viii. **“Complainant.”** Any College community member (including an individual student) who submits a complaint alleging that a student violated the Student Conduct Policy. A student who files a Formal Complaint under the Sexual Misconduct Policy may also be referred to as a “Reporting Student.”
  - ix. **“Confidentiality”** may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to institution officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a).

- x. **“Dating Violence.”** Violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
- xi. **“Domestic violence”** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. 12291(a)(8).
- xii. **“Incapacitated”** means that a person is not able to consent to sexual contact or sexual conduct. It includes circumstances where a person is unconscious, asleep or incapable of making a decision due to ingestion of any drug or intoxicant. Incapacity is a state of unconsciousness or a state of extreme mental confusion in which a person is unable to assess or control one’s behavior. An incapacitated person does not understand the fact, nature or extent of sexual activity even if the person is capable of some voluntary physical actions. An ordinary person can reasonably observe that an incapacitated person needs care or supervision to maintain personal safety or is unable to communicate due to a mental or physical condition. Incapacitation is not mere impairment or intoxication. With respect to incapacity due to alcohol ingestion, each person reacts differently to alcohol; therefore, incapacity does not require a certain number of drinks, or a certain blood alcohol level. A respondent is held to the standard of what a reasonable sober person knew, would know or should have known about a complainant’s capacity to consent at the time of the interaction in question.
- xiii. **“Non-consensual sexual penetration”** is any sexual however slight, with any object, by a man or woman upon a man or a woman, that is without affirmative consent and/or by force. Penetration includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or oral copulation (mouth to genital contact or genital to mouth contact). This definition applies

- except where a different legal standard applies under 34 C.F.R. part 106.
- xiv. **“Official with Authority.”** An employee of the College explicitly vested with the responsibility to implement corrective measures for harassment, discrimination, and/or retaliation on behalf of the institution.
  - xv. **“Preponderance of the evidence”** is the standard of proof in cases under this policy. The standard asks whether it is “more likely than not” that the violation occurred. If the evidence presented meets this standard, then the Responding Party should be found responsible.
  - xvi. **“Quid pro Quo harassment”** is behavior that conditions a benefit on a student or employee’s submission to expressed or implied demands for sexual favors (a good grade, a promotion, a raise) or to avoid some detriment in the classroom or workplace (a failing grade, demotion, termination). By definition this can only be perpetrated by someone in a position of power over another. This definition applies except where a different legal standard applies under 34 C.F.R. part 106.
  - xvii. **“Relationship abuse.”** The act or attempted act of: physical harm, threatening, coercion, harassment, discriminatory harassment, including sexual harassment or sexual violence, or stalking by a current or former sexual partner or intimate partner, and where such conduct constitutes a credible threat to the partner’s safety.
  - xviii. **“Relevant.”** Affording evidence tending to prove or disprove the matter at issue or under discussion.
  - xix. **“Reporting Party”** is a person who alleges that another person or an organization violated this policy. This is the person who is alleged to have suffered a violation of this policy. The reporting party may also be referred to as the “complainant”.
  - xx. **“Responding Party”** is any person or organization who is alleged to have violated this policy.
  - xxi. **“Responsible employee”** means an employee of the College who is obligated by policy to share knowledge, notice, and/or reports of discriminatory harassment (including sexual harassment), discrimination, and/or retaliation with the Title IX Coordinator. While Responsible Employees have reporting obligations to the Title IX Coordinator, they are not considered Officials with Authority.
  - xxii. **“Retaliation”** is adverse action against another person for reporting a violation or for participating in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property

- destruction, adverse educational or employment consequences, and bullying.
- xxiii. **“Sexual Assault.”** Having or attempting to have sexual intercourse or sexual contact with another by force or threat of force; or without consent; or where that person is incapacitated. This also includes rape, which is the sexual penetration, however slight, of another person, without consent. Sexual penetration may be vaginal, anal, or oral, and may involve the use of a body part or object.
- xxiv. **“Sexual exploitation”** occurs when a student takes non-consensual or abusive sexual advantage of another for his/her/their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent; engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals or sexually-motivated stalking and/or bullying. This definition applies except where a different legal standard applies under 34 C.F.R. part 106.
- xxv. **“Sexual misconduct”** is a broad term that encompasses sexual harassment, sexual violence, stalking, sexual exploitation and related offenses.
- xxvi. **“Sexual Violence”** is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the individual’s age or use of drugs or alcohol or an intellectual or other disability that prevents the individual from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. This definition applies except where a different legal standard applies under 34 C.F.R. part 106.
- xxvii. **“Stalking”** means 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. This definition includes cyberstalking which is the use of the internet, email or other electronic communications to stalk, and refers to a pattern of threatening and malicious behaviors. This definition applies except where a different legal standard applies under 34 C.F.R. part 106.

- xxviii. **“Unwanted sexual contact”** includes, but is not limited to, any sexual contact that can be reasonably construed as being for the purpose of sexual arousal or gratification without seeking and receiving expressed consent. It includes sexual contact accompanied by threat, force, unwelcome manipulation, intimidation, blackmail, as a substitute for expressed consent. Sexual contact also includes when a person is incapacitated due to mental/ physical disability and/ or substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of the two.

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus. The college has additional measures to prevent contact between a complainant and an accused party, such as changes to academic schedule, protective orders, transportation and working situations, if reasonably available. The College will provide supportive measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Granite State College or local law enforcement or Title IX Coordinator. Students and employees should contact the Title IX Officer Tiffany Doherty: at [tiffany.doherty@granite.edu](mailto:tiffany.doherty@granite.edu). or by calling 603-603-513-1328. They may also notify the local police jurisdiction if they are seeking assistance with protective order accommodations.

The procedures that GSC will follow once an incident of domestic violence, dating violence, sexual assault, stalking or any form of sexual violence has been reported mirror those already covered in this publication.

## **2. Procedures, Including Enforcement and Appeal if Applicable:**

### **A. Report of Violation**

#### **a. Disclosure and Intake**

- i. Any member of the College community and any person may report or disclose incidents of sexual misconduct at any time in person, by mail, by telephone, or by electronic mail. The report or disclosure may be made to the Director of Student Affairs or to the Title IX Coordinator or one of the Deputy Title IX Coordinators, who will provide the information to the Title IX Coordinator.
- ii. When the Title IX Coordinator receives a report or disclosure of sexual misconduct, they will offer information to the Reporting Party about the right to make a formal complaint for a violation of

- the College's Sexual Misconduct Policy, to initiate other proceedings, to receive supportive services and to participate in an intake.
- iii. **Intake:** The Title IX Coordinator shall meet with the Reporting Party to discuss options for filing a formal complaint and to offer support services.
    1. When a person reporting a Title IX violation has previously provided a general outline of the violation to another office or agency subject to a right of confidentiality, the person may consent to the release of the earlier statement to the Title IX Coordinator.
  - iv. When the Title IX Coordinator conducts an intake, he or she shall notify the Campus Safety and other relevant administrators as required or authorized.
- b. **Officials with Authority:** The College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. The Officials with Authority listed below may also accept notice or complaints on behalf of the College:
- i. For employee matters:
    1. Assistant Vice President for Human Resources
  - ii. For student matters:
    1. Director of Student Affairs
    2. Director of Facilities, Safety, and Sustainability
- c. **Formal Complaint:** A document filed and signed by the Reporting Party (physical or digital signature), or signed by the Title IX Coordinator, alleging sexual harassment against a Responding Party and requesting the institution investigate the allegations of sexual harassment.
- i. **Resolution of formal complaint:** The process to resolve the formal complaint will begin upon receipt of a formal complaint and conclude upon the issuance of a written determination of the alleged misconduct. This process will be completed as soon as practicable but no more than 180 days after the receipt of a formal complaint. Deviations from this time frame will be made on a case-by-case basis and supported by good cause. Parties will be notified in writing regarding the length of time and justification for any such extended time.
  - ii. The Title IX Coordinator will review the formal complaint to determine whether the conduct alleged would constitute sexual harassment as defined in 34 C.F.R. § 106.30. If the alleged conduct meets those requirements, it shall be processed as provided in the Sexual Misconduct Policy. If the conduct does not constitute sexual harassment under that regulation, but otherwise alleges a sexual misconduct violation under the Student Conduct Policy or Sexual Misconduct Policy, the

complaint will be processed as provided in the Sexual Misconduct Policy.

- iii. The Title IX Coordinator will notify the parties of the results of the formal complaint review. Either party may appeal the finding that the conduct alleged does not meet the requirements of 34 C.F.R. § 106.30.
  - iv. **Notice of allegations and complaint:** The Director will send a notice of allegations and the formal complaint to the Reporting Party and to the Responding Party. The notice to both parties will state that the Responding Party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process, notice of their right to an advisor of choice, a summary of available resources, the contact information for the Title IX Coordinator, a link to this policy and a caution against retaliation. If the College decides to investigate additional allegations about the Reporting or Responding Party, notice shall be provided of these additional allegations.
  - d. **Limitations period:** Individuals are encouraged to report sexual harassment, sexual misconduct, relationship abuse, or stalking as soon as possible after the incident occurs to maximize the College's ability to respond promptly and effectively. Prompt reporting allows the College to obtain the most reliable information, be able to contact relevant witnesses (if any) and provide reasonable assistance and supportive measures for affected parties. The College does not limit the time for reporting these incidents or filing a Formal Complaint. In all cases, a decision will be made on existing facts to determine if an investigation and conduct proceedings are necessary to comply with the law and to serve the College community
  - e. **Amnesty:** The Reporting Party and the Responding Party to a report of sexual misconduct generally are not subject to a conduct complaint for lesser drug and alcohol violations immediately before and during the incident giving rise to the report, unless the lesser violation is directly related to the facilitation of the offense. Both parties may be held responsible for subsequent conduct violations of any nature.
- B. Informal Resolution**
- a. The parties may request that the College facilitate informal resolution processes, such as mediation or restorative justice.
  - b. Informal resolution may present a way to resolve sexual misconduct allegations in a less adversarial manner than the investigation and adjudication procedures contained in this Sexual Misconduct Policy.
  - c. Both parties must give informed, written consent.

- d. Informal resolution may only be requested after a formal complaint has been filed, so that the parties understand what the grievance process entails and can decide whether to voluntarily attempt informal resolution as an alternative.
- C. Investigation Process and Report**
- a. After completing the intake and review of the formal complaint, the Director shall appoint an independent investigator and notify the appropriate other administrators.
  - b. The independent investigator shall work under the direction of the Director to complete a thorough, prompt and impartial investigation.
    - i. The Director and investigator shall provide status reports to the appropriate administrators periodically and upon request.
    - ii. In cases where there is/are parallel criminal and administrative investigations, the Director and investigator shall cooperate with law enforcement to preserve the integrity of both investigations while striving to complete a prompt, thorough and fair investigation of the matter.
  - c. The investigator shall prepare a written report of the investigation that fairly summarizes all relevant evidence.
    - i. The report shall summarize the agreed upon and disputed facts.
    - ii. The investigator shall provide an initial draft of the report to the Director, who shall review the report for thoroughness and fairness. This draft shall be treated as a confidential document.
    - iii. The Director shall provide a comment draft of the report to both the Reporting Party and the Responding Party, and at the same time provide both parties with access to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, providing both parties with ten days to submit a written response containing suggestions to make the investigation report more accurate. The investigator shall consider the written response(s) but is not required to accept any proposed change from either party.
    - iv. The investigator shall prepare a final investigative report and submit it to the Director. The Director shall convey the final report to the parties, their advisors, and other relevant administrators.
  - d. **Report of Violation:** The Director will prepare a report of violation to be used to guide the parties as they prepare for the hearing and to assist the hearing officer to understand the evidence presented at the hearing.
    - i. The Report of Violation shall state the date of the hearing, the location of the hearing, and the charges to be heard.
    - ii. The Report of Violation, together with a copy of the final investigative report, shall be conveyed to the Responding Party

at least 10 days before the hearing and to the hearing officer at least 2 days before the hearing.

- iii. The Report of Violation will state that the Responding Party is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the hearing process.

#### **D. Hearing Process**

- a. In cases under this Sexual Misconduct Policy, a hearing shall be held before a hearing panel if the Responding Party requests one.
- b. The Director shall hold a preliminary meeting not less than two (2) and not more than seven (7) business days from the date the Responding Party receives notice of violation. The Director or designee may conduct the preliminary meetings separately with the Reporting Party and Responding Party. The agenda for the preliminary meeting shall include:
  - i. The Responding Party may agree to resolve the charge(s) at the preliminary meeting by accepting responsibility and the recommended sanction(s). The Director shall review the proposed resolution to determine that it is consistent with the charges and sanctions in similar cases.
  - ii. If the Responding Party does not accept responsibility or the recommended sanction for all charges, the matter will be scheduled for a hearing. At the preliminary meeting the parties shall:
    - 1. Discuss the violations identified, the hearing process, and the Responding Student's and Reporting Student's rights in the hearing process.
    - 2. Identify agreed facts, charges or sanctions to save time at the hearing.
    - 3. Identify disputed facts, charges, sanctions or legal issues to focus each party's presentation at the hearing.
    - 4. Review the information provided to the parties regarding the hearing process.
- c. The Director shall transmit to the Responding Party and the Reporting Party a notice listing all contested issues identified at the preliminary meeting and setting the date, time and place for a hearing. The hearing shall be held not less than three (3) nor more than ten (10) calendar days after the date of notice issued by the Director. The Responding Student may waive the 3-day notice.
- d. Not less than one (1) business day before the hearing, the parties shall:
  - i. Exchange copies of all documents, reports, photographs, and written testimony that the hearing officer will consider;
  - ii. Exchange witness lists; and
  - iii. Identify and present all requests for special accommodations or for preliminary rulings.

- e. Hearings shall be conducted by a hearing officer.
  - i. The hearing officer will be a person free of conflicts of interest and who has received annual training on their responsibilities under the law, the Granite State College Student Conduct Policy and this Sexual Misconduct Policy.
- f. Right to advisor and support person.
  - i. The Director shall assign an advisor to both parties if they do not have an advisor of choice. Each advisor shall be responsible for advising that party on preparing for the hearing, reviewing evidence, and questioning witnesses.
  - ii. The Reporting Party and the Responding Party have the right to have a support person present at any meeting or hearing and to have access to appropriate advice about the hearing process. Neither party is required to request permission for the presence of counsel or support. Advisors may conduct cross examination, but support persons may not represent or speak on behalf of either party in any meeting or proceeding and shall not disrupt any meeting or proceeding.
  - iii. Institutionally appointed advisors shall have received annual training on their responsibilities under the law, the Student Conduct Policy and this Sexual Misconduct Policy.
- g. The Reporting Party and the Responding Party shall have 10 minutes to present oral testimony and to summarize arguments in their favor, subject to the right of members of the Hearing Panel to ask questions. Questions asked by the Hearing Panel shall not be counted as part of the 10 minutes given to each party. All witnesses and parties to the hearing shall sign an honesty oath.
- h. The Director and the Hearing Officer shall ensure that the Reporting Party and Responding Party have the opportunity to present witnesses and arguments, either in writing or in person as required, to reach a fair and accurate determination of the matter.
- i. The Director or designee may permit or require the parties to be in separate rooms or to use videoconferencing during the hearing, provided, however, that the parties' due process rights shall be given appropriate weight and protection.
- j. Formal rules of evidence do not apply to conduct hearings. The Hearing Officer shall strive to control the testimony presented at each hearing to reach accurate, prompt and fair findings. Hearsay is admissible if the Hearing Officer finds that it is relevant, but any party may present reasons that hearsay evidence is or is not sufficiently reliable to be the basis for a finding of responsibility. If a reporting party, responding party, or witness does not participate in being questioned at the conduct hearing, then the hearing board or officer cannot take any statement made by that party into consideration when making a determination regarding

responsibility. The Hearing Officer may exclude unduly repetitious, or irrelevant evidence.

- k. All procedural questions at the hearing are subject to the final decision of the Hearing Officer, who may confer at any time with legal counsel for procedural advice.
- l. If a Reporting Party or a Responding Party choose not to attend a hearing, the matter may be heard and the parties will be accountable for any decision made by the Hearing Officer, who will determine responsibility and assign sanctions. No Responding Party may be found responsible solely because they failed to appear before the Hearing Officer. In all cases, the evidence in support of the charges shall be presented and considered.
- m. **Adjudicatory Standard** - The Hearing Officer will determine whether the Responding Party is “responsible” or “not responsible” for the Report of Violation. The Responding Party will be presumed “not responsible” until determined otherwise by a Preponderance of Evidence.
- n. The Hearing Officer shall base finding(s) of responsibility solely on the oral and written evidence and argument presented at the hearing.
- o. There shall be a single verbatim record, such as an audio or video recording, of all hearings. The record shall be the property of the College and if it is available, the Hearing Officer or hearing board may consult the record while deliberating. Unless ordered otherwise by the Director, recordings shall be destroyed after the appeal process has concluded.
- p. The Hearing Officer shall issue a notice of decision that sets forth findings of fact, determination with regard to responsibility, and assigned sanctions, as appropriate.

#### **E. Sanctions**

- a. The minimum sanction for Responding Students found responsible for violations under this policy is presumed to be suspension for one year or longer, consistent with community safety, the safety of the impacted party, and the ability of the impacted party to progress toward a degree. The Hearing Officer or hearing board have the discretion to recommend greater or lesser sanction(s).

#### **F. Appeal**

- a. Any party aggrieved by the decision of the hearing officer may appeal as provided in Section 7(F) of the Granite State College Student Conduct Policy.

#### **G. Special Provisions**

##### **1. Rights in the Conduct Process**

- a. **Responding Student’s Rights:** Students who are charged with alleged violations of any College rules on a Report of Violation have the following rights:

- i. Fair notice of charges, including time and place of the alleged violation so that the Responding Student understands the charges.
  - ii. At least five (5) calendar days' notice before a contested hearing and the time and place of the hearing.
  - iii. Knowledge of the name(s) of the reporting party(ies).
  - iv. A hearing, under the circumstances described in this Code, if the situation is not otherwise resolved at the preliminary meeting.
  - v. The opportunity to have the assistance of a trained advisor in preparing for a hearing and during any hearings.
  - vi. The opportunity to appeal a decision of a Hearing Officer as described in the Student Conduct Policy.
  - vii. Notice of the results of hearings and reviews.
  - viii. Resolution of conduct charges in accordance with this Policy and principles of Due Process.
  - ix. To be assumed not responsible until the College has demonstrated, by a preponderance of the evidence, that the responding student violated a College Policy.
  - x. Right to remain silent: A student against whom a Report of Violation has been made may choose not to testify at a hearing. This choice shall neither preclude the right to present witnesses and evidence, nor shall it be treated as an admission of responsibility.
  - xi. The right to legal counsel if criminal charges are pending or likely, subject to the rules in this Policy prescribing the scope of attorneys' involvement in hearings.
- b. Fair treatment: Responding students are members of the College community and have the right to be treated with courtesy and respect by Reporting Parties, Hearing Officers, Appellate Officers and members of the College administration.
- c. Reporting Party's Rights. The person reporting a violation of College rules has the following rights:
- i. A hearing under the circumstances described in this Policy, if the Report of Violation is contested or is not resolved by the processes provided in the Policy.
  - ii. At least five (5) calendar days' notice of the time and place of a formal hearing in order to prepare for that hearing.
  - iii. The advice of an advisor chosen from the pool of trained advisors in preparing for a hearing when the Reporting Party is a student.
  - iv. The opportunity to appeal under the circumstances described in this Policy.
  - v. Notice of results of formal hearings and reviews.
  - vi. Fair treatment: Reporting Students are members of the College community and have the right to be treated with courtesy and respect by Responding Parties, responding organizations,

Hearing Officers, Appellate Officers and members of the College administration.

## **EMPLOYEE REPORTS: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking:**

### **12. Complaint Resolution**

**12.1 Preamble.** The Grievance and Complaint Resolution procedures represent two distinct but related processes established for the purpose of resolving workplace problems. The policy is broken into two sections one describing a complaint procedure and one describing a grievance procedure. Except where noted, GSC status staff may use either procedure solely and separately, or may use the complaint procedure as the first step of the grievance procedure.

### **12.2 Complaint Resolution – General.**

**12.2.1 Purpose.** The purpose of the GSC complaint procedure is the resolution complaints and problems arising out of the interpretation and/or implementation of the Board of Trustees, University System, or Granite State College personnel policy, procedure and practice. The intent is to provide an effective, easily accessible means to seek solutions to workplace disputes and misunderstandings.

**12.2.2 Definition.** A complaint is an issue of concern related to a workplace situation or working conditions. Complaints related to judgments regarding performance, supervisory style, and final classification determinations are not appropriate for either the complaint procedure or the grievance procedure. Termination may be addressed only through the grievance procedure.

**12.2.2.1** The complaint resolution procedure may serve as the informal step for the GSC grievance procedure.

### **12.2.3 Conditions**

**12.2.3.1** The complaint resolution mechanism shall not, and shall not be construed to, provide employees any right other than the right to have a complaint heard and considered. It also shall not bind GSC to a particular outcome or course of action or in any other way limit the institution's discretion to determine an appropriate outcome or course of action.

**12.2.3.2** Complaints may be brought at any time, however, in order to continue complaints in the grievance procedure, complaints must be filed in conformance with the time lines established by the grievance procedure.

**12.2.3.3** The complainant may have any other GSC employee (except an attorney) present during the complaint process to act as an advocate/advisor/support person.

**12.2.3.4** Confidentiality shall be required of all participants in the complaint resolution. All information revealed and all discussions held shall be confidential.

**12.2.3.5** The filing of a complaint shall not affect the rights of an employee to seek any remedy which may be available in an external forum. However, the filing of a complaint does not postpone any deadlines for pursuing remedies in any external forum.

**12.2.4 Remedies.** Remedies pursued under the complaint procedure may include any remedy which is in conformance with policy and need not be limited solely to a correction of a policy violation.

**12.2.5 Training and orientation.** The intent of the complaint procedure is to find a solution to perceived workplace problems. The GSC Personnel Office shall serve as a resource for understanding the process, explaining remedies available, if appropriate, and providing options for alternative resolutions and processes if appropriate.

**12.2.6 Record keeping.** Any record of complaint information shall be the property of GSC and shall be kept in a confidential file.

### **12.3 Complaint Resolution Process**

**12.3.1** A GSC staff member may register a complaint by notifying the Personnel Office either verbally or in writing of a concern.

**12.3.2** Considering the nature of the complaint, the Personnel Office will initiate a discussion/resolution. Options to pursue resolution will include, but not be limited to, discussions with the supervisor, informal investigation of facts, use of the third party to help mediate between the decision maker and the complainant, and/or an assessment/advice to the complainant about whether the action is grievable.

**12.3.3** If the complainant is not satisfied with the outcome, s/he may file a written grievance, if appropriate, to the definition and conditions of a grievance within no more than seven calendar days after the failure of the complaint resolution.

## **13. Grievance Resolution**

**13.1 Purpose.** The GSC grievance procedure is intended to provide staff with a mechanism to resolve alleged violations of Trustee, University System or GSC policy.

**13.2 Definition.** The definition of a grievance shall be "a written statement alleging a violation of the Board of Trustees, University System of New Hampshire, or Granite State College policy. The grievance procedure shall not be used to review the substantive merits of an administrative judgment, evaluation, or other discretionary act or decision, except as may be necessary when a violation of a nondiscrimination policy is alleged." A grievance may be filed by any status staff member except principal administrators.

### **13.3 Conditions**

**13.3.1** The deadline for filing a grievance shall be ten (10) calendar days from the day on which the aggrieved staff member becomes aware of the action which is alleged to violate policy. In no event may a grievance be filed more than one year after the occurrence of the alleged violation.

**13.3.2** A grievant may bring an advocate to any meeting or hearing held as part of the following grievance procedure. The advocate may act in an advisory capacity to the grievant or, at the grievant's request, may speak on the grievant's behalf. The third party must be a USNH employee and may not be an attorney.

**13.3.3** Two or more persons similarly aggrieved by the same alleged violation of policy may file a joint grievance. All grievants to a particular grievance shall be identified. A "class action" grievance shall not be permitted.

**13.3.4** Confidentiality shall be required of all participants in a grievance. All information revealed and all discussions held shall be confidential as reasonable within legal constraints and organizational responsibilities.

**13.3.5** The filing of a grievance shall not affect the rights of any employee to seek any remedy which may be available in an external forum. However, the filing of a grievance does not postpone any deadlines for pursuing remedies in any external forum.

**13.3.6** An employee who is grieving a termination or suspension may be placed on leave of absence without pay during the time involved in the processing of a grievance. See [USY V.D.12.3.3](#) and [USY V.C.9.9.5](#).

**13.4 Remedies.** Remedies available under this grievance procedure shall be limited to those necessary to bring the grieved action into conformance with the policies violated.

**13.5 Training and Orientation.** The GSC Personnel Office shall provide for informational materials and orientation of participants in the grievance process. This includes a copy of the grievance policy as well as other materials or resource personnel as may be appropriate to the participants and the case.

### **13.6 Record keeping**

**13.6.1** All materials generated in a grievance proceeding, including tape recordings, exhibits, minutes, and affidavits shall be the property of GSC.

**13.6.2** At the conclusion of the grievance all materials shall be held in a confidential file in the GSC Personnel Office.

**13.6.3** At step one of the grievance the GSC Personnel Office shall have the authority to determine what materials and records shall be available for copies to participants. At step two the hearing panel will make that determination.

**13.6.4** The GSC Personnel Office shall make an annual report to the GSC CEO and the USNH Human Resources Office of the total number of grievances filed.

**13.7 Grievance Resolution Process.** The grievant files a written statement of grievance with the GSC Personnel Office. The statement will include the policy, procedure or practice alleged to be violated, a brief statement of the alleged violation and the resolution desired.

**13.7.2** If the grievant has already used the GSC complaint procedure, or if the grievance is because of employment termination, the grievance will be submitted to step one of the grievance procedures.

**13.7.2.1** If neither of the above is applicable, the Personnel Office and the grievant will consider the appropriateness of using the complaint procedure before using the grievance procedure.

### **13.7.3 Step One**

**13.7.3.1** The GSC Personnel Office will arrange a conciliation meeting to take place within thirty (30) calendar days of receipt of a properly filed grievance. The meeting will include the grievant, the grievant's advocate, a representative of the GSC Personnel Office, the person whose actions are being grieved and any other administrators appropriate to resolution of the grievance.

**13.7.3.2** The grievant and GSC each have the responsibility to provide the conciliation group documents which can reasonably be expected to contain evidence bearing on the case. This process of "discovery" may include an effort to investigate the facts and ask questions of the participants prior to the conciliation meeting in an effort to seek out evidence relevant to the grievance.

**13.7.3.3** The GSC Personnel Office shall coordinate the collection of the documents. All documents shall be made available to all parties to the conciliation meeting.

**13.7.3.4** The conciliation group will meet to review the grievance and fashion a mutually acceptable resolution. The meetings shall be non-adversarial, and each party will extend serious consideration to the views of the other parties.

**13.7.3.5** If the parties are able to reach a consensus for the resolution of the grievance, the terms of the resolution will be implemented by GSC. The terms of the resolution will be recorded. The resolution shall not be precedent setting.

**13.7.3.6** If the parties are unable to reach a solution, the grievant shall have the option of filing a written request to proceed to step two. This request will be made to the GSC Personnel Office no later than five (5) calendar days after the end of step one. No formal statement or summary of step one is required.

**13.7.4 Step Two.** The grievant and the GSC CEO shall have the option to have a step two grievance heard directly by the CEO or by a hearing panel which makes a recommendation to the CEO. If the grievant and the CEO do not agree on the method of hearing, a hearing panel will hear the grievance.

**13.7.4.1** The hearing panel shall consist of three (3) USNH status employees chosen by the GSC Personnel Office after consultation with the GSC CEO.

**13.7.4.2** After selection of the hearing panel, the panel shall determine the rules for hearing evidence, including, but not limited to, time limitations, if any, methods of hearing witnesses, and overall format.

**13.7.4.3** The panel will make a recommendation to the GSC CEO which will include a determination of which, if any, policies or procedures have been violated, and a proposed remedy, if appropriate. The decision will be a majority decision.

**13.7.4.4** The panel's responsibility in making the decision will be to determine whether a policy violation has occurred. The panel shall not serve to provide greater wisdom on an issue as part of the decision/recommendation.

**13.7.5 Final Decision.** The GSC CEO shall receive the recommendation of the hearing panel within five (5) calendar days of their final hearing and render a

final decision within ten (10) calendar days. That decision may be reviewed under [USY V.D.12.4.1.7](#). In the case where the campus CEO is the subject of the grievance, the Chancellor will perform the role of the CEO for purpose of this step of the grievance.

**Prevention of retaliation:** No employee or agent of Granite State College shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Campus SaVE Act. Title IX already prohibits such retaliation.

**Primary Prevention and Awareness Training:**

All new and incoming students and employees will be informed about primary prevention and awareness programs and learn that Granite State College prohibits domestic and dating violence, sexual assault, stalking or any form of sexual violence. The definitions of these violations are covered later in this publication and New Hampshire RSA links below.

All administrators, faculty and staff involved in the disciplinary process shall receive annual training (per HB705) on:

- A. Awareness and prevention of sexual misconduct on campus.
- B. How to handle issues relating to sexual misconduct, investigatory procedures in order to protect students and promote accountability, objectivity, impartiality, and trauma-informed response.
- C. All other topics as to be in compliance with State and Federal laws and regulations.
- D. All training materials for all hearing officers, institutional advisors, investigators and Title IX Coordinators will be publicly posted on the College website per Title IX.

**GSC definition of Affirmative Consent:** Affirmative consent is the affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the parties involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**If you are a victim of sexual assault or any form of sexual violence, you may choose to:**

- Contact confidential support resources such as a local counseling center or crisis center for sexual assault to discuss your options. Advocates can accompany you to the hospital and court and provide ongoing support and assistance.

- Call 911. Once a victim reports the crime, police will begin an investigation.
- Get Medical Attention
  - a. It is extremely important that you seek medical attention as soon as possible, preferably within 72 hours, because depending on the nature of the assault you might be injured internally as well as externally. Prompt medical examinations can test for pregnancy, STDs, HIV, and venereal disease. A medical examination can also secure valuable evidence that could be used later if you wish to have the assailant prosecuted. The patient is in charge of this exam and every step of the medical/forensic examination is optional. The choice to report and prosecute is yours, but physical evidence is difficult to collect unless you seek medical attention promptly. Sometimes your initial instinct is to drink, bathe, brush your teeth, comb your hair, even change your clothes, while natural, it will eliminate evidence.
  - b. A Sexual Assault Forensic Examination Kit, provided by the NH Attorney General's Office, may be requested at no charge. You do not need to provide proof of insurance to request the kit. The Sexual Assault Forensic Examination Kit collects evidence that could be helpful if you decide to report the assault to the police within the following 60 days. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses not to proceed legally.
  - c. If you are thinking about completing a kit, note that you may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 3 months. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis.
  - d. *Note: Hospitals may alert a law enforcement agency of a reported sexual assault. A police officer may ask you to file a report, which you may decline to do*

At any time, you may contact GSC Title IX Coordinator.

**Tiffany Doherty**  
Title IX Coordinator  
Director of Student Affairs  
Phone 603-513-1328  
TTY Users: 7-1-1 or 800-735-2964 (Relay NH)  
Email: [tiffany.doherty@granite.edu](mailto:tiffany.doherty@granite.edu)  
Mailing Address:  
25 Hall Street  
Concord NH 03301

### **Role and Responsibilities of the Title IX Coordinator**

The Title IX Coordinator is responsible for overseeing all policies, procedures and processes for Title IX. The Title IX coordinator will ensure the resolution of Title IX complaints, including educating the school community on how to file a complaint alleging a violation of Title IX, investigating complaints, and ensuring that complaints are resolved promptly and appropriately. They will identify and address any systemic patterns or problems that arise during the reviews of such complaints. The coordinator also is responsible for putting into place training and education programs that work to prevent sexual harassment and sexual violence, domestic violence, dating violence, and stalking in the college.

### **Getting Help and Reporting Options for Victims of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking:**

GSC encourages anyone who has been a victim of sexual misconduct, domestic violence, dating violence, and stalking to reach out for support and to report what occurred. Some reporting options will be able to maintain confidentiality, while other options can maintain your privacy but not guarantee confidentiality because of federal regulations. Students always have the choice to pursue these options individually or simultaneously. If a student is unsure about which option is right for them, they can discuss this with a crisis center advocate (at a number listed below) or call anonymously the Title IX Coordinator who can share in detail what choices they have to take action, should they choose to do so. Students can also file an anonymous incident report online.

<https://www.granite.edu/current-students/incident-report-form/>.

### **Confidential Reporting and Support Services for Victims**

#### **College Reporting Options**

It is important to know that all GSC staff and faculty are required to inform the Title IX Coordinator of any notice of sexual harassment, or sexual misconduct. Students may report directly any incidents to the following college officials:

Tiffany Doherty  
 Title IX Coordinator  
 Director of Student Affairs  
 25 Hall Street  
 Concord, NH 03301  
 Phone 603-513-1328  
 Email: [tiffany.doherty@granite.edu](mailto:tiffany.doherty@granite.edu)

Maggie Hyndman  
 Deputy Title IX Coordinator  
 Director of Human Resources  
 25 Hall Street  
 Concord, NH 03301  
 Phone 603-513-1319  
 Email: [maggie.hyndman@granite.edu](mailto:maggie.hyndman@granite.edu)

Peter Conklin  
 Deputy Title IX Coordinator  
 Director of Facilities, safety and sustainability  
 25 Hall Street  
 Concord, NH 03301  
 Phone 603-513-1382  
 Email: peter.conklin@granite.edu

The Title IX Coordinator will work to coordinate resources and support and inform the victim of their options for pursuing a complaint. If a victim reports an incident, but requests to maintain confidentiality or requests that no investigation or disciplinary action be taken, the college will weigh that request against the college's obligation to provide a safe, non-discriminatory environment for all students, including the victim. There may be circumstances in which the college may not be able to honor the victim's request.

**Local and State Crisis Centers: GSC has MOU's with the following:**

- A. If a student would like to speak to someone confidentially, a crisis center, a licensed social worker, psychologist, health center employee, or licensed pastoral counselor can provide confidential support and services. Granite State College does not have on-campus health or counseling services in any of our locations, therefore we partner with state and local crisis centers to assist victims in receiving the confidential support they need.
- B. NH Coalition Against Domestic Violence
  - a. Domestic Violence Hotline: 1-866-644-3574
  - b. Sexual Assault Hotline: 1-800-277-5570
  - c. Mailing Address
    - i. PO BOX 353, Concord NH 03302
  - d. *The NH Coalition is comprised of 13 member programs throughout the state that provide services to survivors of sexual assault, domestic violence, stalking and sexual harassment.*
  - e. Link to more details:  
<https://www.granite.edu/current-students/advising-support/student-affairs/sexual-misconduct-policy/>

**SHARPP TIPS ON BEING AN EFFECTIVE BYSTANDER**

<http://www.unh.edu/sharpp/bystander>

Sexual assault and relationship abuse impact many people on college campuses. Nationally, it's estimated that one in five women will be sexually assaulted in their lifetimes and that they are most vulnerable between the ages

of 16 and 24. College aged men and women also experience relationship abuse at high rates. As a bystander, you may wonder what you can do to help.

### GSC students are Active Bystanders

Most people don't commit sexual assault or hurt their partners. Celebrating that is one part of the solution. Another important part is learning to recognize the signs when someone is in danger and stepping in to prevent it. This is called being an active bystander. Active bystanders learn how to recognize and safely intervene in potentially dangerous situations. Sometimes this means distracting someone who appears to be targeting someone who is too drunk to consent. Other times, it means reaching out to GSC staff or the police for help.

#### *Some simple steps to becoming an Active Bystander:*

- **Notice the situation:** Be aware of your surroundings.
- **Interpret it as a problem:** Do I recognize that someone needs help?
- **Feel responsible to act:** See yourself as being part of the solution to help.
- **Know what to do:** Educate yourself on what to do.
- **Intervene safely:** Take action but be sure to keep yourself safe.

#### *How to Intervene Safely:*

- **Tell another person.** Being with others is a good idea when a situation looks dangerous.
- **Ask a victim if he/she is okay.** Provide options and a listening ear.
- **Ask the person if he/she wants to leave.** Make sure that he/she gets home safely.
- **Call the police (911) or someone else in authority or yell for help.**
- **Or call the National Sexual Assault Hotline at 1.800.656.HOPE.**

### What can my friends and I do to be safe?

*Acting as a community helps GSC be a safe place. Remember these tips when you are out...*

#### **Have a plan.**

Talk with your friends about your plans for the night **BEFORE** you go out. Do you feel like *drinking*? Are you interested in *hooking up*? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.

#### **Go out together.**

Go out as a group and come home as a group; never separate and never leave your friend(s) behind.

#### **Watch out for others.**

If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.

**Diffuse situations.**

If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.

**Trust your instincts.**

If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

**Confidential Reporting and Support Services for Victims:**

If a student would like to speak to someone confidentially, meaning that it will not be reported to the college or law enforcement, they can receive confidential counseling and support from local crisis centers in each campus location. A licensed social worker, psychologist, health center employee, or licensed pastoral counselor can also provide confidential support and services. Granite State College does not have on-campus health or counseling services in any of our regional centers, therefore we partner with local crisis centers to assist victims in receiving the confidential support they need.

**Call 911 if you are in immediate danger.**

The first thing to do is to get to a safe place. Contact a friend, family member, a crisis center or local law enforcement to ensure your safety. This does not mean that you have to "report" the details of the incident unless you choose to. This is about your being safe.

**Call a local crisis center for support.**

Advocates from crisis centers are available twenty-four hours a day, seven days a week to help survivors with any and all needs including seeking medical attention, reporting an assault and seeking emotional support. They can help support throughout the emergency rape crisis treatment and emergency medical services, as well as the coordination of accompanying the victim to the hospital, police, etc. as requested. New Hampshire Hospital Directory

**Other Support Services:**

- SurvJustice – <http://survjustice.org/>
- Pandora's Project – <http://pandys.org/>
- GLBTQ Domestic Violence Project <http://glbtqdv.org/>
- Rape Abuse & Incest National Network (RAINN) <https://www.rainn.org/get-help>

**Law Enforcement Reporting Options**

Students have the right to file a criminal complaint and a Title IX complaint simultaneously. To file a report with law enforcement, contact your local law enforcement agency.

\*For all emergencies,      **DIAL 911\***  
 Manchester Police:        **668-8711**  
 Concord Police:            **225-8600**

Conway Police: 356-5715

**Timely Warning Reporting Obligations**

Victims of sexual misconduct, domestic violence, dating violence, and stalking should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that may pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.



To receive a hard copy of this report please reach out to Allison Jean at [ajordan@unh.edu](mailto:ajordan@unh.edu).