

# ANNUAL SECURITY AND FIRE SAFETY REPORT

SEPTEMBER 2016

## RIVIER UNIVERSITY



*Presented by*

**Rivier University**

*Department of Public Safety and Security*

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# **Rivier University's Annual Campus Security and Fire Safety Report For the Students, Faculty and Staff 2016**

## **Introduction**

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Rivier University Department of Public Safety using statistical and other information supplied by the Rivier University Department of Public Safety, the Office of Residence Life, the Counseling and Wellness Center and others with “significant responsibilities for students and campus activities”. The Department of Public Safety also contacts the appropriate law enforcement agency which has jurisdiction over on-campus and public property to collect annual statistics.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires colleges and universities to publish an annual security report containing campus security policies and procedure, as well as crime statistics. In addition, the Higher Education Opportunity Act (HEOA) 2008 requires colleges and universities to publish an Annual Fire Safety Report on student housing containing information with respect to the campus fire safety practices and standards of the institution.

The Clery Act was enacted in 1990, and amended in 1992, 1998, 2000, and 2008 and most recently in 2013. All statistics in this Annual Security Report are presented and updated in compliance with all amendments to the act.

Rivier University is committed to assisting all members of the Rivier University community in providing for their own safety and security. Each fall, e-mail notification is made to all enrolled students and employees that provide the web site to access this report. The URL is also included on the web sites of Human Resources and Admissions to inform prospective students and employees. The annual campus security and fire safety compliance document is available on the Department of Public Safety website at [www.rivier.edu/ps/AnnualCrimeReport.pdf](http://www.rivier.edu/ps/AnnualCrimeReport.pdf).

If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can stop by the Department of Public Safety Office at the Dion Center, Room 204, 16 Clement St., Nashua, N.H. 03060 or you can request that a copy be mailed to you by calling (603) 897-8477.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, campus law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar

years concerning reported crimes that occurred on campus and on public property within, immediately adjacent to or accessible from the campus.

This information is required by law and is provided by The Rivier University Department of Public Safety.

## **Safety and Rivier University**

Rivier University emphasizes the security and wellbeing of everyone in the campus community. A truly safe campus can only be accomplished through the cooperation of all students and employees.

Each member of the University community must assume responsibility by taking precautions to avoid becoming a victim. By using common sense, being alert, and demonstrating concern for fellow community members, we can substantially reduce the existence of unsafe conditions and the potential for crime.

Realistically, no city or town, large or small, can be free of all crime and the same holds true for institutions of higher education. Rivier University believes that a safer campus results from a partnership between many constituencies beginning with the efforts of each individual. The following information is provided to assist each community member and visitor in contributing to a safer Rivier University.

The information prepared in this document will provide some basics about our community's efforts to make a difference. We invite you to join us in this effort.

Rivier University is a Catholic coeducational liberal arts institution offering undergraduate, graduate and doctoral degrees through day and evening courses with on-campus, online and hybrid formats with a total student population of almost 2,600. The total student population (as of 9/2/16) includes 767 undergraduate day students, 625 undergraduate evening students, 1239 graduate students and 77 doctorate students. Rivier University also has F-1 international students from India, Bangladesh, Thailand, China, Spain, Kenya, Iran, Uzbekistan, Turkey and Saudi Arabia. There is a student/faculty ratio of 23:1 for undergraduate day classes. Students, faculty and staff at Rivier University have access to the academic, recreational and administrative facilities on campus during business or posted open hours. Located in Nashua, New Hampshire, the University was founded in 1933 by the Sisters of the Presentation of Mary. The Rivier University campus consists of 44 academic, administrative, residential and recreational buildings on just over a 68-acre tract of land about 35 miles north of Boston, Massachusetts. Given Rivier University's location, it is important to always remember that like all institutions, Rivier University is not immune to crime or emergencies. Rivier University encourages everyone to take appropriate personal and collective precautions when living, learning, working, and playing at the University. All community members are encouraged to immediately report any unsafe condition, fires, or crime to the Department of Public Safety and Security, the Nashua Police Department or Nashua Fire Rescue.

## **DEVELOPING INFORMATION FOR THIS REPORT:**

The preparation of crime statistics on an annual basis involve coordinating among the Department of Public Safety, the Office of the Vice President for Student Affairs, the Office of Residence Life, the Health Center, the Counseling and Wellness Center, Student Activities, the Department of Athletics, the Office for Student Success and the Nashua Police Department. This coordination also occurs in statistical gathering of data from those with “significant responsibilities for students and campus activities”. The Department of Public Safety and Security prepares a daily crime log describing incidents reported to the Department of Public Safety and Security. Information contained in the log can be obtained at the Department of Public Safety and Security, the Dion Center, 16 Clement St. and by contacting the Director of Public Safety at (603) 897-8477.

## **ANNUAL CAMPUS CRIME REPORT: SAFETY AND SECURITY INFORMATION**

The Department of Public Safety is within the Division of Student Affairs. The Director of Public Safety is responsible for the management of the Department of Public Safety and reports to the Vice President for Student Affairs. However, all public safety services are coordinated with other key university, federal, state and local officials. The Department of Public Safety provides continuous year round security and law enforcement to the university community. Twenty-four hour patrols and limited dispatch services are provided. The Department of Public Safety personnel are non-sworn officers and do not have the power of arrest.

The Department maintains a positive professional relationship with the Nashua Police Department, as well as with state and federal agencies in matters concerning their specific jurisdictions. All officers of the Rivier University Public Safety Department generate activity reports of all incidents, including local, state and federal violations. These reports are submitted to the Director of Public Safety for review. In this regard, the Department is regularly in contact with the members of the Nashua Police Department relating to issues and calls for service affecting the campus or the city of Nashua, and officers from both departments interact on issues of campus and city safety. Furthermore, the Director of Public Safety and the Nashua Police Department communicate, sharing appropriate information regarding criminal activity on-and off-campus. Also, the Director communicates regularly with local authorities in surrounding communities regarding University-related activities and incidents. Rivier University has a formal memorandum of understanding with the Nashua Police Department.

Public Safety Officers patrol the campus and residential halls on a regular, daily basis. Public Safety Officers receive in-service training as well as training from the New Hampshire Association of Campus Law Enforcement Administrator’s Campus Safety Academy.

The Rivier University Public Safety Dispatch Center is staffed on a part-time basis. The Center receives calls for emergency and routine service. The Dispatcher instantly dispatches the

appropriate response and has the ability to communicate with local, county, state and federal agencies when required. When the Dispatch Center is not staffed the emergency calls go to the officer(s) on duty via a telephone patch to their radios.

A number of well - marked and conveniently located emergency telephones are installed throughout the campus, referred to as “Call Boxes”. These telephones ring directly into the Dispatch Center (Dispatch) and to the officer’s radios when the red button is pushed. You may use the telephones to report a criminal incident, a fire, or other type of emergency or to request assistance of any kind from the Department of Public Safety.

Phones are also available in most of the buildings throughout campus that can be used for emergencies. **Emergency calls can be made to the Department of Public Safety at 888-1666 or if emergency services such as police, fire or ambulance are needed, the call can be made to 911 from all campus telephones by dialing 7-911.** Regular business calls of a non-emergency nature can be made to the Department of Public Safety (897-8888) at any time. If you call the Department of Public Safety, please provide the following information:

- Your name
- Location and description of the incident you are reporting.
- A description of any vehicles or suspects involved in the incident.

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed or has been committed, call the Department of Public Safety immediately.

### **On Campus Reporting**

When members of the University community receive a report of criminal activity on campus, they should immediately contact the Department of Public Safety at (603) 897-8888. They may also contact a designated *Campus Security Authority* (CSA) who will then consult with the Department of Public Safety.

### **Policy for monitoring criminal activity off campus**

When a Rivier University student is involved in an off-campus offense, Department of Public Safety officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Rivier University Department of Public Safety has a signed Memorandum of Understanding with the City of Nashua Police Department regarding the investigation of alleged criminal offenses both on and off campus. Nashua Police routinely work and communicate with Department of Public Safety officers on serious incidents occurring on-campus or in the immediate neighborhoods. Rivier University does not own or control off-campus housing or off-campus student organization facilities. However, many students, both undergraduate and graduate, live in Nashua. While Nashua police has jurisdiction in all areas of the city to include the campus, Department of Public Safety officers can and do respond to student-related incidents that occur on campus.

### **Building Security**

Most buildings are secured each night and are open 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 offices.

Buildings are patrolled and checked by Department of Public Safety Officers. Most buildings are equipped with an emergency telephone (“Call Box”) and most fire detection systems are directly connected to the Nashua Fire Rescue Dispatch Center.

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any unauthorized entry is made. Immediate response to the alarm location is made by Department of Public Safety personnel and the Nashua Police Department.

**All Rivier University residence halls are secured 24/7.**

Rivier University operates 4 coeducational residence halls on campus for undergraduates. The Office of Residence Life operates the residence halls. Approximately 400 live in on-campus housing. Rivier University does not have any University recognized organizations off campus and does not oversee non-University-owned or controlled off-campus housing and is not involved in safety oversight of this housing.

Resident directors and resident advisors live in the residence halls. All Residential Life staff members undergo training in safety and security policies and support the efforts of the Department of Public Safety in educating students in residence halls about campus safety.

All residence halls are equipped with an electronic card access system that allows authorized students to gain access to a building by swiping their University ID card through a card reader located at designated exterior doors.

Residence Hall staff performs regular assigned building checks each evening and, in addition, regular patrol/building checks are made by Department of Public Safety Officers. Safety and security checks made in the residence halls are expected to detect damage to doors, windows and safety features. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the Department of Public Safety.

**Crime Prevention Resources and Services, Educational Opportunities, Where to Go for Crime Prevention Resources, Educational Opportunities, Where to go for Assistance**

**Investigations:** All reports of incidents received by Public Safety and Security are reviewed by the Director. If a report requires follow-up action, the Director or an assigned officer will seek either direct resolution or prepare the case for review as appropriate. To help provide as safe an environment as possible in our community, and when appropriate, the public safety officers work cooperatively with the officers and detectives of the Nashua Police Department.

**Safety Escort Service:** Escorts by motor vehicle are available for community members who wish to use the service. Safety escorts are available 24 hours a day. Public Safety officers perform these safety escorts.

**Web Page Information:** The department uses its website as a portal for posting information on Safety and Security services, Safety Awareness and Crime Prevention Tips, campus crime statistics, the Silent Witness Form, parking regulations and other safety-related topics.

Department's Web Page: <http://www.rivier.edu/ps>

**Rivier University Bicycle Patrol:** This patrol is designed to provide a highly visible profile on campus, to increase the level of contacts on a daily basis, and to more efficiently patrol the interior areas of the campus.

**Lighting and Grounds Surveys:** Walking tours of the campus to review exterior lighting are conducted each year by a safety committee from the Student Government Association and the Department of Public Safety. Recommendations for improvements are submitted to the appropriate offices for action. The University also routinely surveys shrubbery and trees to ensure clear, unobstructed visibility for students, employees and guests who walk from building to building.

**Engraving:** The engraving of serial numbers or owner-recognized numbers on items of value is strongly recommended and made available free-of charge by the Department of Public Safety. These identifying numbers assist with recovery of stolen articles. To borrow an engraver, free of charge, stop by the Department of Public Safety.

**Video Security System:** Rivier University uses a video security system that has over 60 closed-circuit television (CCTV) cameras throughout the campus.

**Vacant Home Checks:** The Rivier University Department of Public Safety provides vacant home checks for faculty and staff living in university-owned private homes. The department officers will check a home that has been identified as being unoccupied by the residents due to vacation or other circumstances.

**Residence Hall Safety Programs:** Residence Life staff runs safety programs for the resident students on a scheduled basis and when additional information needs to be provided.

The Counseling and Wellness Center provides a list of on and off-campus resources for the Rivier University community at the following site:

<http://www.rivier.edu/cc>

Department	Program	Contact Information
Public Safety	Security audits of Offices and Buildings	897-8888
Public Safety	Escort Service	897-8888
Public Safety	Criminal incident evaluations	897-8888
Public Safety	Campus lighting checks and survey conducted annually	897-8888

Counseling and Wellness Center & Human Resources	Professional counseling services	897-8251 897-8717
Counseling and Wellness Center & Human Resources	Drug and Alcohol assistance	897-8251 897-8717
Counseling and Wellness Center & Human Resources	Sexual Assault, Sexual Harassment, Relationship Abuse and Stalking assistance	897-8251 897-8717
Residence Life	Residence hall safety programs	897-8244

The key to preventing crime is awareness, which is best achieved through education. At Rivier University, the Department of Public Safety, residence life staff, students, and others help students take responsibility for their own safety.

The cooperation and involvement of all members of the University community (students, faculty, staff, guests and visitors) in a campus safety program are essential. Community members can and should assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. Room doors should be locked at night and whenever the room is unoccupied. Valuable items such as computers, stereos, electronic devices, cameras, etc. should be marked with a unique identifying mark which allows the item to possibly be recovered in the event that it is stolen. Cars should be locked at all times, and valuables that must be kept in the car should be locked in the trunk or covered from outside view if there is no trunk. It is important to promptly report any suspicious persons, activities or unusual incidents in residence halls or other campus buildings to the Department of Public Safety.

The University is committed to education and outreach to all community members as we increase awareness and seek to end all forms of sexual assault, sexual harassment, relationship abuse, and stalking. This commitment is realized in meetings with residential staff, information dissemination, and programs presented on campus by various offices.

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## **EMERGENCY NOTIFICATION**

Rivier University policies guide emergency response and evacuation procedures, including use of the University's Emergency Notification System. These policies and procedures require the Director of Public Safety or designee, to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, 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.

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

- **Rivier University Emergency Notification System (Everbridge):** a free service that automatically sends a brief message alerting the community regarding an emergency situation on the campus in a text message, to email accounts, cell phones or land lines. Rivier University students, faculty and staff can sign on for the service and review contact information at <https://www.everbridge.com>
- **Directed Communications/Blast email:** Rivier University email system alerting students, faculty, and staff.
- **Fliers:** posted on bulletin boards in academic buildings, residence halls, and administrative buildings.
- **Rivier University website:** [www.rivier.edu](http://www.rivier.edu).
- Local area radio and television stations and print media.

Please visit

[http://www.rivier.edu/uploadedFiles/Student\\_Life/Public\\_Safety/EMERGENCY%20PREPARE\\_DNESS%20GUIDELINES.pdf](http://www.rivier.edu/uploadedFiles/Student_Life/Public_Safety/EMERGENCY%20PREPARE_DNESS%20GUIDELINES.pdf) for emergency response and evacuation procedures. Emergency response and evacuation procedures are tested on an annual basis. A tabletop exercise is conducted by the Emergency Operations Planning Committee during April of every year. The Everbridge (National Notification Network) system is tested twice a year. Both tests are unannounced.

## **TIMELY WARNINGS**

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act), the Department of Public Safety will post **timely warnings** for the University community to notify members of the community about serious crimes that occur on campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. These crimes may be reported to the Department of Public Safety, a campus security authority, or to the Nashua Police Department. Warnings will withhold the names and other personally identifying information of victims.

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 Director of Public Safety, or designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The Department of Public Safety issues timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Other crimes as determined necessary by the Director of Public Safety, or designee.

**The Department of Public Safety does not issue timely warnings for the above listed crimes if:**

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

Timely Warnings and updates are distributed to the campus through **Directed Communications/Blast email**: Rivier University email system alerting students, faculty, and staff.

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

The Department of Public Safety may also issue “**Safety Alerts**,” when necessary, to apprise the Rivier University community of safety issues and concerns. These “safety alerts” will include safety tips and recommendations to follow so that the Rivier University community can make informed decisions about personal safety.

The Department of Public Safety also maintains a daily crime log that contains all crimes reported to the department.

## **MISSING STUDENT POLICY**

**Missing Student Notification Policy and Procedures 20 USC 1092 (j)** (Section 488 of the [Higher Education Opportunity Act of 2008](#))

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related

procedures for those students who live in on campus housing and who have been missing for 24 hours.

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Department of Public Safety and if after investigation the Department of Public Safety determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Department of Public Safety at 888-1666. The Department of Public Safety will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Rivier University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Rivier University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Rivier University Housing Office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. An emergency contact designee shall remain in effect until changed or revoked by the student.

After investigating a missing person report, should the Department of Public Safety determine that the student has been missing for 24 hours, Rivier University will notify the Nashua Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Rivier University will notify the student's parent or legal guardian immediately after the Department of Public Safety and Security has determined that the student has been missing for 24 hours.

## **I. Official notification procedures for missing persons**

A. Any faculty, staff or student who has information that a residential student may be a missing person must notify the Department of Public Safety as soon as possible and no later than 24 hours after they determine a student may be missing. The Department of Public Safety shall also follow up on notification by other individuals such as friends or family members.

B. The Department of Public Safety shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date

photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

C. No later than 24 hours after determining that a residential student is missing, the Department of Public Safety shall notify the Nashua Police Department, the emergency contact and confidential contact if provided (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

## **II. Campus communications about missing students**

In all cases when the student is declared missing by the Department of Public Safety after an initial investigation and in consultation with the Nashua Police Department as appropriate, the Department of Public Safety will coordinate with the Office of Marketing and Communications to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

## **REPORTING LAWS AND POLICIES**

Rivier University encourages accurate and prompt reporting of all crimes to the Department of Public Safety, or to the Nashua Police Department. This includes situations when the victim of such crime elects or is unable to make such a report.

Under NH state law, University 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 Rivier University to report suspected cases of sexual harassment of students by employees of Rivier University to supervisors and/or other appropriate individuals or offices. Rivier University officials will also help the victims to report, if asked to do so. Crime statistics are annually gathered from Rivier University Campus Security Authorities via online and campus mail reporting. Any crime report made to a Campus Security Authority can be immediately communicated to the Department of Public Safety via telephone, fax machine, e-mail or conventional campus mail.

While Rivier University has no general written policy in regards to confidential reporting that allow the victim or witness to remain anonymous, the Counseling and Wellness Center provides free, confidential, and accessible assistance in reporting sexual assault, sexual harassment and intimate partner violence. The Counseling and Wellness Center can be reached (603) 897-8251. Persons wishing to contact the Department of Public Safety anonymously may fill out a Silent Witness Form located at <http://www.rivier.edu/ps>.

### **Policy regarding information that is provided to students about voluntary, confidential crime reporting procedures by pastoral and professional counselors**

Counseling and Wellness Center staff follows guidelines that conform to those established by American Psychological Association. In addition, relevant federal and state laws are also

followed, and outlined on their web page. While the University has a Chaplain, there are no specific policies in place regarding reporting of crimes. The University Chaplain follows policies adopted by the Roman Catholic Church, as well as relevant laws.

The Counseling and Wellness Center and the Office of Campus Ministry provide referral information to clients and visitors on a variety of issues, which can include how to voluntarily report crimes on a confidential basis.

Health Services also follows applicable professional guidelines and statutes. Please consult with a staff member or visit their website for more information.

Please see section on Sexual Assault, Domestic Violence, Dating Violence and Stalking for updated information on reporting procedures.

### **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 Rivier University, the State of New Hampshire must promptly notify the Nashua Police Department. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at Rivier University, must register with the Nashua Police Department. Failure to register is considered a misdemeanor. Members of the Rivier University community who wish to obtain information regarding registered sex offenders should go in person to the Nashua Police Department to review the registry visiting the New Hampshire Registration of Sexual Offenders website at <http://www.nh.gov/safety/divisions/nhsp/offenders/disclaimer.html>.

### **Uniform Crime Reports**

Rivier University, through the Department of Public Safety, maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation.

## **CAMPUS SECURITY AUTHORITIES**

Although Rivier University 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 campus Public Safety. 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 Public Safety Department, those allegations of Clery Act crimes that he or she concludes were made in good faith



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, student housing, athletics, club advisors and chaperones, desk workers, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity.

## DEFINITIONS

In addition to the statistical data in this document, a list of definitions is included and provides basic information about each crime category.

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

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

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

***Burglary:*** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. An incident must meet three conditions: a) evidence of unlawful entry (trespass), b) unlawful entry must occur within a structure that has 4 walls, roof and door; c) the structure was unlawfully entered to commit a felony or theft.

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

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

***Weapon Law Violations:*** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses

weapons offenses that are regulatory in nature. Manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, using, manufacturing, etc. silencers, furnishing deadly weapons to minors, aliens possessing deadly weapons. This type of violation also applies to weapons used in a deadly manner: For example, a violation of state and local laws.

***Drug Abuse Violations:*** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests 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:*** The violation of state or local laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; underage possession, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

- ***Rape:*** 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.
- ***Fondling:*** 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 because of his/her temporary or permanent mental or physical incapacity.

#### ***Sex Offenses – Non-forcible***

- ***Incest:*** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- ***Statutory Rape:*** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Age of consent in NH - (under the age of 16, unless that person is the other person's legal spouse – NH RSA 632- A:3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an uncle, aunt, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption NH RSA 639-A:2.).

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

**Domestic violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), 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 a consideration of the following factors: length of the relationship, type of relationship, frequency of interaction between the persons involved in the relationship.

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

## HATE CRIMES

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. 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: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, destruction/damage/vandalism of property, intimidation, and simple assault.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, 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 the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, 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. 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:*** The unlawful taking, carrying, leading, or riding away of property from the possession to constructive possession of another.

***Destruction/Damage/Vandalism of property:*** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

***Intimidation:*** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### **Crime Statistics Report**

The statistical report for last three calendar years is shown below. The following is a list of location definitions provided for better understanding of how statistics are counted and categorized:

**On Campus** - Any building or property owned or controlled by an institution within the same reasonable 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 reasonably contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

**Residential Facilities** - "Dormitories or other residential facilities for students on campus" is a subset of the on-campus category.

**A Non-Campus Building or Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Rivier University does not have any Non-Campus buildings or property.

**On Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## REPORTED RIVIER UNIVERSITY CRIME STATISTICS FOR THE LAST THREE YEARS

<b>Disciplinary Actions (On Campus)</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapon Law Violations	0	0	0
Drug Law Violations	25	12	34
Liquor Law Violations	86	85	34
<b>Arrests (On Campus)</b>			
Weapon Law Violations	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Arrests (Public Property)</b>			
Weapon Law Violations	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Criminal Offenses (Residential Facilities)</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	1	1
Fondling	0	0	0
Sex Offenses – Non Forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	5	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0

Stalking	0	0	0
Dating Violence	0	0	1
<b>Criminal Offenses (On Campus)</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	1	1
Fondling	0	0	0
Sex Offenses – Non Forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	5	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Stalking	1	2	0
Dating Violence	0	1	1
<b>Criminal Offenses (Public Property)</b>			
	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non Forcible			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Domestic Violence	0	0	0
Stalking	0	0	0
Dating Violence	0	0	0
<b>Reported Hate Crimes (On Campus)</b>			
	0	1	0
<ul style="list-style-type: none"> <li>• The Hate Crime occurred in a campus parking lot; Simple Assault</li> </ul>			

For more information about safety on the Rivier University campus, you are encouraged to contact the Office of the Vice President for Student Affairs at (603) 897-8249 or the Department of Public Safety at (603) 897-8888. A university official will be glad to discuss your questions and concerns.

A hard copy of this report can be obtained by contacting the Department of Public Safety at (603) 897-8888, the Office of the Vice President for Student Affairs at (603) 897-8249, Human Resources at (603) 897-8717 and Office of Admissions (603)897-8507. The official URL to access this report on line is <http://www.rivier.edu/uploadedfiles/AnnualCrimeReport.pdf>.

## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

Rivier University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Rivier University 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 University official.

## **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

### **Domestic Violence**

1. A Felony or misdemeanor crime of violence committed— By a current or former spouse or intimate partner of the victim;
  - a. By a person with whom the victim shares a child in common;
  - b. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - c. By 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
  - d. 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 in which the crime of violence occurred.
2. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **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.

1. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. 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.
3. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **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."



- 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.
- Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

## Stalking

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - a. Fear for the person’s safety or the safety of others; or
  - b. Suffer substantial emotional distress.
2. 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.
3. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The procedures that Rivier University will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported mirror those already covered in this publication. A student or employee who reports to Rivier University that she/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off -campus, will be provided with a written explanation of his or her rights and options as outlined in this publication. In addition, the Rivier University Title IX Coordinator will be informed of any and all reports and will coordinate, as appropriate, with campus safety and other campus staff only on a need-to-know basis.

The Counseling and Wellness Center and Health Services staff operate under policies and procedures that comply with Federal and New Hampshire state laws regarding confidentiality. Please check with each of these offices to learn more about limits on confidentiality. In addition,

victims are encouraged to speak with the Title IX Coordinator and The Director of Public Safety to discuss their guidelines on confidentiality.

Prevention of retaliation: No officer, employee, or agent of Rivier University 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.

Beginning Fall, 2014, all incoming students and new employees will be informed about primary prevention and awareness programs and learn that Rivier University prohibits domestic and dating violence, sexual assault, and stalking. The definitions of these violations are covered earlier in this publication.

### **Definitions of consent and expressed permission:**

**Consent at Rivier:** consent to engage in sexual activity that must be given by each partner. New Hampshire Law 632-A 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. Remain open, respectful, and accepting of each partner's expressing of agreement or disagreement to engage in sexual activity.

**Expressed permission:** is an ongoing interaction, step by step, that leads to an expressed "yes" from both partners. Seeking and receiving expressed permission to engage in sexual activity is least ambiguous when the behavior of seeking and expressing permission is done with words. Although it may be possible to seek and express permission without words, consent is far clearer when done with words. Ambiguity can lead a person to think that they sought permission or received permission when in fact they did not.

The following suggestions are steps you may wish to take if you are sexually assaulted:

### **If you are a victim of sexual assault, you may choose to:**

- Contact a member of the Counseling and Wellness Center (603) 897-8251 to discuss your options. All services are free and confidential.
- Call Public Safety at (603) 897-8888. Once a victim reports the crime, Public Safety will begin an investigation.
- Seek medical attention. Emergency Departments throughout NH can examine and treat any injuries you may have received. Emergency rooms can also prescribe emergency antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy;
- Complete a Sexual Assault Forensic Examination Kit. This kit, provided by the NH Attorney General's Office free of charge to the victim, collects evidence that could be helpful if you decide to report the assault to the police. Kits can be completed in any NH Emergency

Department without charge to the victim, even if the victim chooses not to proceed legally. If you are thinking about completing a kit, please note the following:

- Most NH hospitals employ specially trained Sexual Assault Nurse Examiners (SANE). Some SANEs need to be called in to the hospital, so it may be helpful for victims (or advocates) to call ahead to notify the hospital that a victim will be arriving.
- Evidence diminishes over time. Time, washing, changing one's clothes or "cleaning up" after the assault will all increase the likelihood that valuable evidence will be destroyed. However, anyone reporting a sexual assault to emergency department personnel should be offered the option of completing an evidence collection kit up to 5 days after the assault. It's important to bring a complete change of clothing if at all possible. Clothing worn at the time of the assault may contain evidence and will, in all likelihood, be taken as part of the kit.
- Victims may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 60 days. 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;
- N.H. hospitals are required to immediately call an advocate from the local crisis center whenever someone seeks services for sexual assault. It is your choice whether or not to speak with she/he at that time.
- Receive testing for date rape drugs. If you believe that you may have been drugged as part of the assault, you can ask emergency department staff to test for the presence of drugs in your system. Because date rape drugs decompose quickly within your system, blood tests must be done within 48 hours of ingesting the substance. A urine test may contain evidence up to 72 hour after ingestion; Results of these tests will not be made available to a victim unless a police report is filed.
- Receive follow-up testing and care for pregnancy and/or STD's. Health Services will assist you with this follow-up.

The Rivier University Title IX Coordinators are the Vice President for Student Affairs and the Director of Human Resources. They can be reached at [TitleIXcoordinator@rivier.edu](mailto:TitleIXcoordinator@rivier.edu).

Sexual assault, domestic violence, dating violence, and stalking are a violation of law and the Rivier University Code of Conduct, and are prohibited at Rivier University. Students who learn of an incident involving a member of the Rivier University community are encouraged to report all cases of sexual assault, domestic violence, dating violence and stalking to the Department of Public Safety (603) 897-8888 24/7 or the Title IX Coordinator from Monday through Friday between the hours of 8 AM and 5 PM by calling (603) 897-8247.

In accordance with the US Department of Education, Office of Civil Rights guidelines, "responsible employees" who learn of an incident involving a member of the Rivier University community must report incidents of sexual violence to either the Title IX Coordinators or the Department of Public Safety. A "responsible employee" is obligated to report incidents of sexual violence. A "responsible employee" is defined by the Office of Civil Rights as an employee who has the authority to take action to redress sexual violence, who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX

Coordinator or other appropriate school designee, or to whom a student could reasonably believe has the authority or duty.” Campus Sexual Violence Elimination Act of 2013. See <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf> for complete text of The US Department of Education, Office of Civil Rights “Questions and Answers on Title IX and Sexual Violence,” guidance document, dated April 29, 2014.

Victims may choose to be assisted by campus authorities (RA, RD, etc.) in notifying the Department of Public Safety or Title IX Coordinator. In addition, victims may decline to notify Public Safety or Title IX Coordinator. Victims may contact the Department of Public Safety if they wish to discuss the process of obtaining a civil no-contact order, restraining order, or similar order that may be issued by the local court. The Department of Public Safety is available to work with victims on safety planning and the importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, stalking, or obtaining a protective order.

Upon request, the Department of Housing or Residential Life will work with the student survivor of an alleged violation of the Rivier University Code of Conduct or criminal violation to provide alternative on-campus housing accommodations if they are available. Survivors may also request assistance in adjusting academic requirements such as extra time for completing coursework or opening up dialogue with faculty to discuss deadlines, make-up test dates or extra credit, or changing class section locations if this option is possible. Students may also request assistance on transportation and working situations. Just because a victim reports to the police doesn’t mean a criminal prosecution will start. The police will fact find and move forward with a criminal prosecution only if the victim wishes. If the perpetrator is known the police will interview him or her. The Department of Public Safety will conduct a separate investigation to determine if there is a violation of the Rivier University Code of Conduct. In all cases information will be sent to the Title IX Coordinator. As well, survivors do not have to report an incident to the police in order to receive the accommodations noted above.

In situations where the accused person is a student, the case may be adjudicated through the student conduct process. The conduct process provides due process protections for both the complainant (accuser) and the accused student (respondent). During University conduct hearings, the complainant (accuser) and respondent (accused) are entitled to the same opportunities to have others present during a disciplinary hearing, following the conditions set out in the Rivier University Title IX Policy and Procedures. Both the complainant and respondent will be informed simultaneously and in writing of the appeal process, final outcome of any conduct hearing involving sexual misconduct and any change to the result that occurs prior to the time that such results become final. Notice will be sent once the appeal is concluded, or there is no appeal.

The conduct process will be prompt, fair, and impartial in any investigation and resolution. The process will protect victim safety and promote accountability. Hearing Officers and Board members receive annual and specialized training on issues related to domestic violence, dating violence, sexual assault and stalking.

The complainant has the right to the following:

1. A formal hearing to determine responsibility and appropriate sanctions.
2. Rivier University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University 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, Rivier University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Both the complainant and respondent have the right to:

1. Have others present during a disciplinary procedure, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
2. Simultaneously be informed in writing of the outcome of any hearing stemming from violations domestic violence, dating violence, sexual assault or stalking.
3. Receive information about the appeal process and appeal of the results of any hearings.
4. Notice of any change to the results that occur prior to the time that the appeal or original decision becomes final, and notice when they become final.

The standard of evidence used in the Rivier University conduct system is preponderance of the evidence.

By law, criminal justice records become public once a case is concluded.

In the conduct process, all student records are protected by FERPA (Family Educational Rights and Privacy Act of 1974).

The minimum sanction for those found responsible for sexual misconduct that includes sexual penetration as defined by NH RSA 632-A:1, V is suspension for one year or until the survivor graduates or otherwise leaves the University for an indefinite period of time, whichever is longer. Other sanctions for sexual misconduct, rape, acquaintance rape, domestic violence, dating violence, or stalking can include dismissal, eviction, expulsion from housing, probation, no contact with the victim, or educational sanctions as deemed appropriate by a Hearing Officer.

### On-campus Victim Services

The Counseling and Wellness Center is Rivier University's on-campus crisis center. The Counseling and Wellness Center services are available to all Rivier University full-time students.

Programming: The Department of Student Housing and Residential Life, Student Orientation, The Counseling and Wellness Center and the Department of Human Resources conduct a variety of programs addressing sexual violence, dating violence, domestic violence, and stalking.

- All first year students participate in a program called MyStudent Body through the Counseling and Wellness Center which contains a module on sexual assault.

- A bystander intervention program is held for first year students. The program is put on by *True to Life* and the name of the program was “*It is my Place.*” The program helps students identify problematic situations and understand all of their options for intervening. The program also focused on the use and abuse of alcohol and drugs; the definition of sexual misconduct offenses in New Hampshire and at Rivier University; information about students’ rights and resources at Rivier University; recognition and signs of abusive behavior and how to avoid potential attacks; “safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations including specific campus resources.

Faculty and staff who are victims of sexual assault, domestic violence, dating violence or stalking or who wish to receive more information about prevention, counseling, advocacy, or other services may also contact the Office of Human Resources.

The Counseling and Wellness Center provides information to students and employees about various services on and off campus regarding sexual assault and relationship violence. Immediately below is a list or call the Counseling and Wellness Center at (603) 897-8251.

#### Off-Campus Resources

- Bridges
- Rape and Incest National Network (RAINN)
- V–Day
- The Joyful Heart Foundation
- No More
- After the Silence
- It Happened to Alexa Foundation
- Peace Over Violence
- Military Rape Crisis Center
- Love is Respect
- New Hampshire Coalition Against Domestic and Sexual Violence
- National Network to End Domestic Violence
- National Center on Domestic and Sexual Violence
- The Battered Women’s Justice Project
- National Online Resource Center on Violence Against Women (VAWnet)
- National Resource Center for Young Adult/Teen Dating Violence Awareness Month
- Red Flags for Abusive Relationships
- The Pixel Project
- Break the Cycle
- Dating Matters™ Initiative
- The National Sexual Violence Resource
- CALCASA
- National Violence Against Women Prevention Research Center
- Southern New Hampshire Medical Center
- St. Joseph’s Hospital

- Nashua Police Department

#### Campus focused

- Students Active for Ending Rape (SAFER)
- Clery Center for Security on Campus, Inc.
- Campus Outreach Services

#### Male focused

- Male Survivor
- The White Ribbon Campaign
- Men Stopping Rape
- Welcome to 1in6
- Men Can Stop Rape
- My Strength is not For Hurting
- Men Stopping Violence

#### LBGQT

- The GLBT National Help Center
- The Violence Recovery Program (VRP) at Fenway Health
- Gay Men's Domestic Violence Project
- Domestic Violence in Gay and Lesbian Relationships
- New Hampshire Coalition Against Domestic and Sexual Violence

#### Campus Resources

##### Confidential Resources:

- Rivier University Counseling and Wellness Center
- Rivier University Health Services
- Rivier University Chaplain

##### Reporting Resources:

- Title IX Coordinator
- Rivier University Department of Public Safety
- Office of Multicultural Affairs
- Disability Services
- Office of Global Engagement
- Office of Campus Ministry
- Department of Athletics

# RIVIER UNIVERSITY PROTOCOL FOR REPORTS OF SEXUAL, DISCRIMINATORY and/or DOMESTIC VIOLENCE, SEXUAL HARASSMENT AND STALKING

Faculty/Staff learns (via a direct or third party or anonymous report) Student(s) is/are a possible perpetrator or survivor (on or off campus)\*\*



1. Faculty/Staff immediately notifies the Department of Public Safety or the Title IX Coordinator. If incident involves violence/stalking and notification is during night or weekend, report must be made to the Department of Public Safety.
2. Faculty/Staff refers student(s) to the Counseling and Wellness Center and/or Health Services.



Violence



Harassment



**Violence reports** must be made with due promptness given the circumstances and in all cases within **24 hours**. Notification must be made by phone and e-mail.

Public Safety (603) 897-8888  
[rmcdonald@rivier.edu](mailto:rmcdonald@rivier.edu)

Title IX Coordinator (603) 897-8247  
[TitleIXcoordinator@rivier.edu](mailto:TitleIXcoordinator@rivier.edu)



**Harassment reports** must be made with due promptness given the circumstances and in all cases within **48 hours**. Notification must be made by phone and e-mail.

Title IX Coordinator (603) 897-8247  
[TitleIXcoordinator@rivier.edu](mailto:TitleIXcoordinator@rivier.edu)



\*\* No faculty or staff members outside of the Counseling and Wellness Center and Health Services should make promises of confidentiality to any person reporting these types of incidents. While Rivier University will use best efforts to safeguard survivor's identity and to respect the expressed interests of persons involved in these incidents, the University and individual staff are obligated to evaluate the circumstances and, when deemed necessary, to take appropriate action to protect the interests and safety of the entire University community. Staff referring survivors and/or witnesses to offices that are professionally obligated to maintain confidentiality (e.g. Counseling and Wellness, Health Services) should NOT expect that such referral satisfies their obligation to report to the Department of Public Safety and Title IX Coordinator.



## TIPS ON BEING AN EFFECTIVE 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.

### Raiders 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 Rivier University staff 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 Public Safety** or someone else in authority or yell for help.

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

*Acting as a community helps Rivier University 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

## ALCOHOL AND ILLEGAL DRUGS

Rivier University is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For many years, the University has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various offices such as the Counseling and Wellness Center and the Office of Human Resources. The Drug-Free Schools and Communities Act Amendments of 1989 require that Rivier University, 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 University property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of Rivier University are notified of the following:

- The unlawful possession, use, and distribution of illicit drugs and alcohol on the University campus or during University sponsored activities are prohibited.
- 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.

- Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from the University.
- Faculty and staff employees who are found to be in violation of this stated prohibition are subject to discipline in accordance with the applicable University 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 University employees on University premises or off our premises while conducting University 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, 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, guardian, and spouse 21 years of age,
- (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.

<b>Substance</b>	<b>Amount</b>	<b>Penalty – First Conviction</b>
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, No 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	“
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.

**Keg Registration Law**

Law requires sellers of keg beer to create a record of purchases and to obtain the identity of the purchaser. Sellers will attach a unique label to the retail keg which will enable law enforcement to determine the identity of the seller as well as the purchaser. If contents of the keg are consumed by a minor, law enforcement will have an avenue to identify the purchaser of the keg. Any person who removes the label shall be guilty of a violation which is punishable by a \$1,000 fine.

## **Rivier University Policy Governing Alcohol and Controlled Substances**

### **Use of Alcohol and Controlled Substances during Work Hours**

- 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 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.
- 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 property during meal or break periods.
- 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 reassignment of duties and responsibilities by the department chairperson or supervisor following notification of such use by the faculty or staff member.
- 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.

### **Alcoholism and Drug Addiction**

- Rivier University views alcoholism and drug addiction as highly complex diseases which, once they have been recognized, can be arrested by appropriate treatment, and for which the same consideration is given to faculty and staff as in the case of other illnesses. The Employee Assistance Program is available to any seeking help in dealing with this illness.
- Supervisors who have documentation of a faculty or staff member’s deficient or deteriorating performance which they believe may be related to use of alcohol or drugs must discuss options for handling the problem with the official designated by the campus chief executive officer. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The employee must then be confronted and asked to seek medical assistance. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member.
- The individual’s employment status will in no way be affected by the decision to seek treatment. He or she will continue to be covered by applicable personnel policies. If cooperation in obtaining treatment does not occur and work performance continues to be deficient, or if treatment does not result in evident improvement of performance within a reasonable period, a performance review will be conducted to allow for appropriate determination concerning the individual’s future employment status, within the

framework of existing policy. In cases where such action is taken, it will be based on evidence of poor job performance, such as frequent absences and neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships.

## Rivier University Policy on Drug-Free Workplace

Rivier University as an employer strives to maintain a workplace free from illegal use of controlled substances. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises, or off our premises while conducting University business, is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences. The University recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting The Employee Assistance Plan, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the University must notify the contracting agency within ten (10) days after receiving a notice of conviction. These requirements are mandated by the Drug-Free Workplace Act of 1988.

### **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, prescription drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and 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 or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury 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 produce multiple problems as narcotics are highly addictive and often associated in drug dependency and overdoses.

*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 risk of overdose with narcotics and users may develop slow, shallow breathing, clammy skin, loss of appetite and weight. Overdose can lead to possible death without

intervention. 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. In high levels the user 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, excessive talkativeness, and increased anxiety. In large doses, users find 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 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) (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.

## **8. Cannabis (Marijuana, Hashish)**

These drugs are illegal though conversations for legalization or decriminalization occur throughout the country regularly.

Marijuana is still an illegal drug in The State of New Hampshire. Rivier University is also an institution that receives federal funding. As such, Rivier University will continue to be bound by Federal regulations in the Safe and Drug Free Schools and Communities Act and the possession and use of marijuana, including for medical reasons, is prohibited on the campus and will be considered a violation of the Code of Conduct.

*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.

## **9. 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.

## **10. 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 and Drug Treatment Resources

The Rivier University Counseling and Wellness Center is available to any student presenting concerns regarding drug and alcohol issues. The services available include crisis intervention, short-term individual counseling, groups with specific focus on Adult Children of Alcoholics and a community referral service. Full-time students may use these services free of charge.

Individuals are clinically assessed according to their individual needs and presenting concerns. Recommendations are made in accordance with the results of that assessment.

Students who require medical attention due to alcohol and/or other drug ingestion or incapacitation, are transported to the local hospital. These students are contacted by a Counselor from the Counseling and Wellness Center for intervention meeting and education.

Several off-campus community programs are available in close proximity to the University. Alcoholics Anonymous (AA), Al-Anon and Al-a-Teen Family groups are offered at varying times and location in the city of Nashua. Outpatient and inpatient treatment for drugs and alcohol abuse are available at St. Joseph's Hospital in Nashua. The Greater Nashua Mental Health Center at Community Council in Nashua offers various programs on an outpatient basis regarding drug and alcohol abuse; fees charged are on a sliding scale to enable treatment availability for everyone.

The Rivier University Counseling and Wellness Center has a complete and updated directory of therapeutic and educational services, listing resources throughout the greater Nashua area.

## Alcohol/Other Drug Education

Rivier University offers educational programs (My Student Body) on wellness issues including alcohol, tobacco and other drugs including prescription drug use/abuse.

As part of First Year Orientation a program is run through Student Activities regarding illegal drug use and alcohol abuse.

Resident Directors, Orientation leaders and resident assistants are trained on alcohol and other drug policies and campus programs and services.

Alcohol/Other Drug-Free activities are sponsored by various campus departments and student groups.

## Alcohol and Other Drug Committees

- New Hampshire Higher Education Alcohol and Other Drug Committee
- Rivier Alcohol, Tobacco and Other Drug Task Force

## Data Collection, Assessment and Evaluation

- New Hampshire Higher Education Alcohol, Tobacco, and Other Drug Survey

## Assistance Services for Staff/Faculty

Human Resources (897-8717)  
Employee Assistance Program

This information is provided in compliance with the Drug Free Schools and Communities Act.

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student,
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting him or her, or for the awarding or withholding of favorable employment or academic opportunities, evaluations, or assistance, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile or offensive working or educational environment.

This policy and the mechanisms for redress are called to the attention of all members of the Rivier University community on an annual basis.

If you have concerns about sexual harassment, you are urged to discuss them with the Office of Human Resources (for employees) or the Vice President for Student Affairs (for students).

## Disabilities

Section 504 of the Rehabilitation Act of 1973 mandates that: "No qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." According to Section 504 and the Americans with Disabilities Act, as amended, regulations, students with documented learning disabilities and psychiatric disabilities have the same legal entitlements as students with physical disabilities and therefore all groups are entitled to certain academic adjustments and / or auxiliary aids.

If you are a student and have questions or concerns about disabilities and/or accommodation issues, please contact the Office of Disabilities Services at (603) 897-8497 (8497 from a campus phone). If you are an employee and have questions or concerns about disabilities and accommodations, please contact the Office of Human Resources.

## Campus Resources and Contact Information

### Campus Resources

#### Academic Assistance

Students who have experienced sexual abuse sometimes find themselves unable to concentrate on all of their course work. Under appropriate circumstances, the Office of Academic Advising can assist in requesting arrangements to extend deadlines for class assignments, postpone examinations, change living situations, and provide other assistance. Contact the Office of Academic Advising (see: **Resources Contact Information** below).

#### Sexual Assault Protocol

The protocol helps the Department of Public Safety and Security personnel provide professional and compassionate responses to students when they choose to report. Contact: the Director of Public Safety and Security at (603) 897-8477 (8477 from Campus phones).

#### Medical and Community Resources

**Rivier University Health Services**, located in Guild Hall, provides confidential medical services for students who have experienced sexual abuse. Call (603) 897-8295 (8295 from Campus phones) for a consultation or to schedule an appointment.

**Southern New Hampshire Medical Center Emergency Department**, (603) 577-2500, located on Prospect Street in Nashua, provides survivors of sexual violence with comprehensive care and treatment, including medical evidence collection and treatment, STD testing, and pregnancy testing and referral.

**St. Joseph's Hospital Emergency Department**, (603) 882-3000, located on Kinsley Street in Nashua, provides survivors of sexual violence with comprehensive care and treatment, including medical evidence collection and treatment, STD testing, and pregnancy testing and referral.

**Bridges – Domestic & Sexual Violence Support** in Nashua and Milford is a community service agency dedicated to serving victims of domestic and sexual violence and their families. In addition to a 24-hour crisis line, (603) 883-3044 or (603) 672-9833, Bridges provides advocacy for clients in local courts and police stations and provides referrals for counseling and other services.

## Registered Sex Offender Information

Law enforcement information regarding registered sex offenders in this area may be obtained by calling the Nashua Police Department at (603)594-3500. Information on New Hampshire sex offenders can also be accessed on the web at <http://www.egov.nh.gov/nsor/result.asp>.

## Contact Information

### Emergency Services

#### **Nashua Police Department**

EMERGENCY .....911 (7 then 911 from a campus phone)  
Non-emergency .....(603) 594-3500

#### **Nashua Fire Rescue**

EMERGENCY .....911 (7 then 911 from a campus phone)  
Non-emergency.....(603) 594-3636

#### **American Medical Response**

EMERGENCY .....911 (7 then 911 from a campus phone)  
Non-emergency.....(603) 882-5330

#### **Department of Public Safety and Security**

EMERGENCY..... (603) 888-1666  
Non-emergency 24 hour on-call services..... (603) 897-8888

#### **Facilities Operations and Management**

Business hours..... (603) 897-8265 (8265)  
After hours, weekends, holidays..... (603) 897-8888

### *Health Concerns*

#### **Southern New Hampshire Medical Center**

Emergency Department..... (603) 577-2500

#### **St. Joseph's Hospital**

Emergency Department.....(603) 882-3000

#### **Rivier University Health Services**

Counseling and Wellness Center.....(603) 897-8251 (8251)

Health Services.....(603) 897-8295 (8295)

## Resources for Students

Counseling and Wellness Center.....(603) 897-8251 (8251)  
Residential Life Office..... (603) 897-8244 (8244)  
Resident Director’s Office (Guild Hall).....(603) 897-8397 (8397)  
Resident Director’s Office (Brassard Hall).....(603) 897-8910 (8910)  
Resident Director’s Office (Presentation Hall).....(603) 897-8910 (8910)  
Resident Director’s Office (Trinity Hall).....(603) 897-8445 (8445)  
Campus Ministry.....(603) 897-8577 (8577)  
Bridges – Domestic & Sexual Violence Support.....(603) 883-3044  
Academic Advising .....(603) 897-8227 (8227)

#### Resources for Employees

Human Resources..... (603) 897-8717 (8717)  
Campus Ministry.....(603) 897-8577 (8577)  
Bridges – Domestic & Sexual Violence Support.....(603) 883-3044

FIRE and LIFE SAFETY  
RIVIER UNIVERSITY  
2016





## Fire and Life Safety at Rivier University

In addition to the physical security features of each residence hall, the University provides a number of life safety features in all on-campus, student housing; these include: sprinklers, fire alarm systems, fire extinguishers, etc.

The University takes life safety issues very seriously and regularly consults with Nashua Fire Rescue on issues relating to fire safety. Nashua Fire Rescue is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical and hazardous material emergencies both in the City of Nashua and on the Rivier University campus. Nashua Fire Rescue has six stations, two of which are located approximately 1 mile from campus, which allows for quick response to any fire alarm or other emergency. The department provides EMS first response from EMT-Intermediate level up to the EMT-Paramedic level. In addition the University conducts 4 fire drills during the calendar year for each campus residential facility.

### Fire Safety System

Rivier University residential halls are completely covered by an integrated automatic sprinkler and fire alarm systems which are monitored 24 hours a day seven days a week by the Nashua Fire Department Dispatch Center. The buildings are equipped with emergency lighting which is designed to automatically activate whenever there is a power outage. Backup Emergency generators and/or back-up power supplies support life safety detection systems, as well as lighting and exit signage, ensuring a high degree of safety at all times.

### Malicious False Alarm

Anyone activating a fire alarm without cause by pulling a pull station or tampering with any of the automatic fire detection devices is responsible for a malicious false alarm. This is a serious offense. By initiating such a false alarm, one exposes both residents and fire fighters to unnecessary risk. Those caught causing a malicious false alarm will be arrested and prosecuted to the full extent of the law and may be held accountable for any injuries or damage which occurs during a fire evacuation.

## Fire Extinguishers

Fire extinguishers are found in every residence hall hallway or suite common area. These are your first line of defense in case of a fire and could save your life or the lives of your friends. DO NOT TAMPER WITH FIRE EXTINGUISHERS.

## Fire Prevention/Drills/Alarms/Equipment

Students are expected to notify the fire department of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. Students must leave the building during fire drills. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detectors, devices, conduit, or sprinkler heads. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person.

## Fire Safety Training

Students receive annual fire drills to ensure they understand the proper building evacuation procedures during an emergency. Additionally, RA's receive specific training during orientation on their responsibilities during both fire and medical emergencies.

Additional hands-on practical training of fire extinguishers that utilizes live fire exercises is available upon request.

## Fire Safety Regulations at Rivier University

Your room is where you will spend most of your time while attending the University. Before you start making your room "your new home," take a moment to consider the Rivier University regulations. Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires can be prevented. The best way to avoid fires is to avoid the hazards, which create them. As part of its fire safety and prevention efforts, the University has implemented the following policies.

### SMOKING

Smoking is not permitted in any University-owned residential facility.

## CANDLES/INCENSE

Open flame sources such as candles, potpourri burners, incense, bottled gas appliances, lanterns and the like are prohibited in residence hall rooms.

## COOKING APPLIANCES

No cooking appliance may be used in individual rooms. You may use these in the kitchenettes only.

## EXTENSION CORDS

Nashua Fire Rescue requires the use of power strips, rather than extension cords. The University recommends using a power-strip that has a circuit breaker switch. However, if extension cords need to be used, it is required that they are heavy gauge-type, and that you do not overload them, or cover them with clothing, carpets or furniture.

## ELECTRICAL APPLIANCES

Use of any appliance in an individual room that has an open element (for example, an electric coffee maker or a hot plate) is against city fire laws and therefore strictly prohibited. Individual heating units/hot air blowers, air conditioning units and halogen lamps, are not allowed in the residence hall rooms.

## OTHER REGULATIONS

- Flammable items such as: stain, flammable cleaning solvents, butane, propane torches, gasoline, camping or cooking fuels, oil lamps, oil candles and kerosene lamps are all strictly prohibited.
- Empty trash frequently and into outside bins to avoid it accumulating and becoming a fire hazard. Do not place room trash in bathrooms, hallways or other common areas since this creates a fire hazard also.

## ROOM INSPECTIONS

- Safety inspections of student rooms for fire hazards and violations will be conducted several times per semester. Room inspections are designed to point out hazards and violations that have been overlooked.
- The Office of Residential Life operates the room safety inspection program. Any questions about the fire safety program or policies may be directed to your Residence Hall Director or the Director of Public Safety & Security at 897-8477.
- These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire Safety is everyone's responsibility; please do your part to help make your residence hall community a safe place to live.

## FIRE ALARMS

Students should know all of their choices of exits and stairways, before they actually need to use them in an emergency. All residents must vacate the building when the fire alarm is sounded during a fire or fire drill. Evacuation procedures are explained below and posted on your floor. Any person who willfully sounds the fire alarm or tampers with any fire equipment without cause will be subject to severe disciplinary action and/or criminal prosecution and may be suspended from the residence halls.

### IN CASE OF FIRE ...

#### *If you discover a fire in your building*

- Do not endanger yourself, get out of the building as soon as possible
- Activate/Pull the fire alarm station on your way out of the building
- Be sure to leave the surrounding area of the building and report to the Dion Center
- Please be cooperative and follow instructions from Residence Life Staff or University personnel

#### *If you hear the fire alarm sounding*

- Go to your door and feel it to see if it is hot before going out into the hallway.
- If it is hot, put a wet towel under the door, and hang a sheet out the window.
- DO NOT OPEN THE DOOR.
- If the door is cool, leave by the nearest exit.
- Take a blanket or towel with you to cover your mouth and nose if you should encounter smoke.
- Close all doors behind you.
- As you leave, the way may seem clear. If conditions change and smoke fills the hallways, get down low, on your hands and knees, and crawl to stay below the smoke.
- Once out of the building, go to your designated area and direct any questions to your RA or Hall Director.

**\*\* Never go back into the building until the all-clear is given by the Fire Department\*\***

## FIRE DRILLS

The Public Safety/Security Department in conjunction with Nashua Fire Rescue and the Residence Life Staff conducts fire drills. Student participation is mandatory at all drills. You must evacuate the building **IMMEDIATELY** when the fire alarm sounds. It is the sole responsibility of the student to evacuate whenever an alarm sounds. The University advises all residents to familiarize themselves with the location of fire extinguishers, fire alarm pull stations and fire exits.

## DESIGNATED MEETING AREAS

*In the event of a fire alarm/drill during the evening hours, all residents are asked to report to the Dion Center:*

**Trinity Hall - Upper lounge area**

**Guild Hall - Reception Room**

**Presentation Hall - Board Room**

**Brassard Hall - Lobby Area**

## HOLIDAY DECORATIONS

Many residents like to decorate their rooms and/or doors during the holidays. While this adds to the festive mood of the residence halls, we must be cautious with regards to fire safety regulations. Halloween, Thanksgiving, Valentines, etc. decorations may not include any type of hay, grass or live foliage; pumpkins may not be left in hallways as they obstruct the aisle and eventually decay. Live trees and wreaths, etc. are a fire hazard and are not permitted anywhere in the residence halls. Only artificial trees and lights, which are UL approved, may be kept in residence hall rooms.

## FIREARMS, WEAPONS, FIREWORKS, EXPLOSIVES AND FLAMMABLES

The possession of or use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly prohibited on the Rivier University campus. Violations of this policy will result in suspension from housing.

Deadly weapons are defined to be any firearm, knife or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury. Violation of this policy will result in a disciplinary hearing and/or legal prosecution.

## FIRE SAFETY SYSTEMS

The existing fire safety systems for on-campus residential facilities breakdown is as follows: All 4 residential facilities have full (100%) sprinkler systems; All of these residential facilities have a fire alarm monitored system which is monitored 24 hours a day by Nashua Fire Rescue.

They all have smoke detection systems and fire extinguisher devices in place. All facilities undergo 4 evacuation (fire) drills each academic year.

The following table describes each on campus residential facility fire safety system.

<b>Building</b>	<b>Sprinkler System?</b>	<b>% Sprinkler</b>	<b>Monitor Fire Alarm</b>	<b>Smoke Detection</b>	<b>Extinguisher Devices</b>	<b># Annual Evacuation/ Drills</b>
Brassard Hall	Full	100%	Yes	Yes	Yes	4
Guild Hall	Full	100%	Yes	Yes	Yes	4
Presentation Hall	Full	100%	Yes	Yes	Yes	4

Trinity Hall	Full	100%	Yes	Yes	Yes	4
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## Fire Safety Statistics

### **Rivier University On-Campus Residential Facilities Fire Safety Statistics Annual Report for 2015**

<b>#</b>	<b>Fire Location</b>	<b>Cause of Fire</b>	<b>Fire Related &amp; Medically Treated Injuries</b>	<b>Fire Related Death</b>	<b>Value of Damage</b>

- **There were no fires reported in any of the residence halls during 2015.**