



Nashua
Community College



NASHUA COMMUNITY COLLEGE

Annual Security Report 2012

Issued Oct. 1, 2013

Prepared in Compliance with Clery Act / 34 CFR 668.46 s.s. b

Section 1: Campus Safety and Security

The following outlines the Campus Safety and Security policies of NCC. This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act of 1998.

- **Campus Safety Department**

The Campus Safety Department operates during the normal operating hours of the college and employs 2 full-time and 2 part-time Campus Safety Officers. Officers conduct foot and vehicle patrols on campus and are charged with the enforcement of federal, state and local laws, as well as Nashua Community College (NCC) policies and regulations. Campus Safety Officers do not have statutory arrest powers. The Campus Safety Department maintains a strong working relationship with the Nashua Police Department, who provide law enforcement services for NCC. There is a formal Memorandum of Understanding in effect between NCC and the Nashua Police Department. The Campus Safety Office maintains a daily log of activity available for public view during normal operating hours. The Campus Safety Department compiles crime statistics which are reported yearly in the Annual Security Report. Please review your student handbook/planner for General Policies such as parking and smoking regulations.

- **Campus Security Authorities**

Campus officials that have a significant responsibility for students and campus activities are considered to be Campus Security Authorities. The campus security authority's primary responsibility is to report allegations made in good faith to the reporting structure established by the institution. Individuals that are identified as Campus Security Authorities (CSA's) are notified yearly, in writing of the requirements of the position. CSA's are not expected to investigate crimes or to determine the validity of reported crimes, but to document the information and provide it to the Campus Safety Department for follow up. Listings of current Campus Security Authorities by name and title are posted throughout the campus and available online at the NCC website;

<http://www.nashuacc.edu/about-nashua-community-college/campus-safety-and-security/166>

Listing of Campus Security Authorities by title;

Campus Safety Office
882-6923 x-1601

Professor & Chairperson, Business Studies Department
(603) 578-8900 ext. 1757

Program Coordinator, Massage Therapy Program
(603) 578-8900 ext. 1442

Professor, Business Studies Department/Program Coordinator, Paralegal Studies
(603) 578-8900 ext. 1759

Associate Professor and Program Coordinator, Humanities Department, Social Sciences
(603) 578-8900 ext. 1443

Running Start Coordinator
(603) 578-8900 ext. 1449

Academic Advising Center Director
(603) 578-8900 ext. 1450

Academic Advising Center, Advisor
(603)578-8900 ext. 1460

Academic Advising Center, Advisor
(603) 578-8900 ext. 1765

Assistant Professor and Program Coordinator, Collision Repair Technology
(603) 578-8900 ext. 1472

Athletic Director
(603) 578-8900 ext. 1599

Professor and Chair, World Languages and ESOL
(603) 578-8900 ext. 1678

Professor and Chair, Mathematics and Science
(603) 578-8900 ext. 1466

College Counselor
(603) 578-8900 ext. 1580

Disabilities Coordinator
(603) 578-8900 ext. 1451

Professor, Nursing Department
(603) 578-8900 ext. 1642
Professor, Nursing Department
(603) 578-8900 ext. 1612

Vice President of Student Services
(603) 578-8900 ext. 1529

Professor and Chair, Education Department
(603) 578-8900 ext. 1559

Professor and Program Coordinator, Computer Engineering Technology
(603) 578-8900 ext. 1658

Professor and Program Coordinator, Machine Tool Technology
(603) 578-8900 ext. 1611

Assistant Professor, Psychology
(603) 578-8900 ext. 1549

MAGNA Club Advisor

Professor and Program Coordinator, Early Childhood Education
(603) 578-8900 ext. 1646

Associate Professor and Program Coordinator, Mechanical Design Technology
(603) 578-8900 ext. 1639

- **Building Security**

Academic and support buildings are available to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open. All 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 Campus Security staff and are equipped with video monitoring and fire detection systems. Emergency telephones are available in offices, classrooms, and common hallways.

Section 2: Informational/Safety Programs

- **Escort Service**

The Campus Safety Department extends walking escorts to students, faculty and staff to and from destinations on campus. The service is offered during school hours by contacting the Campus Safety Office.

- **Emergency Telephones**

NCC has yellow Emergency Call Boxes located next to the elevators. If you need assistance of any kind, simply push the red button and the call will be initiated. Additional red emergency phones are located at various locations in the campus building hallways. Both styles of phone connect to the State of New Hampshire e911 system.

- **Alarm Systems**

A computer based electronic system, monitored by an off campus alarm company, immediately notifies campus safety upon activation. Alarm systems are configured to denote duress, intrusion, and other types of activations. In the event of a fire alarm activation, the Nashua Fire Department will be notified immediately through a Master Box system.

- **Video Monitoring System**

NCC utilizes a high quality video surveillance system which monitors campus activities 24 hours a day. Information is stored digitally for a period of time in order to allow review of any incident occurring inside or outside of the campus buildings. The system is managed by the Campus Safety Office.

- **New Student Orientations**

The Nashua Community College Safety Department and Counseling Services participates in new student orientation sessions, addressing and meeting new students and introducing them to the campus environment.

- **Campus Newsletters**

NCC puts out a bi-monthly newsletter called the Student Life Newsletter as well as a monthly newsletter called NCC Connections for faculty and staff. The Safety Department publishes articles that provide updated information on issues of safety and security for both publications.

- **Safety Updates**

Updated information on safety issues are posted on bulletin boards located throughout the campus including contact information for the campus safety office and the current CSA contact information.

- **Annual Report**

The Department of Campus Safety will publish an annual report prior to October 1st of each year. The report will be directly linked to the NCC Campus Safety website. Copies of the report are available in the Campus Safety office – Room 124.

Section 3: Reporting Crimes and Emergencies

The Campus Safety Office is located in Room 124. Please contact the office for any emergency, safety issues or to report a crime that occurred on campus, or on property controlled by the college. Crimes can also be reported to any Campus Safety Authority, or CSA located on campus. The Campus Safety Department encourages prompt and accurate reporting of all criminal matters.

In the case of any immediate or life threatening emergency, call 911.

- Dial 9-1-1 to contact Emergency Services directly.
- Push the button on any Yellow Boxes on campus to dial 911.
- Dial 9-1-1 from red emergency telephone on campus.
- Go to any office on campus and ask them to contact 911

Campus Safety Office

- Daytime Emergency # (603)724-9658
- Evening Emergency # (603)897-9988
- Dial 578-8900 EXT. 1601 to report non-emergencies.

Crime Reporting Methods

- Contact a Campus Safety Officer
- Contact a CSA to complete an incident report form.
- Access the Campus Safety website and fill out the incident report form:
<http://www.nashuacc.edu/about-nashua-community-college/campus-safety-and-security/incident-report-form>
(Can be done anonymously)

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

Section 4: Preventing Crimes

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

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

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

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

Section 5: Sexual Assault Policy

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

Because of the criminal nature of these activities, Nashua Community College will refer reports of such activities to the civil authorities where and when appropriate. Where such activities are in violation of the Nashua Community College student code of conduct, these cases may be referred to the Nashua Community College Judicial Board and/or Nashua Community College's administration for adjudication. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any disciplinary proceeding brought alleging a sex offense.

Sexual assault victims experience profound emotional trauma. Although victims react in different ways, common responses include feelings of shock and disbelief; intense fears about personal safety; preoccupation with recurrent intrusive thoughts about the assault; sleep disturbances; anxiety and impaired concentration; mood swings; depression; and feelings of anger, shame and self-blame. These reactions are called "post traumatic stress disorder" or "rape trauma syndrome".

Victims of acquaintance rape often experience intense feelings of shame and self-blame. Many also feel betrayed because they have been violated by someone they initially trusted. Some victims lose confidence in their own judgment and find it hard to learn to trust again. The most prevalent form of rape on college campuses is acquaintance rape. The acquaintance may be a date or boyfriend of the victim, or someone the victim knows only casually from his/her residence hall, a class, or through mutual friends.

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

Reasonable changes to academic situations may be made for the victim of a sexual assault if requested by the student.

If you are the Victim of a Sexual Assault:

- Go to a safe place, call a friend and/or a rape crisis volunteer. A trained volunteer can provide you with immediate support and information.
- Don't wash, bathe, douche or change your clothing before going for help.
- It is important to receive medical attention for treating injuries sustained during an assault, testing for pregnancy and sexually transmitted diseases and collecting of evidence to be used if you choose to press charges in the future.
- It is important to report the crime to the police. If the assault goes unreported, the assailant will most likely be a repeat offender.

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

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

- Support and listen carefully to the victim.
- Realize that the wide variety of behaviors displayed is not necessarily indicative of how the victim is dealing with the assault.
- Avoid making decisions and doing "for" them.
- Place no blame for the assault.
- Avoid pressuring the student pursuing any of the options presented to them.
- Offer to assist them in gaining access to the resources they need.

Provide information and guidance to the victim. The collection of evidence does not obligate the victim to prosecute. If the student wishes to leave open the opportunity to prosecute, follow the procedures below:

- Call Campus Safety, (603)889-6923 x-1601 who will contact the appropriate agencies if requested, or directly assist the individual in contacting the Nashua Police Department, (603)594-3500.
- Be sure the student does not wash, douche change or wash clothes. Anything handled by the attacker should not be touched.
- Call the Rape and Domestic Violence Crisis center through the Sexual Assault Hotline, 1-800-277-5570.
- The victim must be made aware that a medical exam is the next step, BUT, this action will involve the Police for the remainder of the process.
- Contact the Vice President of Student Services, (603)889-6923 Ext. 1529.

If the student is reluctant to notify the police and does not want medical assistance, assist the student in contacting the Rape and Domestic Violence Center.

Campus Safety **must** be notified in all cases of rape or sexual assault, whether the individual wished to press charges or not.

Who You Should See On Campus:

Anyone who is a victim of sexual assault should report the incident to one of the following people:

Vice President of Student Services (603)882-6923 Ext. 1529

Director of Campus Safety (603)882-6923 Ext. 1763

Referrals for victims of sexual assault and domestic violence;

Bridges: Domestic & Sexual Violence Support

P.O. Box 217

Nashua, NH 03061-0217

1-800-277-5570 (crisis line)

603-883-3044 (crisis line)

603-672-9833 (Milford office)

603-889-0858 (Nashua office)

www.bridgesnh.org

Section 6: Drug and Alcohol Policy

Drug and Alcohol Abusive Prevention Information

The Drug-Free Schools and Communities Act Amendments of 1989 require that Nashua Community College, as a recipient of federal funds, including federally-provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property is prohibited.

Alcohol: NCC is concerned about alcohol and other drugs and its pervasive detrimental impact on the quality of campus life. NCC encourages a commitment from students, faculty and staff to make every effort to alleviate substance abuse problems on this campus and in the surrounding community.

The following policy is intended to provide the Nashua Community College community with information about alcohol and other drug use on the Nashua Community College Campus:

Public intoxication or the use, possession, sale, or distribution of alcoholic beverages, is prohibited.

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

Requirements;

1. All students and guests must follow the Alcohol and Other Drug Policy at Nashua Community College. To support the policy and to minimize confusion in enforcement, no one under the age of 21 may consume alcoholic beverages or possess manufactured containers that hold or transport alcoholic on the public areas of campus or at Nashua Community College sponsored events or activities off-campus.
2. Alcoholic beverages will not be allowed in academic facilities during the regular academic day.
2. Sale of alcoholic beverages on campus is prohibited.
3. Drinking of alcoholic beverages is prohibited in the public areas of the campus at any time; this includes all facilities, functions open to the public, athletic events, academic or social field trips, streets and yards, roads and parking lots, and the hallways, lounges and other public places.
4. Excessive or irresponsible drinking and drunkenness will not be tolerated.
5. Violation of the rules concerning use of possession of intoxicating beverages as set forth in paragraphs above will result in referral to a judicial hearing which may result in suspension or dismissal from the College.

6. However, if requested, a waiver may be granted by the College President if and when all other arrangements are consistent with existing statutes and Board of Trustees Regulations.

Drugs and Narcotics: The use, possession or distribution of non-prescribed drugs and narcotics, or other controlled substances or purported controlled substances including marijuana, except as expressly permitted by law is not allowed on campus and will result in suspension or dismissal from the College. Any college student trafficking in drugs shall be subject to criminal and college action. The policy of the College will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

Student Sanctions;

Violations of the rules concerning use of alcohol and other drugs, as set forth in the Nashua Community College Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NASHUA COMMUNITY COLLEGE judicial process. Individuals not enrolled at NASHUA COMMUNITY COLLEGE who are found to be in violation of the college's policy will be placed on the Persona Non Grata list.

For a complete list of sanctions for violating the NASHUA COMMUNITY COLLEGE Drug and Alcohol Policy refer to the Student Handbook.

The College is concerned about substance abusers using tools and equipment, which can be harmful to the individuals as well as to others nearby. The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol. Recognizing its responsibility to be concerned with the total well being of its students, NCC provides referral service to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need.

Referrals for Alcohol and Drug Abuse Treatment;

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

Greater Nashua Council on Alcoholism

Pine Street Extension Keystone Hall

Nashua NH 3060

Phone: (603) 880-1894

Web Site: www.keystonehall.org

Healthy Steps Program Drug Addiction Treatment

10 Pearl St.

Nashua, NH

1-866-395-1680

www.usnodrugs.com/New_Hampshire/Nashua-drug-rehab-treatment-centers-directory

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 is an overview of Federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

1. 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.

2. 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.

3. 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.

4. 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, spouse 21 years of age, (4) be in an area where alcoholic beverages are served unless accompanied by person 21 years of age, (5) be intoxicated by consumption of an alcoholic beverage (alcohol concentration of .02 or more is evidence of intoxication). 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 liquor 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.

1. (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.

2. 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 drivers license until 21 years of age. Any subsequent alcohol violations will result in suspension of drivers 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: fine and/or suspension of driver's license or privilege to drive.

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescriptions drugs can be as dangerous as illegal drugs. They 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 non consensual 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. Heavy drinking over a period of time can cause physiological damage,

physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships.

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)

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

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

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

7. Cannabis (Marijuana, Hashish)

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

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

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

8. Steroids (Anabolic)

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

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

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

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

9. Alcohol

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

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

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

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

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

Risks—High-risk amounts can increase risk for:

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

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

Community College System of New Hampshire Employee Policy for a Drug Free Workplace

I. Purpose: The CCSNH is committed to ensuring a drug-free workplace. Legal Requirements: In accordance with the Drug Free Workplace Act of 1988 (Pub. L. No. 100-690, Title V, Subtitle D) employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. Chemical dependency can and does affect work performance and attendance.

II. Requirements: As a condition of employment employees are:

- (1) Prohibited from the use, possession, distribution, dispensation, or unlawful manufacture of any controlled substance while on the property of the CCSNH or its colleges, during work hours, or while attending any CCSNH or college sponsored activity or function;
- (2) Prohibited from consuming alcohol while on duty or in the workplace and from reporting to work while under the influence of alcoholic beverages or controlled substances (drugs);
- (3) Driving any CCSNH or college owned vehicle, or driving a personal vehicle while on business for the CCSNH or its colleges, while under the influence of alcoholic beverages or controlled substances (drugs);
- (4) Required to report in writing to the College or CCSNH Human Resources Office any criminal conviction based on the unlawful use, possession, distribution, dispensation or manufacture of a controlled substance where the violation occurred on CCSNH or its college premises or that occurs in the workplace. The reporting of such incidents must occur within five (5) calendar days from entry of the trial court's decision, regardless of whether an appeal is taken.

III. Sanctions:

- (1) Conviction of a drug-related crime shall be a basis for disciplinary action, up to and including termination.
- (2) A notice of the drug conviction shall be placed in the employee's personnel file in accordance with normal disciplinary procedures.
- (3) Conviction of a drug-related crime shall require the employee to utilize the services of the CCSNH's employee assistance program and successfully complete an approved drug abuse assistance or rehabilitation program recommended by the EAP as a condition of continued employment.

IV. Programs: The CCSNH and its colleges shall initiate a drug-free awareness program which informs CCSNH employees of the dangers of drug abuse in the workplace; the CCSNH rules and policies requiring a drug-free workplace; or the availability of employee assistance programs; and of the penalties that may be imposed for abuse violations occurring in the workplace.

Section 7: Timely Warnings

Campus Safety Alerts:

The Campus Safety Department is responsible for issuing Timely Warnings for the Campus Community to notify members of the community about serious crimes that occur on campus, in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act). Timely Warnings are provided to give students, faculty and staff notification of crimes that may present a threat to the campus community and to heighten safety awareness. 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. Information for Timely Warning alerts can originate from several sources including Campus Security Authorities (CSA's), other offices on campus and local law enforcement agencies.

NCC issues timely warnings for the following incidents:

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

Whenever a notification of a serious crime is received NCC will, without delay, determine the content of the notification and consider whether the crime constitutes an on- going or continued threat to the campus community and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise law enforcement efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

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 Campus Safety, or designee considering all available facts and taking into account the safety of the campus community,

In cases where a suspect is apprehended and no longer poses an on-going threat to the safety of the campus community or where the information regarding a serious crime is not received by the Campus Safety office during the time frame when a “timely” warning would be warranted, an alert may not be issued. This circumstance would be evaluated on a case by case basis.

An Alert also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported. Every attempt will be made to distribute the Alert within 6 hours of the time the incident is reported; however, the release is subject to the availability of accurate facts concerning the incident.

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

- **NCC Alert system**

NCC ALERTS is Nashua Community College's emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. The NCC ALERT system is designed to communicate with cell phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency situation or weather closure/delay occur on the NCC Campus.

NCC STUDENTS are automatically registered to receive alerts via college e-mail, but will need to register (opt-in) and provide their emergency contact information using the Registration links on this web page to receive alerts via phone and/or text messaging. Note: Please have your student CCSNH e-mail address and student ID number handy - you will need this information to register.

NCC FACULTY AND STAFF are automatically registered by the Human Resources Department - please provide them with your latest emergency contact information.

- **Fliers:** posted on bulletin boards around the campus.
- **NCC website:** <http://www.nashuacc.edu/> (Campus News)
- Local area radio and television stations and print media.

Section 8: Emergency Response and Evacuation Procedures

Whenever a notification of an emergency is received NCC will, without delay, determine the content of the notification and consider whether the emergency constitutes an on- going or continued threat to the campus community and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise law enforcement efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The decision to issue an emergency warning for evacuation shall be decided on a case-by-case basis. The decision is made by the President of the College, Vice President of Student Services, Plant Maintenance Engineer, Security Director, or other designee considering all available facts and taking into account the safety of the campus community,

In cases where the emergency no longer poses an on-going threat to the safety of the campus community an evacuation alert may not be issued. This circumstance would be evaluated on a case by case basis.

An Emergency Alert may be distributed to the campus through any one or more of the following methods:

- **Audible Fire Alarm**
- **Audible Fire Alarm with voice over instruction**
- **NCC Alert system**
- **NCC website:** <http://www.nashuacc.edu/> (Campus News)
- Local area radio and television stations and print media.

Section 9: Testing Emergency Response and Evacuation Procedures

NCC will conduct a yearly test of its emergency response plan and notification systems on campus. All testing will be documented including the date, time, a description of the exercise, and whether or not the test was announced or unannounced. Testing results will be kept on file at the Campus Safety office and are available for review by members of the campus community. The NCC response and evacuation procedures will be posted on the NCC website.

Section 10: Availability of Annual Security Report

The Annual Security Report is available October 1st of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the NASHUA COMMUNITY COLLEGE ; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the NASHUA COMMUNITY COLLEGE Campus Safety Department or by accessing the following website;
<http://www.nashuacc.edu/about-nashua-community-college/campus-safety-and-security>

Section 11: Sex Offender Registry

Information regarding registered sex offenders for the State of New Hampshire, Megan's Law, can be found on the New Hampshire State Police website located at

<http://www4.egov.nh.gov/nsor/Search.aspx>

[Report a Crime](#)

An electronic copy of the annual crime statistics report that was sent to the Department of Education can be obtained at the Campus Safety Office.

The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of above crimes, and other related information please visit the Security On Campus, Inc. Web Site at: <http://www.securityoncampus.org/>.

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

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

If a crime has been committed it must be reported as to the specific location. The following codes will indicate the campus location and be listed in () next to the type and number of crimes:

- (A) = on campus;
- (B) = in or near a non-campus building or property;
- (C) = public property;
- (D) = dormitory or other residential facility.

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

This includes advisors to student organizations, athletic team coaches, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services. Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. As per our normal process, you should continue to immediately report any crime or violation of the NCC Code of Conduct to the NCC Student Services Office.

Students need to report emergencies, crimes or acts of violation of rules, regulations or laws to the Student Services Office. An incident report must be completed by the student regarding any emergency, crime or violation of law occurring on campus. Annually, through a campus safety and security brochure, the student handbook, and other college publications and resources, the Student Services Office distributes information regarding crime prevention tips and existing

counseling, mental health, and other services to students, both on campus and within the local community.

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

- **Hate Crimes Involving Bodily Injury:** a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.
- **Hate Crimes Involving other Offenses:** larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.
- **Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Negligent Manslaughter:** the killing of another person through gross negligence.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by puffing the victim in fear.
- **Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Bensedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to

commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

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

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses- Nonforcible: Unlawful, nonforcible sexual intercourse.

- **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Nonforcible 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.).