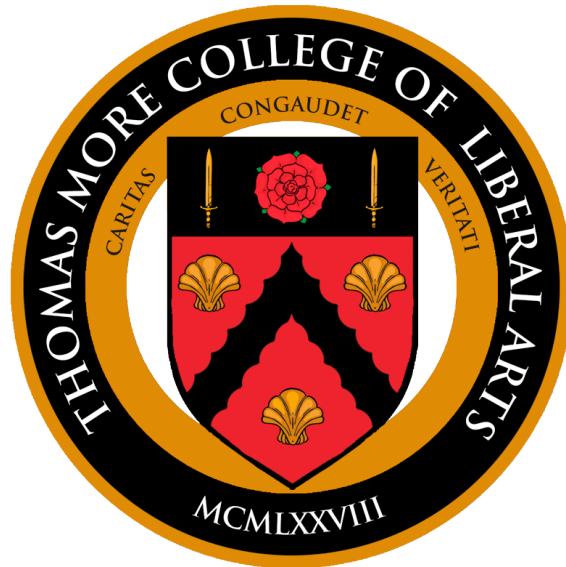


THOMAS MORE COLLEGE OF LIBERAL ARTS



CAMPUS SAFETY AND SECURITY REPORT 2016

ISSUED FOR:
ACADEMIC YEAR 2017

PROLOGUE:

The safety and security of all its members is of paramount importance to the Thomas More College of Liberal Arts. A safe and secure environment can only be created and maintained by the cooperation of the entire College community—students, faculty and staff. Each member of the community must take responsibility for his own security and the security of others by following the policies and procedures outlined below.

I. CAMPUS SAFETY AND SECURITY

Campus Security Authorities

Due to its size, the College has no campus police or security force. The Office of Student Life—the Dean of Students, Resident Directors, resident Proctors and RAs—in cooperation with the Office of the President, oversees campus safety and security. Pursuant to their responsibility to maintain good order on campus, Student Life officials have the authority to enter any room in any building on campus. They do not have the authority to arrest or detain.

The College works closely with the Merrimack Police and Fire Departments to maintain campus safety and security, but does not have a written memorandum of understanding with either agency.

Contact information for all College and local officials is provided on page 8.

Reporting Procedures

Students should report any safety or security concerns to the resident Proctors and RAs, who will report them to the Dean of Students. Employees should report to the Director of Business Affairs.

In case of fire, medical or crime related emergencies, both students and employees should contact the Merrimack Police or Fire Departments by calling 911. In such cases, College authorities should be notified only after the emergency authorities are on *route*.

Students who are the victims of or witnesses to any crime committed on campus should report the incident to the resident Proctors and RAs, who will file a crime report with the Dean of Students. Any violent crime reported to College authorities will be referred to the appropriate local, state or federal law enforcement authorities for investigation. Other offenses may be so referred, if the President, in consultation with the Dean of Students, deems it necessary for the safety and security of the College community. Non-violent crimes and other disciplinary offenses will be investigated by the Dean of Students. The College does not have procedures for voluntary, confidential reporting of crimes.

All crimes reported on campus, on non-campus buildings, and on adjacent public property are recorded in a log kept by the Dean of Students. Any student or employee of the College may request access to this log. Statistics on all crimes reported in the campus geography for the past three years, whether to the Office of Student Life or to the local police, are provided on page 7.

Timely Warning Procedures

If a reported crime suggests a continuing threat to the safety of the College community, the Dean of Students will issue a timely warning, by verbal announcement and/or by posting to the College information boards located in the Cafeteria at the bottom of the stairwell and the Administration Building across from the staff mailboxes.

In the event of an emergency involving an immediate threat to the health or safety of the College community, the President will evaluate the situation, contact any authorities necessary to address it, and issue an immediate warning to the affected parts of the College community, unless that warning would hinder efforts to address the threat. Emergency notification can be by verbal announcement, phone or email message, and/or posting to the College information boards.

Evacuation Procedures

As each kind of emergency has different challenges, the Office of Student Life works with local agencies first to confirm the threat of an emergency and secondly to determine the best emergency procedure for the situation, if foreseeable. In the event of unforeseeable emergencies, Proctors and RAs are equipped with emergency kits and have authority to direct the students to shelter in the safest appropriate place or to evacuate to a temporary safe location. Once the immediate threat abates, the President in consultation with the Dean of Students, will determine upon whether to pursue long-term evacuation to one of our safe locations or temporary suspension of the academic year.

When appropriate and in consultation with local law enforcement, the President will authorize a press release and/or website announcement to inform the wider community of an emergency situation and its resolution. Likewise, the Office of Student Life will encourage students to keep in close communication with their families and friends as appropriate.

Building Security

Only students, employees and invited guests of the College are permitted entry to non-residential buildings on campus. The presence of unauthorized guests in any non-residential building should be reported to the Dean of Students.

The Administration building is open Monday through Friday, 8:00 a.m.–5:00 p.m. and locked thereafter. Other non-residential buildings are open 6:30 a.m.–12:30 a.m. and locked thereafter. The presence of any person after hours in any non-residential building should be reported to the resident Proctors or RAs.

Only members of the Administration, current students and invited guests of the College are permitted entry to the residence halls. The presence of unauthorized guests should be reported to the resident Proctors or RAs. The residence halls are open 6:30 a.m.–12:30 a.m. Sunday through Thursday, and 6:30 a.m.–1:30 a.m. Friday and Saturday and locked thereafter. Men's and women's residences are separate, and inter-visitation is prohibited.

Students and employees are encouraged to keep their private rooms and offices locked after hours and when they are absent.

At regular semester meetings and/or via signs posted at entrances, students are instructed to keep pathways and emergency exits clear. Work-study crews regularly check to make sure pathways and emergency exits are cleared and well-lit.

Disciplinary Policies

General

The Thomas More College of Liberal Arts expects students and employees to be mature, honest, and responsible members of the community. Any activity that infringes upon the rights, safety, property, or privileges of another member or which impedes the mission of the College as a whole is strictly prohibited.

Local Law Enforcement

Every member of the College is expected to observe all the laws governing residents of the State of New Hampshire. Any activity that violates local, state, or federal law is strictly prohibited and may be reported to the relevant law enforcement agencies.

Alcohol and Drugs

With the sole exception of wine and beer offered at special events by College staff, students' possession, sale, furnishing, and/or consumption of alcohol on campus is prohibited, even for those students of legal age. Provision of alcohol to underage students is strictly prohibited. Possession and/or use of controlled drugs (except as prescribed by a doctor) by students is strictly prohibited. Violation of these rules will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension, dismissal and/or arrest are possible sanctions.

No level of intoxication is permitted on campus. Violations of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. In addition to any disciplinary sanctions, students who habitually abuse alcohol and/or drugs may be referred by the Dean of Students to local professionals for counseling.

Firearms

No firearms of any kind, explosives of any kind, live ammunition of any kind, or any weapon designated illegal by city, county, state or federal law may be possessed or used on campus. Violation of these rules will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension, dismissal and/or arrest are possible sanctions.

Discrimination

Discrimination against any person on the basis of race, national or ethnic origin, handicap, age, sex, gender identity or religion is strictly prohibited. Violation of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension and dismissal are possible sanctions.

Harassment

Harassment of any person, or of the College as a whole, is strictly prohibited. Harassment includes any threat, in any way expressed or implied, to any person or property, or any obstruction of an individual's authorized movement on campus. Violation of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension and dismissal are possible sanctions.

Sexual Harassment

As a Catholic college, the Thomas More College of Liberal Arts expects all its members to observe standards of Christian modesty and chastity in their relations with one another, according to their state of life. Sexual harassment of any person is strictly prohibited. Sexual harassment includes any unwelcome sexual advance when the assailant uses, threatens to use, or implies that submission or rejection will have an impact on decisions affecting the victim. It also includes any pattern of behavior, verbal or physical, which has the effect of creating a sexually intimidating, hostile, or offensive environment in which to work or learn.

Violation of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension and dismissal are possible sanctions.

Any student who has been the victim of sexual harassment should report the incident to the Dean of Students.

Missing Student Confidential Contacts and Missing Person Procedures

In accordance with the Higher Education Act of 2008, all students who reside in on-campus housing may identify one or more individuals who will be contacted by Thomas More College of Liberal Arts staff from the Office of Student Life or law enforcement personnel within 24 hours after it has been determined that the student is missing. Only authorized campus officials (staff from the Office of Student Life, the Dean, the President) and law enforcement officials in furtherance of a missing person investigation may have access to this information. The individual(s) identified by a student can be a parent or guardian but that is not required. The individual(s) identified, called a confidential contact, will be the primary contact with Thomas More College of Liberal Arts or law enforcement officials. The confidential contact may be, but does not have to be, the individual the student identified to be contacted for general emergencies. If the student is under 18 years of age and is not an emancipated individual (by court order, no longer under the control or responsibility of parents), Thomas More College of Liberal Arts or law enforcement officials are required to notify a custodial parent or guardian within 24 hours after the student is determined missing.

Students are offered copies of the form for designating a confidential contact annually, either at the all-school opening meeting, or at an early residence life meeting by dormitory. Students who move on to campus mid-term are also offered this form. Students are told verbally and in the form itself that they can change the information on this form at any time by requesting and filling out a new form at the Office of Student Life or the Office of the Dean of Students. Students are also informed verbally and in writing that the college must inform local law enforcement if a student goes missing.

A student is deemed "missing" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence, e.g., a report or suspicion that the student may be the victim of foul play, has expressed suicidal thoughts, is drug or alcohol dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

If a student seems to have been missing for 24 hours, individuals should immediately contact one of the following staff (in this order): on-duty Proctor or RA, other Proctor or RA, Resident Directors, Dean of Students. Individuals may contact one of the above staff as soon as they feel cause to do so; they need not wait 24 hours.

If at any point the Office of Student Life staff perceive there to be a plausible threat to the missing student's health or well-being, they immediately contact the Merrimack Police Department and alert other Student Life staff to the situation.

Otherwise, the Office of Student Life staff obtain contact information from the individual who brought concerns about the missing person, attempt to contact the missing person using a variety of means including but not limited to calling, texting, or emailing, and failing to make contact in a timely fashion, contact the missing student's close associates, such as roommates, and/or conduct a quick search of the Thomas More campus. This is to verify if the student is truly missing.

Then in consultation with the Dean of Students, Office of Student Life staff generate a *Missing Person Report* and immediately alert the Merrimack Police Department. Within 24 hours of the official determination that the student is missing by the Merrimack Police Department, the Office of Student Life Staff will contact confidential contact(s). If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the Office of Student Life staff must also contact the parent(s) or guardian(s) within 24 hours from this official determination.

Sex Offense, Sexual Assault, Domestic Violence, Dating Violence, and Stalking

In accordance with the amendments made by §304 of the "Violence Against Women Reauthorization Act of 2013", as enacted March 7, 2013 to the Higher Education Act of 1965, §485(f) (20 U.S.C. 1092(f)), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", all incoming and returning students are required to attend one talk and information session at the beginning of each semester which educates the students in standards of Christian conduct of chastity and chivalry and

includes information on preventing sex offenses, domestic violence, dating violence, and stalking; on safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking; on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; possible sanctions or protective measures Thomas More College may impose following a final determination of an institutional disciplinary procedure; procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred; and procedures for institutional disciplinary action in case of alleged domestic violence, dating violence, sexual assault or stalking.

Students who are victims of a sex offense, domestic violence, dating violence, or stalking should first get to a place of safety and then obtain the necessary medical treatment, either by contacting the Merrimack Police Department at 911 or by contacting a member of the Office of Student Life (Proctor or RA, Residence Director, Dean of Students) who will assist the student in obtaining medical treatment and understanding the options available to the student.

The preservation of evidence is essential to the prosecution of an alleged sex offense, domestic violence, dating violence, or stalking offense. Local law enforcement officials are trained in the proper identification, collection, and preservation of such evidence. Student Life officials will assist and accompany the victim of a sex offense, of domestic violence, of dating violence, or of stalking from the initial report to the final resolution of the case. Information concerning the victim will be kept strictly confidential.

Filing a police report does not obligate the student to prosecute or determine how the investigation will be pursued. Filing a police report simply insures that the student receives proper medical attention at no cost to the student and provides for the collection of evidence helpful in prosecution which would be difficult to obtain later. Any student who wishes help in contacting the Merrimack Police Department will be assisted by the Office of Student Life.

In addition to any criminal proceeding, students suspected of committing a sex offense, domestic violence, dating violence, or stalking will be referred to the Dean of Students and a possible disciplinary hearing. Both the accuser and the accused shall be entitled to have others present during such a hearing and both shall be informed of its outcome. Suspension and dismissal are possible sanctions for violation of this policy.

Students alleging sexual assault, domestic violence, dating violence, or stalking will have the opportunity to change their on-campus housing arrangements if such possibilities are reasonably available.

Thomas More College does not at this time have on-campus counseling services for victims of sex offenses.

Sex Offender Registration in the State of New Hampshire

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Thomas More College provides a link below to the New Hampshire Sex Offender Registry. The Registry is a repository of all registration forms submitted from the local police departments. Unit members update information in the database and also provide updated information and photos to the registry. The contact number for the Sex Offender Registry is (603) 223-3870.

The registry can be accessed at the following URL: <http://business.nh.gov/NSOR/>
Thomas More College is located in Hillsborough County. Its zip code is 03054.

Sex offenders already required to register in the State of New Hampshire must provide notice also to the state registry of each institution of higher education at which the person is employed, carries a vocation, or is a student.

Disclosure of Disciplinary Proceedings to Victims of Violent Crimes

Upon written request, Thomas More College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, a report on the results of any disciplinary proceeding conducted by Thomas More College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, Thomas More College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Rules Governing Students

Further student specific disciplinary policies, procedures and sanctions are described in the Rules for Collegiate Life issued to students at the beginning of each academic year.

Education and Training

At the beginning of each academic year, Dean of Students presents campus safety and security policies and procedures to the entire student body. Students are encouraged to be responsible for their own security and the security of others. They are warned of the dangers of alcohol and drug abuse and exhorted to the chastity appropriate to their state. The latter includes information on preventing sex offenses, domestic violence, dating violence and stalking.

At the beginning of each academic year, every student and employee is given a copy of the annual Campus Safety and Security Report. The full text can also be find on the College website at www.thomasmorecollege.edu.