



**Safety and Security Report**  
**September 2012**

## **Content**

Content/Index	Page 2
Campus Safety and Security Report Overview	3
Policy 3-710I: Clery Reporting	
Safety and Security Information	4
Cooperative Law Enforcement	4
Emergency and Security Calls	4
To Report a Crime	5
Building Security and Facilities Safety	7
Aims Community College – Campus Locations	7
Campus Security Authorities	7
Emergency Response and Evacuation	8
Timely Warnings	9
Crime Preventions	
Crime Prevention Resources and Programs	9
Sexual Assault Prevention	10
If a Sexual Assault Occurs	12
Victim Rights/College Response and Sanctions	12
Information on Registered Sex Offenders	14
Disclosure to Alleged Victims of Violent Crime	14
Alcohol and Drug Abuse Prevention Programs	15
Aims Crime Statistics	
Daily Crime Log	17
Clery Crime Three-year Report	19
Aims Policies and Procedures relating to Safety	
1-290: Drugs and Alcohol	22
3-710A: Safety and Emergency Preparedness Committee	23
3-710F: Incident Reporting	24
3-710J: Timely Warnings	26
3-710K: Campus Law Enforcement Authority	26
4-1900: Drug-free Workplace	27
5-601A: Student Code of Conduct	28
5-601C: Student Grievance Process	33
5-601D: Student Mediation, Assistance and Advocacy Program	34

## **2011 Campus Safety and Security Information Report**

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA* 's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

The information in this report is provided to meet the requirements of the Clery Disclosure Act and has been prepared by the Campus Safety and Security Coordinator and the Accreditation and Compliance Officer using statistical and other information supplied by Aims Community College Campus Resource Officers; the Police Departments of Greeley, Fort Lupton, Loveland and Windsor, Colorado; and the Office of Student Life. The inclusive dates of the report are from January 1 to December 31.

Each fall, an e-mail notification is made to all enrolled students and employees. The e-mail provides the web site to access this report. Paper copies may be obtained by visiting the Admissions and Records Department in the College Center.

The preparation of crime statistics on an annual basis involves coordination among Aims Community College Campus Resource Officers; the Police Departments of Greeley, Fort Lupton, Loveland and Windsor, Colorado; and the Office of Student Life for collecting statistics. This coordination also occurs in statistical gathering of data from those with "significant responsibilities for students and campus activities." The Campus Safety and Security Coordinator, along with the Campus Resource Officers, maintain a daily crime log describing incidents reported to the College. Information contained in the log can be viewed online at [www.aims.edu/about/security/crimelog](http://www.aims.edu/about/security/crimelog). Questions may be addressed to the Campus Resource Officers at (970)539-2171.

The Report is updated at least once each year, and the crime statistics are updated annually according to the following procedure:

### **AIMS COMMUNITY COLLEGE PROCEDURE 3-710I CLERY REPORTING**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Aims Community College published this information on the web portal and on the U.S. Department of Education website.

The College shall maintain a Daily Crime Log of any criminal activity on campus. This information shall be made available for public view by contacting Campus Security. The Annual report required by the U.S. Department of Education shall be completed every fall and shall include statistics from law enforcement agencies where Aims campuses are located. Hard copies of this information shall also be distributed throughout the campuses by October 1<sup>st</sup> of each year. Information shall be compiled on the following crimes: Homicide, Sexual Offenses, Robbery, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes, as well as arrests or referrals on alcohol violations, drug violations, and weapon violations.

**APPROVED: Dr. Marilyn Liddell**  
**Aims Community College President**  
**Date: November 9, 2009**

## **Safety and Security Information**

The Safety and Security Coordinator oversees the contracted security services for the college. Currently all law enforcement functions on all Aims' Campuses are contracted to the Weld County Sheriff's Office. There are two Weld County Sheriff's Deputies (Campus Resource Officers (CROS) assigned to Aims on a full time basis. Aims also contracts with G4S Security for armed security that supplements the CROs. To further enhance safety and security, Aims employs a very dynamic CCTV system with over 100 cameras encompassing all the campuses.

### **Cooperative Law Enforcement**

Aims Community College is pro-active in working with area emergency responders and as a result, has an excellent relationship with them. Aims allow area K-9 and SWAT teams to train on its properties on a regular on-going basis. Aims contracts with the Weld County Sheriff's Office to be the law enforcement authority (to include the investigation of all crimes) on all property owned and operated by the college.

### **Emergency and Security Calls:**

All Emergency Calls should be made to 911 according to the procedure for each campus listed below. Security calls of a non-emergency nature should be made according to campus instructions listed below. (Also see Policy 3-710F: Incident Reporting in the last chapter of this report)

***Greeley Campus, Aims Flight Center and Aims Corporate Education Center:***  
For emergencies, dial 911 from any Greeley campus phone.

Weld County Sheriff's Office Campus Resource Officers or G4S Security

personnel for the Greeley Campus or any other Greeley location can be reached 24 hours per day at (970)539-2171. Additionally, Campus Resource Officers can be reached by e-mail at [security@aims.edu](mailto:security@aims.edu).

***Fort Lupton Campus:***

For emergencies, dial 911 from any Fort Lupton Campus phone.

During operational hours, G4S Security personnel on the Ft Lupton Campus can also be reached by calling (303)591-3164. The Ft Lupton Campus is also patrolled by the Weld County Sheriff's Office Campus Resource Officers who can be reached at (970)539-2171.

***Loveland Campus:***

For emergencies, dial 911 from any Loveland Campus phone.

During weekday hours, Loveland Campus is patrolled by the Weld County Sheriff's Office Campus Resource Officers who can be reached at (970)539-2171. Additionally, in the evenings G4S Security on the Loveland campus can be reached by calling (970)518-5137.

***Aims Windsor Automotive and Technology Center:***

For emergencies, dial 911 from any Windsor Automotive and Technology Center phone.

Weld County Sheriff's Office Campus Resource Officers or G4S Security personnel for the Windsor Automotive Center can be reached 24 hours per day at (970)539-2171. Additionally, Campus Resource Officers can be reached by e-mail at [security@aims.edu](mailto:security@aims.edu).

**To Report a Crime**

For any emergency situation, please call 911.

Crimes or other incidents, including traffic accidents, on any campus should be reported to the Weld Sheriff's Deputies who serve as Campus Resource Officers by calling (970)539-2171. On campus crimes or incidents taking place after hours or on weekends can be reported to G4S Security personnel at (970)539-2171. Campus Resource Officers and G4S Security Services personnel also file incident reports for non-criminal incidents pertaining to actions of students or staff, such as injuries on campus or disputes between individuals and can be contacted at (970)539-2171.

A crime or incident may also be reported via the online reporting system located at [www.aims.edu/about/security](http://www.aims.edu/about/security). Click "Report a Concern" and fill in the appropriate information.

Alternatively, on-campus crimes or other incidents may be reported to any Campus Security Authority (see section below). These persons must report information on disclosed crimes to the Safety and Security Coordinator.

Crimes or other incidents taking place on property adjacent to any campus location, including on streets and public sidewalks, should be reported to the public safety office with jurisdiction over that campus (See College Campus Locations below)

State of Colorado laws pertaining to the Duty to Report a Crime can be found by accessing the Colorado Revised Statutes 18-8-115. (Also see Procedure 3-710F: Incident Reporting in the last chapter of this report)

### **Anonymous Reporting**

On-campus crimes or other incidents may also be reported anonymously by accessing the online report form at [www.aims.edu/about/security](http://www.aims.edu/about/security). Click “Report a Concern” and fill in the appropriate information.

### **Reports of non-criminal incidents**

If a student has a complaint, issue, concern, or problem with a College employee or department, another student or an instructional situation as described in Procedure 5-601C: Student Grievance Process (*See Policies in last section of report*) the first step is to contact the Student Mediation, Assistance and Advocacy Program (MAAP) Office. The Office is charged with assisting students and resolving their issues. (also see 5-601D: Student Mediation, Assistance and Advocacy Program *in last section of report*)

### **Building Security**

Aims Community College has no student housing or other campus residences. The College is open to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during normal operational hours. All buildings are secured each night and during weekends and holidays. Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The College also uses an extensive video surveillance system to enhance security measures.

Buildings are patrolled by Campus Resource Officers or G4S Security personnel. Buildings are also alarmed for the protection of contents and personnel. The alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by campus security personnel or police.

## **Safety and the Maintenance of Campus Facilities**

Preventative maintenance is conducted in a routine and on-going basis to provide a safe environment. Maintenance issues that arise and demand corrective attention are prioritized, with those affecting safety and security given priority attention. Lighting conditions are checked and attended to on a routine basis. Landscaping and vegetation is placed and maintained in a manner that is designed to eliminate “hiding spots” and allow a clear field of view for pedestrians and motorists. Campuses also utilize ample outdoor lighting that is maintained on a constant basis

## **Aims Community College Campus Locations and Geography**

Aims Community College has several geographically separated campuses and locations. All the policies set forth by the President apply to all of these campuses and locations. **Additionally, Aims Community College has no off-campus student organizations.**

### ***Aims Greeley Campus - 5401 West 20<sup>th</sup> Street, Greeley CO***

***Aims Flight Center at Greeley-Weld County Airport – 656 Ed Beegles Lane, Greeley***

### ***Aims Corporate Education Center – 5590 West 11<sup>th</sup> Street, Greeley CO***

Incidents on these campuses are handled by Weld Sheriff's Office Campus Resource Officers or G4S Security personnel. Incidents on adjacent roads and sidewalks are in the jurisdiction of the Greeley Police Department: (970)350-9600

### ***Aims Fort Lupton Campus - 260 College Avenue, Fort Lupton CO***

Incidents on campus are handled by Weld Sheriff's Office Campus Resource Officers or G4S Security personnel. Incidents on adjacent roads and sidewalks are in the jurisdiction of the Fort Lupton Police Department: (303)857-4011.

### ***Aims Loveland Campus, 104 East Fourth Street, Loveland CO***

Incidents on campus are handled by Weld Sheriff's Office Campus Resource Officers or G4S Security personnel. Incidents on adjacent roads and sidewalks are in the jurisdiction of the Loveland Police Department: (970)667-2151

### ***Aims Windsor Automotive & Technology Center, 1120 South Gate Dr., Windsor***

Incidents on campus are handled by Weld Sheriff's Office Campus Resource Officers or G4S Security personnel. Incidents on adjacent roads are in the jurisdiction of the Weld County Sheriff's Office: (970) 356-4015

## **Campus Security Authorities**

According to Federal Regulation CFR 668.46(a) a campus security authority is: a campus police department or security department, any individual who has responsibility for campus security; any individual or organization specified in an institution's statement of campus security policy as an individual or organization to

which students and employees should report criminal offenses; or an official of an institution who has significant responsibility for student and campus activities.

Aims Community College has designated the following individuals as Campus Security Authorities on the appropriate campus.

**Greeley Campus, Flight Center or Aims Corporate Education Center**

- **Safety and Security Coordinator**
- Campus Resource Officers
- Director of Human Resources or designee
- Director of Student Life or designee
- Registrar or designee
- Director of the Student Success Center or designee
- Members of the Threat and Violence Assessment Team

*(campus security authorities continued)*

**Fort Lupton Campus**

- **Safety and Security Coordinator**
- Campus Resource Officers
- Associate Dean, Fort Lupton Campus
- Or any Campus Security Authority on Greeley Campus

**Loveland Campus**

- **Safety and Security Coordinator**
- Campus Resource Officers
- Director, Loveland Campus
- Or any Campus Security Authority on Greeley Campus

**Windsor Automotive and Technology Center**

- **Safety and Security Coordinator**
- Campus Resource Officers
- Director, Windsor Automotive and Technology Center
- Or any Campus Security Authority on Greeley Campus

## **Emergency Response and Evacuation**

An emergency is any unplanned event that may cause death or significant injuries to members of the Aims' community or the public, may disrupt College operations, may cause physical or environmental damage, or may threaten the College's financial standing or public image.

Aims Community College maintains an Emergency Operations Plan, which provides the framework for reaction and response to hazards and emergency situations at



Aims. The Plan is granted authority by the President of the College under College Policy 1-100 and is developed under the auspices of the Safety and Emergency Preparedness Committee according to College Procedure 3-710A.

The Aims Community College Emergency Operations Plan has been distributed as a hard copy to each member of Senior Management, Contracted Security/Law Enforcement, Facilities and Operations, the Aims Information/Call Center, and the Safety and Security Coordinator. Electronic versions have been distributed to each member of the Aims Emergency Preparedness Response Team and the public document is available at [www.aims.edu/about/security](http://www.aims.edu/about/security).

Emergency messages to students and employees will be distributed through the same tools as listed above under “Timely Warnings” or through campus intercom systems. To confirm contact information and ensure receipt of emergency notices, please visit [www.aims.edu/about/security](http://www.aims.edu/about/security) and click on the “Update Your Info” link.

## **Timely Warnings**

In compliance with Clery Act requirements and to promote safety, Aims Community College will alert the college community to certain crimes in a method that is timely and will help to aid in the prevention of similar crimes. Crimes that may trigger a timely warning include all Clery Act Crimes taking place on an Aims campus or contiguous public property that are reported to campus security authorities or local police agencies and are considered by the College to represent a serious or continuing threat to students and employees. Timely warnings are issued by the President’s Office with the cooperation of the Safety and Security Coordinator.

Timely warnings will be communicated to the College community in one or more of the following ways:

- Rave Notices by email, text message or voicemail
- Posting of notice on homepage of Aims.edu
- Posters/bulletins on campus doors and boards

To confirm contact information and ensure receipt of timely warnings, please visit [www.aims.edu/about/security](http://www.aims.edu/about/security) and click on the “Update Your Info” link.

## **Crime Prevention**

### **Crime Prevention Resources and Programs**

Aims Community College maintains programs intended to aid in the prevention of crime on campus. These programs attempt to address multiple issues and include:

- Escort Services
- Campus lighting checks and surveys
- Building maps, including emergency information and shelter zones, posted at each entrance

- “Rave” Emergency Text Messaging System in place, tested once per semester.
- Coordination of Card Access System with Alarm System
- Digital phones with 911 direct dial button programed in all offices and classrooms on main campus

Varying safety drills and presentations are also conducted on a regular and routine basis. Emergency call boxes are placed around the main Greeley and Windsor Automotive and Technology campuses for emergency use. Security reminders are placed in various formats, such as the Aims Daily, Aims Weekly and Toilet Paper. These publications reach both employees and students.

The College is committed to providing crime prevention information and education to all members of the college community. In cooperation, the Student Life Department and the Safety and Security Department offer in person and online self-paced Crime Prevention and Safety related training, including:

- Suspicious Package
- Workplace Violence
- Personal Safety
- ID Theft
- Bullying within the Workplace or Classroom
- Active Shooter
- Stress in the Workplace
- Fire Extinguisher
- AED Defibrillator

(Training materials archived online at [www.aims.edu/about/security/training](http://www.aims.edu/about/security/training))

Recent face-to-face training sessions for students and/or employees have included:

- Suicide Prevention Week
- Domestic Violence Awareness Week
- Ask a Question, Save a Life (Suicide Prevention)
- Bystander Empowerment (Strategies to intervene in threatening situations)
- Be an Everyday Hero (Bystander awareness and resources)
- GLBT Panel Discussion (To increase understanding and decrease prejudice against Gay, Lesbian, Bisexual or Transgendered individuals)
- Workplace Safety
- Personal Safety

## **Sexual Assault Prevention**

Aims Community College provides ongoing education about sexual assault and its prevention through new student orientation programs that take place during each fall and spring semester, and through scheduled educational programs. Recent sessions include:

- Behind Closed Doors (Sexual Assault Prevention dialogs)

- Beyond Beats and Rhymes (Influence of music on violence against women and sexual assault)
- Sexual Assault Awareness Week
- Sexual Assault Mock Trial (with local judge and police officers)

## **Reduction of Sexual Assault Risk for Students**

(adapted from the Rape, Abuse & Incest National Network - [www.rainn.org](http://www.rainn.org))

1. *Trust your instincts and be yourself.* If you feel unsafe, or even uncomfortable, in any situation, go with your gut. Don't worry about what others think; your own safety comes first.
2. *Use your cell phone as a tool.* Make sure it's fully charged before you leave home and if you find yourself in an uncomfortable situation, shoot a quick text for a "friend-assist." Make a plan before you go out just in case your phone dies, so you can meet up with your friends at a specific location at a certain time.
3. *Be careful when leaving status or away messages online and when using the "check-in" feature on Facebook or Foursquare.* Leaving information about your whereabouts reveals details that are accessible to everyone. If you wouldn't give the information to a stranger, then don't put it on your online profile.
4. *Wait to let your guard down until people earn your trust.* A college campus can foster a false sense of security. Don't assume people you've just met will look out for your best interests; remember that they are essentially strangers.
5. *Don't be afraid to hurt someone's feelings.* If you find yourself in an unsafe situation it's OK to lie. Make up an excuse as to why you have to go. Your safety comes before someone else's feelings.
6. *If you see something, say something!* Intervene if a situation seems questionable or if someone's safety is at risk. By taking action you can prevent a crime from being committed. Remember you can also contact the Campus Resource Officers.
7. *Stick with your friends and watch out for each other.* Arrive together, check in with one another throughout the night, and leave together. Think twice about going off alone. If you have to separate from your friends, let them know where you are going and who you are with.
8. *Drink responsibly and know your limits.* Don't accept drinks from people who you don't know or trust and never leave your drink unattended. If you have left your drink alone, get a new one. Always watch your drink being

prepared. At parties, stick to drinks you got or prepared yourself instead of common open containers like punch bowls.

9. *Watch out for your friends.* If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place. If you suspect that you or a friend has been drugged, call 911. Be explicit with doctors so they can administer the correct tests.
10. *Be aware of your surroundings.* Whether you're walking home from the library or at a party be mindful of potential risks. Get to know your campus and learn a well-lit route to your next class or to your car. Think of a safe exit strategy. Are there people around who might be able to help you? Is there an emergency phone nearby?

### **If a Sexual Assault Occurs**

Sexual assault is a serious offense. In addition to criminal and legal penalties, sexual assault may result in sanctions including expulsion from Aims Community College for students and termination of employment for faculty and staff.

### **Preserving Evidence of a Sexual Assault**

After a sexual assault, it is very important that the victim receive a medical examination for health and evidentiary reasons. A victim should not wash, use the toilet, or change clothes before seeing trained medical personnel. If clothes are changed, those worn during the assault should be placed in a paper bag and be taken to the examination. Even if the victim is certain that he/she will not prosecute, it is important to gather as much evidence as possible in the event the victim decides to pursue criminal charges at a later date.

### **Reporting a Sexual Assault**

Any student, employee or visitor who is the victim of a sex offense, forcible or non-forcible, is encouraged to report the assault to college authorities or the Aims Community College Campus Resource Officers. If a victim chooses, he/she may be assisted by college authorities in reporting the assault to the proper law enforcement authorities. After making the report, the victim is not obligated to continue with legal or college disciplinary action. The assault may be reported to Campus Resource Officers, G4S Security personnel, local law enforcement agencies or any Campus Security Authorities, listed above.

### **Rights of a Victim**

A person who reports having been sexually assaulted has the right to:

1. Request a female or male officer to take the report.
2. Have his/her identity protected, consistent with legal requirements.
3. Be treated professionally and with sensitivity, regardless of race, ethnicity, religion, gender, or sexual orientation of the victim or the perpetrator.

4. Assistance with medical treatment, counseling, and other resources if desired, including transportation to a hospital.
5. Have one primary investigator assigned to the case and have his/her case investigated fully, if he/she chooses to report the assault to the Campus Police.
6. Be informed of the outcome of a police investigation.
7. Request an alternative academic or employment situation if such an alternative is available, feasible, and appropriate to the facts of assault.
8. Have all questions answered fully.

### **Counseling for Victims of Sexual Assault**

Students who report to the institution that they are the victim of sexual assault and request assistance, will be referred immediately to the Student Success Center at (970) 339-6445 or to an appropriate medical provider for additional assistance.

Full-time employees needing counseling or mental health services to cope with sexual assault may take advantage of the Horizon Health Employee Assistance Program (EAP). Employees may pick up an EAP brochure in the Human Resources Office or click on the Employee Assistance Program link under Employee Services on the Employee tab of MyAims.

### **College Response to a Sexual Assault**

Sexual assault is a criminal act which subjects the perpetrator to criminal and civil penalties in state and federal courts. Besides the sanctions that can be imposed in court, Aims Community College will respond administratively if a sexual assault or other criminal offense involves a student or employee as the offender. Students and employees are subject to applicable college policies and disciplinary procedures, including policies prohibiting sexual harassment.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

### **Possible Sanctions against Offenders**

Victims may begin a disciplinary action by submitting a written, signed statement detailing the incident to the Dean of Students. In addition to any criminal remedies available, a sexual assault perpetrator is subject to appropriate faculty, employee or student disciplinary procedures.

1. Faculty and Staff: The range of employment penalties for faculty and employees includes but is not limited to one or more of the following: counseling, reprimand, suspension or termination of employment.

2. Students: Students who violate federal, state or local laws are subject to criminal charges. In addition to any criminal remedies available, an alleged or adjudicated perpetrator who is an Aims Community College student may be subject to penalties from the college as set forth in the Student Code of Conduct (see Policies in last section of this report). The ranges of sanctions for violations under this Code include but are not limited to, one or more of the following: suspension or expulsion, alteration of a class schedule, disciplinary probation, or loss of privileges. Suspension and expulsion are the standard recommended sanctions if a student is found guilty of an incident of sexual assault or other acts of violence.

### **Information on Registered Sex Offenders**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act.

The law requires sex offenders to register with local law enforcement agencies and to indicate if they are either enrolled or employed at an institute of higher education. Aims Community College is required to inform the campus community that a registration list of such offenders will be maintained and available at the Office of Campus Safety and Security.

In addition, lists of all registered sex offenders in the vicinity of Aims campuses are available through the “Sexual Offender Registry Lists” link on [www.aims.edu/about/security](http://www.aims.edu/about/security).

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

### **Disclosure to Alleged Victims of Violent Crime**

Aims Community College will, upon written request, 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 college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Aims Community College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

# **Alcohol and Drug Abuse Prevention**

## **An Alcohol and Drug Free Education Institution**

### **I. Background**

The National Drug Control Strategy issued in September 1989, proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226) which requires institutions of higher education to implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

This law, in addition to the Drug Free Workplace Act (PL 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, establishes the foundation on which Aims Community College has established its drug and alcohol policy.

### **II. Standard of Conduct**

Aims Community College complies with both the Drug-Free Schools and Communities Act and the Drug Free Workplace Act. In compliance with these Acts all students and employees are prohibited from the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol on any of the Aims' campuses or at any Aims sponsored activity.

In support of a Drug-Free School and Work Environment, the College has instituted the following policies and procedures: *(See Policies in last section of report)*

Policy 1-290: Drugs and Alcohol

Procedure 5-601A: Student Code of Conduct

Policy 4-1900: Drug-Free Workplace

### **III. Legal Sanctions**

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful manufacturing, possession, or distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines.

The Federal Controlled Substances Act specifies penalties, for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics, of not fewer than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is

imprisonment up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from six months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

Local ordinances for the City of Greeley, relating to illicit drugs and alcohol, coincide with the State of Colorado statutes.

#### **IV. College Sanctions**

Students and/or employees (full or part-time) who violate the standards set forth under the Aims Substance Abuse Policy (Aims Community College Policy 1-290) will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination and/ or referral to the appropriate authorities for prosecution.

#### **V. Health Risks**

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: malnutrition, brain damage, paranoia, psychosis, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS. It is recommended that anyone having specific questions relating to their health and drugs/ alcohol should consult their physician.

#### **VI. Counseling and Treatment Programs**

Students who need counseling or treatment for drug or alcohol related problems may contact the Student Success Center at (970) 339-6445 for more information.

Full-time employees needing counseling or treatment for drug or alcohol abuse issues may take advantage of the Horizon Health Employee Assistance Program (EAP). Employees may pick up an EAP brochure in the Human Resources Office or click on the Employee Assistance Program link under Employee Services on the Employee tab of MyAims.



## **VII. Drug and Alcohol Abuse Prevention Education**

The Student Life Department at Aims Community College provides ongoing education about drug and alcohol abuse at its prevention through programs and events that take place during each fall and spring semester. Recent sessions include:

- National Collegiate Alcohol Awareness Week events
- The Great American Smoke Out (tobacco cessation sessions)
- Pharming (pharmaceutical drug abuse awareness and prevention)
- Alcohol and Drug Addiction Recovery programs
- Rally for Recovery (celebration for recovering alcoholics/drug addicts and their families)
- Beyond the Buzz (alcohol abuse prevention)
- Lung Health Day (tobacco cessation program)
- Roadmap to a Successful Spring Break (alcohol and other drug prevention)
- Dept. of Transportation Impaired Driving Prevention event
- In partnership with Weld Couth Prevention Partners and Team Actuality, the Associated Students of Aims Community College conducted a social norms campaign focused on reducing the prevalence of underage drinking and changing student perceptions of college drinking behaviors.

### **Daily Crime Log**

In compliance with Clery regulations, Aims Community College maintains a daily crime log, listing all criminal incidents and alleged criminal incidents that are reported to Campus Resource Officers, Security Services personnel or the Safety and Security Office. This report includes incidents on the various Aims Campuses and on public property adjacent to the campuses.

The Daily Crime Log is available for review online at [www.aims.edu/about/security/crime-log](http://www.aims.edu/about/security/crime-log) or in the Safety and Security Office.

### **Annual Clery Crime Statistics**

As part of the annual Campus Safety and Security Report, all institutions of higher education must report three years' worth of statistics for certain types of crimes that were reported to have occurred on campus or on public property immediately adjacent to the campus. The crime statistics report begins on the following page. For the purpose of this report, the following definitions apply:

*On Campus* – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this

definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

*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. Note: Include sidewalks and streets surrounding the campus as well as the sidewalk across the street from campus, but do not include public property beyond the sidewalk.

## Clery Crime Statistics

(Aims has no On-Campus Housing to report)

<b>Crime Offense</b>	<b>Calendar Year</b>	<b>Greeley Campus</b>	<b>Public Property</b> (adjacent to Greeley Campus)	<b>Fort Lupton Campus</b>	<b>Public Property</b> (adjacent to Ft. Lptn Campus)	<b>Loveland Campus</b>	<b>Public Property</b> (adjacent to Lvlld Campus)	<b>Windsor Auto Tech Ctr</b>	<b>Public Property</b> (adjacent to Auto Center)	<b>Flight Center</b> (No Public Property)	<b>Non-Campus</b> Corp Ed Ctr
Murder/Non-Negligent Manslaughter	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Sex Offences: Forcible	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Sex Offence: Non-Forcible	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Robbery	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Burglary	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Arson	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0

(Clery Crime Statistics Continued)

Crime Offense	Calendar Year	Greeley Campus	Public Property (adjacent to Greeley Campus)	Fort Lupton Campus	Public Property (adjacent to Ft. Lptn Campus)	Loveland Campus	Public Property (adjacent to Lvld Campus)	Windsor Auto Tech Ctr	Public Property (adjacent to Auto Center)	Flight Center (No Public Property)	Non-Campus Corp Ed Ctr
Weapons Violations (Arrests)	2009	1	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	1	0	0	0	0	0	0	0	0	0
Weapon (Disciplinary Actions)	2009	1	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations (Arrests)	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Drug Abuse (Disciplinary Actions)	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations (Arrests)	2009	1	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Liquor Law (Disciplinary Actions)	2009	1	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0

**Hate Crime Statistics** (bias category indicated where appropriate)

(NOTE: There have been no reported crimes based on bias/hate in the past three years)

Hate Crime Offense	Calendar Year	Greeley Campus	Public Property (adjacent to Greeley Campus)	Fort Lupton Campus	Public Property (adjacent to FL Campus)	Loveland Campus	Public Property (adjacent to Lvld Campus)	Windsor Auto Tech Ctr	Public Property (adjacent to Auto Ctr)	Non-Campus Flight Ctr	Non-Campus Corp Ed Ctr
Murder/Non-Negligent Manslaughter	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Sex Offences: Forcible	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0

(Hate Crime Statistics Continued)

Hate Crime Offense	Calendar Year	Greeley Campus	Public Property (adjacent to Greeley Campus)	Fort Lupton Campus	Public Property (adjacent to FL Campus)	Loveland Campus	Public Property (adjacent to Lvld Campus)	Windsor Auto Tech Ctr	Public Property (adjacent to Auto Ctr)	Flight Center (No Public Property)	Non-Campus Corp Ed Ctr
Sex Offence: Non-Forcible	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Robbery	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Burglary	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Larceny - Theft	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Arson	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Simple Assault	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Intimidation	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0
Destruction/Vandalism of Property	2009	0	0	0	0	0	0	0	0	0	0
	2010	0	0	0	0	0	0	0	0	0	0
	2011	0	0	0	0	0	0	0	0	0	0

## **Safety and Security Policies and Procedures**

### **AIMS COMMUNITY COLLEGE POLICY 1-290 DRUGS AND ALCOHOL**

**General:** In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, Aims Community College is committed to providing a safe and healthy environment for employees, students and visitors to our facilities. To achieve this, Aims provides a drug-free work environment, for both certain prescription drugs and illicit substances, where employees and students do not use during working hours and refrain from reporting to work under the influence of a controlled substance, alcohol, or any other substance that may impair their ability to perform in a safe and efficient environment. Aims expects all members of its community to conduct themselves in accord with the local, state and federal laws and Aims rules governing drug and alcohol use. As set forth in local, State, and Federal laws, and the rules Aims, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus-controlled property is strictly prohibited. Employees with questions regarding appropriate use of prescription medications while on duty, should contact their Senior Management representative or Human Resources.

**Serving Alcohol on Aims-Controlled Property:** Alcoholic beverages may not be served, consumed or possessed at any event which is considered a student activity. The College President may permit the serving of alcoholic beverages on Aims-controlled property at non-student events upon prior written application and approval. Those persons or organizations that control the service of alcoholic beverages are responsible for compliance with applicable laws and Aims regulations. The serving of alcoholic beverages shall only be performed by properly licensed individuals or entities.

**Prescription Drug Use:** Aims recognizes that individuals may be taking prescribed medications. However, to ensure the safety of all Aims employees, students, and visitors, drugs that impair the individual's ability to perform job duties or participate in class activities effectively may be subject to actions described in the Sanctions section of this policy. Possession of prescription drugs without a prescription, abuse of prescription drugs and the sale or distribution of prescription drugs is strictly prohibited.

**Clinical Sites and Affiliate Settings:** Faculty members and other employees of Aims who teach at hospitals, clinical sites, and/or work at affiliate locations, settings, or sites shall meet the requirements of those sites, which may include drug testing. Aims employees and students are required to abide by collaborative agencies associated policies and procedures when representing the College in an official capacity.

**Sanctions:** Students, student organizations and employees who violate this policy shall be subject to disciplinary action by Aims, up to and potentially including separation of employment or expulsion, in addition to any civil or criminal charges by governmental authority. Additionally, employees or students who violate this policy may be required, at their own expense, to participate satisfactorily in alcohol or drug abuse education, counseling or rehabilitation programs at the discretion of the College.

The President of Aims Community College shall adopt procedures to carry out the intent of this policy.

**APPROVED: Aims Board of Trustees**

**Date: April 6, 2005**

**Revised: March 3, 2010**

□□□□□

## **AIMS COMMUNITY COLLEGE PROCEDURE 3-710A SAFETY AND EMERGENCY PREPAREDNESS COMMITTEE**

**DEFINITION:** All Hazards Emergency Management includes doing organized analysis of facilities hazards, planning for situations with every area analyzed, developing a plan that others can follow, and assignment of available resources including personnel and equipment best suited to deal with the specific hazard or situation.

The term “All-Hazards” generally includes:

- Any natural catastrophe or, regardless of cause, any fire, flood, or explosion, in any part of the College, or any dangerous event or circumstance that has the potential to lead to an emergency response. Natural hazards are caused by natural events that pose a threat to lives, property, and other assets.
- Technological hazards are caused by the tools, machines, and substances we use in everyday life.
- Intentional hazards, such as terrorism or riots, are deliberately caused by people attacking or damaging what is valuable in a society.

1. **Purpose:** The Emergency Preparedness and Crisis Response (EPR) Committee is charged with the implementation of Aims Policy 3-710 “Safety and Health.” Aims Policy 3-710 prescribes that employees and students will be expected to work safely, to maintain an awareness of possible hazards associated with their respective jobs or assignments, to eliminate hazards when possible, and at all times to conduct themselves in accordance with generally accepted safe practices.
2. **Goals:** Safety is a high priority at Aims. The Emergency Preparedness Committee will be responsible for the overall safety and well being of the all Aims Community College constituencies including students, employees and college visitors, implementing an “All Hazards” approach The committee will evaluate any procedures or guidelines needed to ensure the safety and health of Aims Community College.

The committee shall have a reporting role through the Risk Management Committee to advise and recommend areas of concern and suggested remedies for potential safety hazards to the institution.

3. **Scope of Authority:** In keeping with the Aims Community College Policy 3-710 the committee's span of authority encompasses an All Hazards approach of activities. The area of safety alone is far reaching and touches many areas of campus life. The issue of health is a broad area that has the potential of impacting many areas of campus life as well. Among some of the areas covered are:

- A. Environmental compliance
- B. Security
- C. Disaster Preparedness review
- D. Workers Compensation
- E. Workplace safety issues and compliance
- F. Occupational exposure to infectious agents

These areas require not only the evaluation of current policies and procedures, but may result in the development of new or updated policies, procedures and guidelines. The committee should utilize College resources in an effort to satisfy any deficiencies that are identified. These remedies might include utilization of the Center for Professional Development to provide employee education and awareness to these issues.

4. **Committee Composition:** The committee will be broadly comprised and representative of the program needs of Aims. . Ad Hoc members may be utilized as required to address subject matter needs of the Committee.
5. **Periodic Review:** The EPR Committee will review the safety status of Aims annually. The first review will occur one year after the first committee meeting.

**APPROVED: Dr. Marsi Liddell, Aims Community College President**

**Date: April 22, 2003**

**Revised: March 9, 2009**

□□□□□

## **AIMS COMMUNITY COLLEGE PROCEDURE 3-710F INCIDENT REPORTING**

**Incident Defined:** Any event, which is not part of the normal operations of Aims Community College, including but not limited to natural phenomenon.

**Health and Safety:** Designated Public Safety Officers are responsible for the filing of all internal Incident Reports. The responding officer is the contact official for external responding agencies. An incident may be reported by anyone. If a bodily injury has occurred, or is threatened, call 911 first. A 911 call is a direct dial call from campus that does not require dialing number nine to get an outside line. Use best discretion calling 911 first for incidents.



**Initial Reporting:** Call 911 or the Public Safety Officer at the following number:

- **911**
- **970-539-2171.**

**Procedure:** Once the phone call to the Public Safety Officer has been made the following procedure will be followed:

1. The responding officer will identify the action needed according to the Incident Report Form.
2. If additional emergency response is needed the Public Safety Officer will call 911 unless that has already been done.
3. Upon the Completion of the incident, the Public Safety Officer will complete the report and submit copies with accompanying information, as applicable and when available to the following: The President, The Chief Administrative Officer, The Chief Facilities Management Officer and appropriate Dean. Other agency reports must be submitted as they become available.
4. If the incident is outside of business hours, then the Night Administrator must be notified immediately. That supervisor will use his or her own discretion in notifying the President or other individuals.
5. Employee incidents also follow the reporting procedures provided by Human Resources. An employee incident report must be submitted to Human Resources *immediately* so that the proper reports to the College's insurance provider can be filed.
6. Emergency Response incidents will be forwarded immediately. Other incidents will be sent through intercampus mail as soon as possible but no later than one working day.
7. An incident involving a student offsite in a clinical site must also be reported to the appropriate Academic Dean.

**Campus Security Authorities:** Specific individuals on campus who are not Public Safety Officers could still have certain crimes disclosed to them. These individuals are considered "Campus Security Authorities" under the Clery Act. The Campus Security Authorities include but are not limited to the Director of Human Resources or his/her designee, the Director of Student Life or his/her designee, the Registrar or his/her designee, members of the Threat and Violence Assessment Team, and the Director of the Student Success Center or his/her designee. These individuals must report information on crimes disclosed to them to the Safety and Environmental Coordinator.

Crimes can be reported in a number of ways, including contact with Campus Resource Officers, members of the campus security, or anonymously. Anonymous Report Forms are available via the Aims website and can be accessed by anyone.

False reports are those reports where fictitious information is disclosed in an attempt to thwart an investigation or alter facts of a crime. False reports can be given in a number of ways including, but not limited to; in person, through email, using the Anonymous Report Form, or by sounding one of the Safety Whistles. Whistles on campus are for the specific intent of alerting others to danger or bringing attention to someone needing

assistance. All false reports will be investigated. If the report is found to be false due to intentional actions by the reporting party, appropriate disciplinary action will be taken. Making a false report to a Law Enforcement Officer is illegal and can result in criminal charges.

**APPROVED: Dr. Marsi Liddell, Aims Community College President**

**Date: August 20, 2007**

**Revised: November 9, 2009**

**May 4, 2011**

□□□□□

### **AIMS COMMUNITY COLLEGE PROCEDURE 3-710J TIMELY WARNINGS**

In an effort to ensure the safety and protection of all students and employees, Aims Community College shall implement devices to notify the campus community of impending danger or other emergency situations. The systems are designed to notify individuals when a threat to their safety is present as designated by the College President. These systems include but are not limited to emergency text messages, phone calls, email information, intercom communication, and emergency radio communication. Once Public Safety personnel are notified of an emergency, the information is verified and a coordinated effort to notify the campus community is implemented.

**APPROVED: Dr. Marilynn Liddell, Aims Community College President**

**Date: November 9, 2009**

□□□□□

### **AIMS COMMUNITY COLLEGE PROCEDURE 3-710K CAMPUS LAW ENFORCEMENT AUTHORITY**

In an effort to increase safety on Aims Community College campuses, the College shall provide for the presence of Law Enforcement officers and/or uniformed and armed security personnel. Power of arrest by the local law enforcement has been granted under CRS 16-2.5-103 and CRS 30-10-501.6 as defined in CRS 16-3-102. Security personnel who are in uniform have the power of arrest similar to that of private citizens under CRS 16-3-201.

Campus security and Law Enforcement personnel assigned to the College shall also have the authority to uphold Aims Community College policies, procedures, and enforce the Student Code of Conduct. All allegations of misconduct by students, faculty, or staff will

be reported to the Safety and Environmental Coordinator for distribution to the appropriate campus authority.

**APPROVED: Dr. Marilynn Liddell, Aims Community College President**  
**Date: November 9, 2009**

□□□□□

**4-1900**

## **AIMS COMMUNITY COLLEGE POLICY**

### **DRUG-FREE WORKPLACE**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at, in or on facilities leased, borrowed or owned by the Aims Junior College District and Aims Community College. This policy shall apply to all College employees.

The President shall see to it that a drug-free awareness program is established to inform employees about:

1. The dangers of drug abuse.
2. The Board of Trustees' policy of maintaining a drug-free work place.
3. Available drug counseling, rehabilitation and employee programs.
4. Penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

This information shall be communicated to employees in an appropriate manner on a periodic basis. All employees shall acknowledge receipt of this policy and related information.

Observance of this policy is a condition of employment. A violation shall subject the employee to appropriate disciplinary action that may include termination. Disciplinary action shall be taken in accordance with applicable policies and practices.

Alternatively the employee may be allowed to participate in an approved drug abuse assistance or rehabilitation program in appropriate circumstance.

Pursuant to law, any employee who is convicted or pleads guilty or nolo contendere under any criminal drug statute shall notify the President no later than five (5) days after the conviction or plea. The District has an obligation under federal law to notify the appropriate federal agency within ten (10) days after receiving notice of

such conviction it there is a relationship between federal funds received by Aims and the convicted employee's worksite.

**APPROVED: Aims Board of Trustees**

**Date: November 1, 1989**

**Revised: May 8, 2009**



## **AIMS COMMUNITY COLLEGE PROCEDURE 5-601A STUDENT CODE OF CONDUCT**

### **A. INTRODUCTION**

As members of an academic community, Aims Community College Community College students are expected to conduct themselves in a mature and responsible manner, to promote a sense of cooperation within the college, and to work to build an atmosphere that is most conducive to the goals of higher education within the institution.

Students at Aims Community College Community College are members of both the College Community and the larger communities of which the college is a part, and, as such, are entitled to all the rights and protections enjoyed by members of the larger community. At the same time, admission to Aims Community College Community College carries special privileges and imposes responsibilities apart from those rights and duties enjoyed by non-students. As members of the larger community and as members of the College Community, Aims Community College' students have the responsibility to conduct themselves in a lawful manner and in compliance with the College's Standards of Student Conduct or other published college policy or regulation including standards of conduct set forth in course syllabi.

### **B. DEFINITIONS**

1. **Campus.** All land, buildings and facilities of or owned by, used or controlled by Aims Community College Community College, and all streets, alleys, sidewalks and public ways abutting any land of the College.
2. **College.** Aims Community College Community College, including satellite campuses and outreach locations.
3. **College Community.** Members of the college community are any student, employee, or guest of the college.
4. **Dangerous Weapon.** A firearm, whether loaded or unloaded, or a firearm facsimile; any pellet or BB gun, or other device, whether operational or not, designed to propel projectiles by spring action or compressed air; explosives or dangerous chemicals, a fixed blade knife with a blade that measures more than three inches in length or a spring loaded knife or pocket knife with a blade longer than three and one-half inches; or any object, device, instrument, material or substance, whether animate or inanimate, used or intended to be used to inflict death or bodily injury.

5. **Drug or Controlled Substance.** Any controlled substance as defined in the Colorado Criminal Code.
6. **Instructional Area.** Any class, lab, faculty office or other area designated for instruction.
7. **Misconduct.** Any act proscribed in the Standards of Student Conduct or which violates any other published College policy or regulation prescribing a standard of student conduct.
8. **Organization.** Any student group recognized by the College pursuant to any relevant policy of the College. The term organization shall also include any Student organization established by or other organization whose presence on Campus is approved by an academic or administrative unit of the College.
9. **Student.** Any person taking courses on the Campuses of Aims Community College. This includes persons who are applying for admission or have been admitted but not yet enrolled in courses, persons who enroll for a full-time or part-time course load, and persons who are pursuing undergraduate, professional, developmental or personal enrichment programs of study. A person who is not officially enrolled for a particular term but who has a continuing relationship with the College, such as completion of academic work from a prior term, or an individual who was a Student, as defined herein, at the time of an alleged misconduct shall be considered a Student for the purpose of these Standards of Student Conduct and Disciplinary Procedures. Wherever the word "Student" is used in this document, it may also mean more than one Student, a Student Organization, or representatives of a Student Organization.
10. **Student Mediation Assistance and Advocacy Program Process (Student MAAP).** Located in the Student Life Office. The program provides mediation for student complaints and information about formal proceedings.
11. **Unlawful.** Conduct in violation of any ordinance of a municipality or county or in violation of any law or regulation of the United States or the State of Colorado.

### C. MISCONDUCT

Student Misconduct includes, but is not limited to the following:

1. **Conduct Relating to Acts of Dishonesty.** Aims Community College Students are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:
  - a. **Cheating.** Copying or attempting to copy the academic work of another Student (including but not limited to quizzes, examinations, assessment tests, and assignments); using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a Student; or communicating information in an unauthorized manner to another person for an academic examination or exercise.
  - b. **Fabrication or Falsification.** Falsifying or fabricating any information, College document, record, or instrument of identification. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.

- c. **Plagiarism.** Use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person; or use of an agency engaged in the selling of term papers or other academic materials.
  - d. **Complicity in Academic Dishonesty.** Helping or attempting to help another student to commit an act of academic dishonesty.
  - e. **Falsifying Grade Reports.** Changing or destroying, or attempting to change or destroy grades, scores, or markings on an examination or in an instructor's or the College's records.
  - f. **Lying.** Furnishing false information to any College official, faculty member or office.
  - g. **Other.** Additional standards of conduct relating to academic honesty specified in writing by an academic division or department and/or an individual faculty member for a particular course.
2. **Conduct Causing Disruption or Obstruction of College Operations, Activities, or Functions.** Although students have the right to free expression as guaranteed by the First Amendment, conduct which materially disrupts the normal operations of the College, which involves substantial disorder, or which invades the rights of other persons shall constitute misconduct. This may include the following:
- a. Leading or inciting others to materially and substantially disrupt scheduled activities at any location on the College campuses.
  - b. Substantial disruption or obstruction of teaching, research, administration, or other College activities, including its public service functions on or off campus, or other authorized activities on Campus. Examples of disruptive behavior in a classroom include but are not limited to persistent arguing with the instructor, monopolizing conversation, frustrating efforts of the instructor to maintain control of the class, violating class conduct provisions of course syllabi, and verbally abusing or threatening the teacher and/or any student.
  - c. Material or substantial disruption of any activity or event of or sponsored by the College or an organization, either on or off campus.
  - d. Obstruction of ingress to or egress from any College building or facility.
  - e. Obstruction of the free flow of pedestrian or vehicular traffic on Campus.
  - f. Obstructing or failing to comply with the directions of a peace officer, firefighter, or College official in the performance of his or her duties on the Aims Community College Campuses, or at any activity or event sponsored by the College, or at an organization of the College.
  - g. Using obscene language in the classroom or directed to any College employee.
3. **Conduct Related to College Property or Property of Members of the College Community.** Conduct related to the misuse, theft, or damage to college property or to property of members of the College community shall constitute misconduct. Such negligence may include the following:
- a. Unauthorized occupation or use of or entry into any College building or facility, including both indoor and outdoor facilities.

- b. Destroying, defacing, stealing, or making inaccessible library or other College-owned resource material or equipment.
  - c. Forging, altering, or otherwise falsifying any College document, College record, or any College instrument of identification, including but not limited to parking permits, transcripts, college applications, student IDs, registration forms, or insurance forms.
  - d. Borrowing, lending, or improperly possessing any College instrument of identification.
  - e. The use of college computing resources for any purpose other than the purposes for which they are intended is an act of misconduct. The following misuses of computers are considered misconduct:
    - i. Disrupting the intended use of computers or computer networks.
    - ii. Damaging or destroying computer equipment or computer-based information.
    - iii. Using a computer for unauthorized personal and business purposes.
    - iv. Violating copyright laws or license restrictions with respect to the copying or use of computer programs, data, material, or information.
    - v. Unauthorized use of another person's identification or password.
    - vi. Unlawful or unauthorized access to or use of computers, computer networks and computer data, programs, materials, or information.
    - vii. Attempting to create, alter, or delete records or entries on computer files without authorization.
    - viii. Exhibiting obscene pictures or literature on College computers or in print.
    - ix. Attempting to influence College personnel to engage in any of the above listed acts.
  - f. Unauthorized use of College property, facilities, equipment or materials.
  - g. Possessing, producing, manufacturing, or having manufactured without proper authorization, any key or unlocking device for use on any College facility or lock.
  - h. Traffic violations on the Campus, including reckless endangerment, reckless driving, speeding, or operating any vehicle while intoxicated.
  - i. Taking or damaging the property of other Students, College employees or members of the College Community.
- 4. Conduct Involving the Use of a Controlled Substance, Alcohol or Tobacco.**
- a. Students are prohibited from selling, representing they are selling, dispensing, or representing that they are dispensing, possessing, distributing, using, abusing, or being under the influence of alcohol or a controlled substance while on Campus or at a College sponsored event, whether or not on Campus.
  - b. The use of all tobacco products is prohibited in all buildings owned and operated by the College.
- 5. Conduct Causing or Threatening Harm or Injury to Other Persons.**  
Prohibited conduct includes, without limitation, the following:

- a. Engaging or attempting to engage in any act for the purpose of injuring, threatening to injure, or unreasonably alarming a member of the College including but not limited to physical abuse, verbal abuse, threats, intimidation, harassment, or coercion.
  - b. Engaging in or attempting to engage in any act for the purpose of unreasonably interfering with the work, education or the environment or activities surrounding the work or education of any member of the Campus Community.
  - c. Using obscene language to verbally abuse any member of the Campus Community.
  - d. Any disparaging comment, epithet, slur, insult, derogatory opinion, or other expressive behavior concerning age, race, color, religion, gender, national origin, disability, or any other personal characteristic of an individual or group in such a manner as to exhibit a pattern of abuse or to create a hostile environment, or to provoke a violent reaction or a perception of threat directed toward any member of the College Community.
  - e. Conduct which is disorderly, lewd or indecent.
  - f. Sexual harassment which includes making unwelcome sexual advances or requests for sexual favors or other unwelcome verbal, written or physical conduct of a sexual nature toward any member of the College Community, or sexual behavior that creates an intimidating, hostile or offensive environment for any member of the College Community.
  - g. Carrying, bringing, using or possessing any Dangerous Weapon on Campus or at any College sponsored activity.
  - h. Participating in, making claims of, or claiming responsibility for terrorist activity (such as threats of bombs, biological weapons, et.al.), whether in fact or as a hoax.
6. **Conduct Causing an Abuse of the Disciplinary Process**  
 Prohibited conduct includes, without limitations, the following:
- a. Failure to obey the summons of a College official.
  - b. Falsification, distortion, or misrepresentation of information to a College official before or during the Disciplinary Process.
  - c. Disruption or interference with the orderly conduct of a Disciplinary Proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the Disciplinary Process.
  - e. Attempting to influence the impartiality of a member of a Disciplinary Proceeding.
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Disciplinary Process.
  - h. Influencing or attempting to influence another person to commit an abuse of the Disciplinary Process.
7. **Social Media.** All aspects of this policy pertain to entries or posts on social media outlets. Students are prohibited from making entries or posts to social media outlets that violate federal, state, or local law. Any such violation will



result in additional disciplinary action, up to and potentially including, expulsion from the institution.

8. **Other Unlawful Acts of Misconduct.** Any act that occurs on any of the College Campuses or at any activity or event sponsored by the college that is in violation of any other College policy, standard, or regulation prescribing a standard of student conduct or any ordinance of a municipality or county or any law or regulation of the United States or the State of Colorado.

**FINAL APPROVAL: Dr. Marsi Liddell, Aims Community College President**

**Date: February 13, 2004**

**Revised: September 21, 2009**

**April 30, 2011**

□□□□□

## **AIMS COMMUNITY COLLEGE PROCEDURE 5-601C STUDENT GRIEVANCE PROCESS**

**Scope:** Aims Community College provides this grievance procedure for its students. Additionally, clients of the College and volunteers who are providing a service for the benefit of the College under the supervision and control of a college employee may only grieve a decision which bans him or her from the campus. A grievance may raise any matter which the grievant believes violates or inequitably applies written Aims' policies or procedures. The grievant must be personally affected by such violation or inequitable action. Matters that are not grievable include those matters which the College is without authority to act, academic decisions, and disciplinary actions. Academic decisions which are believed to be the result of discrimination on a prohibited basis should be submitted to the EEO Officer.

**Informal Resolution:** A Grievant is encouraged to resolve the issue informally by use of the process described in Procedure 5-601D, the MAAP process. If that process fails or is impracticable, the grievant should proceed by discussing the concern with the person, or the person's supervisor, who is believed to have caused or contributed to the matter on which the grievance is based (hereafter called the respondent). A respondent may be an Aims' employee or faculty member, student, volunteer, contractor, or client. Grievances based upon illegal discrimination are not covered by this procedure. Complaints of discrimination or unlawful harassment should be brought to the attention of the Equal Opportunity Officer.

**Formal Resolution:** If informal resolution fails, the grievant may file a written statement of the matters complained of and the remedy sought within twenty (20) calendar days of the incident. The written complaint should be filed with the Dean for Student Services. After receipt, the Dean for Student Services will determine whether or not the situation presents a grievable matter. The grievance will be dismissed if the matter is determined not grievable and the grievant will be notified of the reasons. A dismissal of a grievance may be appealed to the President.

If the matter is determined to be grievable, the Dean for Student Services or designee shall conduct a hearing and establish reasonable rules for the grievance procedure. Fact finding will be conducted which will give the grievant and responding Aims' personnel, who were named in the grievance, an opportunity to explain what they know about the matters surrounding the grievance and to review any related evidence. The Dean for Student Services or designee may choose to hear the information in individual meetings. If the student is a

minor or incapacitated, an advisor may assist the grievant in presenting his or her case. Right to representation by an attorney during the proceedings is not permitted, except in the case where civil or criminal actions concerning the student are pending, and in that case the attorney's role shall be advisory only. The grievant is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under 18 or incapacitated.

Considering the oral and written statements and comments, the Dean for Student Services or designee shall issue a decision within ten (10) calendar days of the close of the hearing. The decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). Copies of the decision shall be served to the Grievant and the Respondent either personally or by certified mail to the addresses on file in the Admissions and Records Office.

**Appeal:** The decision of the Dean for Student Services or designee is final unless a Petition for Review is filed with the President by either party within five (5) calendar days of notification of the decision. The Petition for Review may be filed only on the following basis:

1. A violation of this procedure,
2. The decision was arbitrary and was not based on the facts of the grievance, or
3. The Grievant or Respondent can provide newly discovered information that was not available during the meetings or hearings.

Upon receipt of a petition, the President will review the record and issue a written decision within ten (10) calendar days of the receipt of the petition. The College President's decision is subject only to review by the Board of Trustees pursuant to Policy now 0-1100. The scheduling timelines described above may, for good cause, be extended.

**FINAL APPROVAL: Dr. Marsi Liddell**

**Aims Community College President**

**Date: February 13, 2004**

**Revised: September 21, 2009**

□□□□□

## **AIMS COMMUNITY COLLEGE PROCEDURE 5-601D STUDENT MEDIATION, ASSISTANCE AND ADVOCACY PROGRAM PROCESS**

### **Scope:**

If a student has a complaint, issue, concern, or problem with a College employee or department, another student or an instructional situation as described in 5-601C, the first step is to contact the Student Mediation, Assistance and Advocacy Program (MAAP) Office. The Office is charged with assisting students and resolving their issues informally.

### **Referral to MAAP:**

1. Initial contact for a student when there is a complaint, issue, concern or problem should be the MAAP Office.

2. The MAAP Office should be contacted before contacting a dean or other College official.
3. The student may refer themselves directly to the Office or they may be referred by a College employee (faculty, staff or administrator).
4. A back-up referral option will be identified in the case it might be necessary.

**Process:**

The MAAP Office can provide the following services:

1. Describe, explain and/or advise a student about the process they should use if a situation occurs in which the student is seeking guidance.
2. Conduct an intake of the relevant information and complaint.
3. Assist the student if an advocacy situation exists.
4. Assist the student in interpreting and applying proper procedures as is appropriate and navigate the College system.
5. Provide information for all students in relation to rights and responsibilities.
6. Provide mediation services; student to student, student to employee, as appropriate.
7. Refer students to College resources or community resources, as is necessary.

If working with and through the MAAP Office does not lead to a resolution the student will be referred to another institutional process.

**FINAL APPROVAL: Dr. Marsi Liddell**

**Aims Community College President**

**Date: March 23, 2004**