

2013 ARAPAHOE COMMUNITY COLLEGE ANNUAL SECURITY REPORT



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Clery Act

What is the “Jeanne Clery” Disclosure Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to it.

The law, originally enacted by Congress in 1990 as the Campus Security Act, was championed by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to publish an annual report every year by October 1st that contains 3 years' worth of crime statistics and certain security policy statements including sexual assault policies which assure basic victim's rights, the law enforcement authority of campus police and where the students should go to report crimes.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Campus Police Department, as a matter of procedure and public information, collects and reports crime statistics monthly and yearly. The Campus Police Department complies with Federal (NIBRS; National Incident Based Reporting System) and State (UCR; Uniform Crime Reports) laws. The Campus Police Department also complies with the Department of Education statistical reporting requirements, including the Clery Act.

The Campus Police Department makes reasonable efforts to obtain/exchange information from the Littleton Police Department, Douglas County Sheriff's Office and the Castle Rock Police Department (beginning October 10, 2011) to gather annual statistics of reported crimes which occurred on ACC College property, reported crimes which occurred on public properties around our campuses as per the Clery Act Definitions in the immediate surrounding public areas and reported directly to a specific local police agency.

The Campus Police Department also makes reasonable efforts to obtain annual crime statistics from "campus security authority" which includes any official of the College who has significant responsibility for student and campus activities. The following campus offices are contacted by the Campus Police Department in gathering annual crime statistics where informal reporting on a voluntary, confidential basis by a victim or a witness may have occurred.

- Student Affairs Office
- Advising Office
- Admissions Office

- Information Central
- Human Resources
- Vice Presidents' Offices
- College President's Office
- Director of ACC Parker Campus
- Director of ACC Castle Rock Campus

Each year the Annual Security Report is emailed to current students and employees. Prospective students and employees can view the report via <http://www.arapahoe.edu>. Copies of the report are also available at the Campus Police Department in M2600.

IMPORTANT LINKS

To view the Annual Security Report and/or to sign up for the connect-Ed emergency mass notification system:

<http://www.arapahoe.edu>

To request a copy of the daily crime log:

Elizabeth.Baumgardt@arapahoe.edu

For victim assistance services:

The ACC Littleton Campus is serviced by the Littleton Police Department Victim Services Unit at 303.797.3713 <http://www.littletongov.org/police>

The ACC Parker Campus is serviced by Douglas County Victim Services at 303.660.7535 <http://www.dcsheiff.net/victimsassistance/>

The ACC Castle Rock campus is serviced by Castle Rock Police Department at 303.663.6100 <http://www.crgov.com>

For the Colorado Convicted Sex Offender Website:

<http://sor.state.co.us>.

Campus Safety

Arapahoe Community College is calling for every student, faculty and staff member to work together to build a world-class learning-centered community college, which is committed to student success, creating a climate of cooperation, security and responsibility. To meet this challenge everyone needs to be well informed. This report is intended to accomplish this and to strive for an enriched and enlightened campus community where a safe and healthy environment is maintained and vitalized.

Your Campus Police Department is dedicated to working in partnership with the campus community to protect and enhance a positive, secure learning-centered environment. Campus Police Officers are commissioned police officers with full powers of arrest provided to them by the Colorado Revised Statutes. Campus Police Officers will respond to calls for law enforcement and general safety services. Campus Police Officers have jurisdiction on the property owned, leased or otherwise controlled by the College. This includes the city streets that run through and are adjacent to the campus properties. The Littleton Police Department provides additional law enforcement services through a mutual aid agreement. The Campus Police Department is located on the second floor of the Littleton Campus main building behind Information Central. They can be reached by calling extension 5800 on campus or 303.797.5800 off campus.

The ACC Parker Campus is located at 15653 Brookstone Drive Parker, CO 80134. The Douglas County Sheriff's Office provides police emergency services to this campus as it is in their jurisdiction.

The ACC Castle Rock Campus is located at 4700 Castleton Way Castle Rock, CO 80109.

Together we continue to make ACC a safe campus.

As part of the larger community, the College shares many of the same interests and problems, including a concern about crime. The College has been fortunate in not experiencing a significant number of crimes but one should not be misled into thinking the campus is crime-free. There always exists the possibility of a criminal act occurring against a member of the ACC community despite the best efforts of the Campus Police Department and the administrative staff. A truly safe campus can only be achieved through shared responsibility.

The College is responsible for maintaining a safe environment to support a healthy learning-centered campus. ACC is committed to make necessary physical improvements that would promote safety and well-being, to review and update policies, procedures and rules, and to hold accountable those who choose to commit crimes or violate rules and regulations.

Every student, faculty, staff member and visitor has the individual responsibility to be aware of their personal safety, to utilize college resources, to make positive choices, and use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery. Please take the time to familiarize yourself with the emergency procedures and the important information in this document. Each semester, you will receive additional safety updates, timely warnings, and important information regarding safety on

campus via email, flyers, TV monitors and other presentations. Thank you for choosing to do more at ACC.

2013 CLERY ACT ANNUAL SECURITY REPORT

ACC Littleton Campus

The following statistics are provided as part of Arapahoe Community College's commitment to safety and security on campus, and in compliance with the Clery Act. These crime statistics are for calendar years, and are published annually in the Clery Act Annual Security Report.

OFFENSE	LOCATION	2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
NEGLIGENT MANSLAUGHTER	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEX OFFENSES (FORCIBLE)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEX OFFENSES (NON-FORCIBLE)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ROBBERY	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
AGGRAVATED ASSAULT	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
BURGLARY	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
MOTOR VEHICLE THEFT	On Campus	4	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
ARSON	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DRUG LAW VIOLATIONS ARRESTS	On Campus	1	5	0
	Non-Campus	0	0	0
	Public Property	1	0	0
ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	0	3	0
	Non-Campus	0	0	0
	Public Property	0	0	0

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ACC Littleton Campus

DRUG LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
HATE CRIMES	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

KEY TO HATE CRIME NOTATIONS:

Race= RA

Sexual Orientation= S

Gender= G

Ethnicity/National Origin= E

Religion= RE

Disability= D

34 CFR 668.46(b)(1), 34 CFR 668.46(c)(3), 34 CFR 668.46(d)(4)

DEFINITIONS:

On Campus: Any building or property owned or controlled by ACC, within the same geographic area used by ACC for educational purposes. This area includes the Littleton Campus, the Church Street Building, and the Art & Design Center.

Non-Campus: Any building or property owned or controlled by ACC, or a student organization that is officially recognized by ACC, or that is used in direct support to ACC educational purposes.

Public Property: Property not owned or controlled by ACC, and within the campus, next to, bordering or easily accessible from ACC. This area includes jurisdiction for the Littleton Police Department.

2013 CLERY ACT ANNUAL SECURITY REPORT

ACC Parker

The following statistics are provided as part of Arapahoe Community College's commitment to safety and security on campus, and in compliance with the Clery Act. These crime statistics are for calendar years, and are published annually in the Clery Act Annual Security Report.

OFFENSE	LOCATION	2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
NEGLIGENT MANSLAUGHTER	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEX OFFENSES (FORCIBLE)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEX OFFENSES (NON-FORCIBLE)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ROBBERY	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
AGGRAVATED ASSAULT	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
BURGLARY	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
MOTOR VEHICLE THEFT	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ARSON	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
LIQUOR LAW VIOLATIONS ARRESTS	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DRUG LAW VIOLATIONS ARRESTS	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

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DRUG LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
HATE CRIMES	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

KEY TO HATE CRIME NOTATIONS:

Race= RA

Sexual Orientation= S

Gender= G

Ethnicity/National Origin= E

Religion= RE

Disability= D

34 CFR 668.46(b)(1), 34 CFR 668.46(c)(3), 34 CFR 668.46(d)(4)

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Non-Campus: Any building or property owned or controlled by ACC, or a student organization that is officially recognized by ACC, or that is used in direct support to ACC educational purposes. This area includes ACC Parker.

Public Property: Property not owned or controlled by ACC, and within the campus, next to, bordering or easily accessible from ACC Parker. This area includes jurisdiction for the Douglas County Sheriff's Office.

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ACC Castle Rock

The following statistics are provided as part of Arapahoe Community College's commitment to safety and security on campus, and in compliance with the Clery Act. These crime statistics are for calendar years, and are published annually in the Clery Act Annual Security Report.

OFFENSE	LOCATION	2010	2011	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
NEGLIGENT MANSLAUGHTER	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
SEX OFFENSES (FORCIBLE)	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
SEX OFFENSES (NON-FORCIBLE)	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
ROBBERY	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
AGGRAVATED ASSAULT	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
BURGLARY	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
MOTOR VEHICLE THEFT	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
ARSON	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	On Campus	N/A	0	1
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
LIQUOR LAW VIOLATIONS ARRESTS	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
DRUG LAW VIOLATIONS ARRESTS	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0

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ACC Castle Rock

DRUG LAW VIOLATIONS DISCIPLINARY ACTION	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0
HATE CRIMES	On Campus	N/A	0	0
	Non-Campus	N/A	0	0
	Public Property	N/A	0	0

KEY TO HATE CRIME NOTATIONS:

Race= RA

Sexual Orientation= S

Gender= G

Ethnicity/National Origin= E

Religion= RE

Disability= D

34 CFR 668.46(b)(1), 34 CFR 668.46(c)(3), 34 CFR 668.46(d)(4)

N/A = Not Available, The Castle Rock Campus was not opened until October of 2011.

DEFINITIONS:

On Campus: Any building or property owned or controlled by ACC within the same geographic area used by ACC for educational purposes. This includes ACC Parker.

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Public Property: Property not owned or controlled by ACC, and within the campus, next to, bordering or easily accessible from ACC Parker. This area includes jurisdiction for the Castle Rock Police Department and the Douglas County Sherriff's Office.

The following definitions are provided by the Uniform Crime Reporting Handbook:

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Robbery

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

Aggravated Assault

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

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Arson

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

Hate Crime

A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

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

Sex Offenses-Forcible

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

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

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

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

Arrests Made Involving:

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

The violation of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Reporting Criminal Activity and Emergencies

We encourage each and every student, staff member and visitor to promptly report unusual activity or incidents to the Campus Police Department. To report a crime, a victim or witness should call the Campus Police Department at 303.797.5800. An officer will meet with them to gather the information.

Victims and/or witnesses can report crimes on a confidential basis through the silent witness program, and by filling out the online [Eyewitness Report form](#). Students and employees should report criminal offenses for timely warning to the Campus Police Department at 303.797.5800 or to the appropriate police agency if the crime occurred off-campus.

If you see a crime, accident, emergency or suspicious person, promptly call 303.797.5800. If there is no answer, call **911**. 911 calls from pay phones and cellular phones are free.

Law Enforcement Authority and Interagency Relationships

Campus Police Officers receive their police authority by the provisions of the Colorado Revised Statutes, Title 24, Article 7, Part 1. The campus police officers are certified Level 1 Colorado Peace Officers and hold a commission with Arapahoe Community College. The Officers are armed and have full police authority on all properties owned and controlled by the College and have authority within the City of Littleton as stated in the Mutual Aid Agreement between the Littleton Police Department and the Arapahoe Community College Campus Police Department. The Department is delegated the authority and responsibility to protect the lives and property of everyone on college property. In doing so, the campus police officers are obligated to enforce Federal, State laws, municipal codes and College rules and regulations.

The Campus Police Department responds to all reports of crime that occur on the Littleton main campus, the Church Street Building and at the Art & Design Center. Campus police officers give priority to reports of incidents that threaten the life or safety of people, the security of property, or the peace of the community. They handle all initial reports of crimes and emergencies.

Campus police officers investigate misdemeanor and felony property crime reports with investigative leads. The Department assists the Littleton Police Department Detective Division on cases that have investigative leads involving felony crimes against persons. The Campus

Police Department utilizes a computer aided dispatch center and an automated records management system. The system allows for automated statistical reports including FBI Uniform Crime Reports. The records system tracks all actions within the campus jurisdiction. The Campus Police Department coordinates with the Littleton Police Department, the Arapahoe County District Attorney Office and the Littleton City Attorney's Office for filing of criminal charges.

- The Littleton Police Department responds to all calls for service in the public areas surrounding the Littleton main campus, the Church Street Building and the Art & Design Center.
- The Douglas County Sheriff's Department responds to all calls for service at Arapahoe Community College- Parker Campus and the surrounding public areas.
- The Castle Rock Police Department responds to calls for service at the Castle Rock campus.
- Cases involving students are also referred to the Director of Student Affairs (303.797.5668) for review and possible college sanctions.

Daily Crime Logs

Our daily crime log entries are updated within 72 hours of a crime being reported to our department. Hard copies of the last 60 days of the daily crime log can be obtained at the Littleton Campus during dispatch hours, or a copy of this log may be requested by emailing Elizabeth.Baumgardt@arapahoe.edu.

Alert Campus Community-Timely Warning of Emergency

In the event of a potential threat or emergency to the campus community, ACC will utilize our emergency notification system identified as **Alert Campus Community** for all ACC campuses. Our system is served by the Connect-Ed emergency mass notification system. You are invited to sign up, at no cost, through the college web site at www.arapahoe.edu, then log on to MyACC.

This system allows the college to send emergency messages to its entire community via email, text (SMS), and/or voice mail to your cell phone, work phone and home phone. Users must subscribe and “opt in” to the service.

Arapahoe Community College, through the Chief of Police or his designee will, without delay, notify the campus community upon the confirmation of a significant emergency or dangerous situation. The Campus Police Department makes emergency notifications via:

- fire alarm and/or public address system
- email to staff and students
- telephone to each classroom and office
- bull horn
- TV monitors, website, electronic reader board
- emails and telephone calls through Connect-Ed

- radio and television stations
- ACC information line 303.797.5700
- Campus Police officers and floor marshals may assist with notifications
- MyACC at www.arapahoe.edu

The Arapahoe Community College Campus Police Department, taking into account the safety of the community, determines the content and scope of the notification and initiates the notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The College will provide adequate follow up information to keep the college community informed.

Medical Emergencies

- Campus Police has a direct line to the Littleton Police/Fire Departments.
- The Campus Police Department will contact the local emergency responders.
- Medical problems are handled by the Littleton Fire and Rescue Department.
- Campus Police only provides basic first aid for minor injuries: cuts, scrapes, bruises, sprains and bee stings. No medication is dispensed.
- Transportation for injuries or illness which are non-life threatening but for which medical treatment is needed is the responsibility of the individual.
- Campus Police does not provide transportation for medical reasons.

Reporting a Fire

The Campus Police Department will immediately notify the Littleton Fire and Rescue Department. The campus police officers will help with the evacuation and manage traffic in order for fire trucks and rescue vehicles to have clear access to the scene.

Emergency Phones (Interior)

- The campus has house phones in the classrooms and conference rooms.
- To contact Campus Police, press 5800 or 5911.
- If no answer, hang up and press 9-911.

Blue Light Emergency Phones (Exterior)

Arapahoe Community College campus parking lots, outside of Art and Design 5000 and the south walkway have yellow **emergency** phones with blue strobe lights.

Emergency Response and Evacuation

- An **Emergency Desk Reference** is posted near each phone on campus containing instructions on what to do in various emergencies. A printed copy is available upon request.
- **In any emergency, the first step is to take care of yourself.**

- Employees should inform others about weather-safe zones and emergency exits.
- Persons with disabilities who need assistance during an emergency should arrange with volunteers from their classes or offices for assistance.
- A person with a disability may request an appointment to review emergency evacuation procedures from the Office of Disability Services (Room M2710; 303.797.5937).

Areas of Rescue Assistance are located on the third and fourth floors of the Littleton Campus main building. They have an alert button and speaker that communicates directly to the Police Department.

- In case of emergency or incident, call Campus Police at 303.797.5800 or 303.797.5911.
- If no answer, call 911. Answer all questions you are asked and follow all instructions.

Evacuation Procedure

If the fire alarm sounds, evacuate the building. Move quickly in an orderly fashion to the nearest exit and continue to a safe distance from the building (approximately 100 yards).

- Do not use the elevators.
- Keep clear of emergency vehicles.
- Stay with the group from your area or with your class.
- Stay out of the building until you hear the “ALL CLEAR”.
- Floor marshals wearing orange vests are available to direct you.
- Building floor maps are posted by stairwells, elevators and in classrooms.

Shelter-in-Place Procedure

If notified via PA system, bull horn, email, text message, in person or your own observations to shelter-in-place, you should

- Put distance between you and the danger.
- Get into a room and lock the door-classrooms lock automatically.
- Stay in the room until you hear “All Clear” from someone in authority.
- Ignore the fire alarm in a shelter-in-place situation.
- An evacuation notice will follow if that is the course of action to take
- Staging areas are in the middle of the parking lots furthest away for the buildings.
- Be prepared to move further away if instructed or if needed

Evacuation and Shelter-in-place procedure will be publicized each semester and throughout campus including the ACC website.

Testing the Emergency Response and Evacuation Plan

The emergency response plan, evacuation plan and its components are tested, trained and evaluated on an annual basis. The testing/training may include but is not limited to the following:

- Announced and unannounced drills
- Tabletop exercises
- Simulated interactive exercise
- Full-scale exercise
- Testing the emergency notification systems
- Training of floor marshals
- Active shooter drills
- Safety presentations at staff meetings

Each testing will be assessed, evaluated and documented as to the nature, date and time, and whether the test was announced or unannounced. This documentation will be the responsibility of the Chief of Police and will be retained by the Campus Police Department for at least seven years. In addition, an evaluation of the drill or exercise will be published to the campus community via email or the website.

Emergency Response Plan

Introduction

The basic Emergency Response Plan outlined is to protect lives and property through effective use of campus community resources. Whenever a situation or an emergency affecting the campus reaches proportions that cannot be handled by routine procedures, the Emergency Response Plan shall be implemented.

Assessment of Need for an Emergency Operations Response Plan

An educational institution, like any other governmental unit, has certain basic responsibilities to its constituents. Among these is providing for responses to events that are beyond the normal scope of everyday business. Because of the necessity to provide responses to emergencies, this manual has been created. It is subject to change and is a “living document.” It is not intended to cover every possible circumstance or event, but to guide the College in its responses.

Definition of Various Emergency Situations

Situations occur daily that require attention of College personnel to ensure a safe campus. Four levels of concern have been delineated to clarify how personnel will respond (also see Appendix B – Levels of Response Matrix).

Level 1 Minor Situation (will not require Command Center).

Any incident, potential or actual, which will not seriously affect the overall function of the College and can be handled by routine procedures.

- Minor natural problem (snow alert or delay, temporary electrical outage)
- Minor altercation/violations of Code of Conduct
- Minor accidents (first aid)
- Medical Assistance – NOT urgent (individual/s whose treatment or transportation is not urgent and can be delayed temporarily)
- Few persons involved (1-3)

Level 2 Minor Emergency (may require Command Center).

Any incident, potential or actual, which will not seriously affect the overall function of the College and cannot be handled by routine procedures:

- Exceeds Level 1 definitions
- Moderate crisis
- Moderate natural problem, but widespread and extended in terms of time
- Snow closure
- First aid necessary
- Moderate accident (individual/s whose treatment or transportation is not urgent and can be delayed)
- Minor to moderate injuries that may need ambulance transport
- Many people affected (4-50)
- Breach of computer security

Level 3 Major Emergency (may require field Command Center).

Any incident, potential or actual, which affects the entire building(s) and which will disrupt the overall function/operations of the College: (Outside emergency services will probably be required.)

- Life and limb threatened by natural disasters, utility failures, crimes of violence criminal behavior, HAZ-MAT crisis
- Large scale problems affecting College as a whole
- Individual(s) needing medical transport
- Multiple injuries

Level 4 Disaster (may require Command Center).

Any event or occurrence that has seriously impaired or halted the operations of the College: (In some cases, casualties or severe property damage may be sustained. Outside emergency services will be required.)

- Catastrophic damage
- Major danger to people on site
- Loss of life
- Natural disasters, explosions
- Crimes of violence
- Criminal behavior
- HAZ-MAT crisis

Emergency Response Teams

There are three primary teams that may be activated in emergency situations depending on the level of the situation, namely: the Emergency Response Plan Management Team, the Critical Incident Response Team, and the Communication Team.

Emergency Response Plan Management Team

Purpose: The Emergency Response Management Team is composed of the key administrative decision makers who will coordinate the College's response to an emergency situation.

Primary duties include:

1. Development of college policies/procedures/protocols and revising operations of Emergency Response Plan, as needed.
2. Response to the Command Center during a crisis.
3. Coordination planning, training, and budgetary functions of the Emergency Response Plan.

The Emergency Response Plan Management Team consists of the following permanent members or his/her designee:

Member	Role
ACC Campus Police Chief (chair)	Declares and ends the emergency Designates level of emergency Establishes/assumes control of Command Center Contacts/consults with appropriate emergency services and determines level of emergency Contacts College President to recommend activation of specific Emergency Response Teams Contacts Littleton Police/Fire/others as necessary Conducts post emergency meeting to discuss/document event and implements appropriate changes in procedures
College President	Consults with Chief of Police and communicates information to appropriate VPs
Chief Financial Officer	Responds and makes notifications as appropriate
Vice President for Instruction	Responds and makes notifications as appropriate
Vice President of Administrative Services	Responds and makes notifications as appropriate
Dean of Student Services	Responds and makes notifications as appropriate
Assistant to the President	Serves as a resource person Takes meeting minutes
Communications Specialist (chair of Communications Team)	Ad hoc Facilitates communication among the Emergency Response Management Team, the Critical Incident Response Team, and the Communications Team

Critical Incident Response Team

Purpose: The Critical Incident Response Team is composed of skilled staff that helps the campus community respond to an emergency and serves as a resource to the Emergency Response Management Team. Critical Incident Response Team members have an intimate knowledge of the campus, its facilities and systems, and are skilled employees from various disciplines.

Primary duties include:

1. Providing assistance with the search and rescue, emergency medical assistance, and damage assessment/control as needed.
2. Restoring the campus to a functioning state.
3. Promoting life safety measures and minimize property damage.
4. Providing assistance to the college community in emergency/critical situations.
5. Revising the Emergency Response Plan as necessary as directed by the Emergency Response Management Team.

The Critical Incident Response Team consists of the following permanent members or his/her designee(s):

Member	Role
Critical Incident Response Team Coordinator (chair)	Directs all activities of Critical Incident Response Team Appropriate VP or other as designated by the College President Reports to Crisis Site as requested
Campus Police	Solicits qualified personnel to Crisis Site (Traffic and Perimeter Controls)
Director of EMT Program	Solicits qualified personnel to Crisis Site
Maintenance Manager	Solicits qualified staff members to Crisis Site: Utility Connections Trades Environmental Health & Compliance Damage Control
Law Enforcement Academy Program Coordinator	Solicits qualified personnel to Crisis Site as requested
Human Resource Manager	Reports to Command Center to assist personnel accountability
Student Records Manager (Class Rosters) and Campus Police (Student IDs)	Reports to Command Center to assist with student accountability
Logistics Coordinator: Director of Purchasing	Reports to Crisis Site or Command Center as directed and coordinates logistical concerns such as: Purchasing Transportation Equipment & Supplies Shelter & Collection Point supplies
ADA Coordinators (Students and Staff)	Work with Director of Human Resources to assist persons with disabilities

Communications Specialist (chair of Communications Team)	Ad hoc Facilitates communication among the Emergency Response Management Team, the Critical Incident Response Team, and the Communications Team
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Note: Additional personnel may be assigned to this team depending on the circumstance.

Response

The Critical Incident Response Team will be enlisted at the request of any of the following:

1. President of the College
2. Campus Police Chief
3. Executive Vice President
4. Vice President for Instruction
5. Chief Operating Officer
6. Chief Financial Officer
7. Any local, state or federal authorized agent

The Critical Incident Response Team will generally be on campus during normal working hours, and can begin work immediately when it is safe to do so. After working hours, and if directed to do so by the Emergency Response Management Team, the Critical Incident Response Team will respond to the staging area and begin work under the direction of the team leaders.

Composition

All Plant Facilities staff, the Facilities Scheduling Coordinator, designated nursing faculty/staff, designated healthcare staff, Emergency Medical Technicians, and other designated personnel are assigned to the Critical Incident Response Team and are requested to assist in emergency situations.

Primary duties include:

Critical Incident Response Team will, as needed and requested, perform the following duties:

1. Placing manpower, equipment, and other assets where they are convenient for use
2. Conducting light search and rescue operations
3. Evacuating persons unable or unwilling to evacuate themselves
4. Caring for injured persons
5. Assessing buildings and other structures for damage and recommend if repairs can be made, and if so, estimate the time needed to make repairs
6. Making emergency repairs to prevent further damage
7. Restoring basic utilities

8. Making repairs and clean up the affected area
9. Operating emergency shelters, and
10. Performing any other duties necessary to the safety of the Campus

Communications Team

Purpose: The Communications Team is composed of individuals who can support intra- and inter-communications during a crisis. These staff will also communicate with the media as to the status of the crisis situation.

Primary duties include:

1. Facilitation of open communication between and among campus emergency personnel.
2. Facilitation of selected communication between and among key institutional decision makers, first responders, and public media.

The Communications Team consists of the following permanent members or his/her designee(s):

Member	Role
Communications Specialist (Chair)	Reports to Command Center to assist with internal and external communications
Information Technology Professional	Reports to Command Center to assist with communications and critical recovery of data
External public information officers	As needed

Note: Additional personnel may be assigned to this team depending on the circumstance.

Victim Assistance

Crime victims can get help by contacting the Victim Services Unit in the jurisdiction where the incident occurred. They have trained personnel available to confidentially discuss incidents. They help victims decide on reporting options, make referrals to appropriate support services and offer victim support services.

The ACC Littleton Campus is serviced by the Littleton Police Department Victim Services Unit at 303.797.3713 <http://www.littletongov.org/police>

The ACC Parker Campus is serviced by Douglas County Victim Services at 303.660.7535 <http://www.dcsheiff.net/victimsassistance/>.

The ACC Castle Rock campus is serviced by Castle Rock Police Department at 303.663.6100
<http://www.crgov.com>

Crisis Counselor

Arapahoe Community College provides a list of referrals for crisis counseling, treatment, rehabilitation and re-entry programs through the community. A list of referrals is available in the Student Affairs Office. Pastoral and professional counselors, at their discretion, are encouraged to inform those they counsel of the procedure for reporting crimes voluntarily and confidentially to the Campus Police Department or Student Affairs office, or any "campus security authority" for inclusion in the annual crime statistics.

Sexual Assault Procedure

Arapahoe Community College provides a variety of educational material and presentations to promote sexual assault awareness and prevention. Expert counselors and law enforcement professionals provide classes and programs on sexual assault, safe dating, and self-defense and victimization. **Safe Dating** brochures are available outside the Campus Police Department.

The majority of sexual assaults that occur in the campus environment are committed by people known to their victims. Acquaintance sexual assaults are more common than "stranger rape." Often, acquaintance sexual assaults are not reported to the police, because victims do not think that unwanted sexual intercourse or contact by a person known to them is sexual assault.

Often assailants target victims who have been using drugs or alcohol because of their increased vulnerability. It is impossible for anyone to predict that a sexual assault will occur.

- Avoid people who don't allow you to make your own decisions, those who give you the feeling that you "owe them" something.
- Be very explicit with dates about how intimate you expect the relationship to be and set clear boundaries.
- Do not assume that a person will know that you are comfortable with "going so far" and no further.
- Sex offender information is available at the Colorado Convicted Sex Offender website at <http://sor.state.co.us>

Facts about Rohypnol

Rohypnol is a tranquilizer that has been called the "**date rape drug**" because of its use in sexual assaults. In its most common form Rohypnol is distributed as a small, round, white "aspirin-like" tablet. The drug is odorless, colorless and tasteless. Street names include "roofies", "roopies" "circles", "ruffles", "roches", and "the forget pills". Rohypnol produces profound, prolonged sedation, a feeling of well-being, and short-term memory loss. The effects are felt between 15 minutes and an hour following ingestion and can last from 4-24 hours.

Protect Yourself:

- Don't drink beverages that you did not open yourself.
- Don't exchange or share drinks with anyone.
- Don't drink from a container that is being passed around.
- If someone offers you a drink at a bar or club, accompany the person to the bar, watch the drink being poured, and carry the drink yourself.
- Don't leave your drink unattended while using the restroom or making a phone call - if you realize you have, throw the drink away.
- Don't mix drugs and alcohol.

Get to a safe place and call the police if:

- You experience dizziness, extreme drowsiness or sudden and unexplained symptoms.
- You wake up very "hung over" and experience memory lapse.
- You feel like someone had sex with you, but you can't remember it taking place.

If you've been sexually assaulted, it's never too late to get help:

- Go to a safe place.
- Call someone.
- Do not bathe, wash hands or clean fingernails; it is important that victims preserve evidence that may be necessary to prove criminal sexual assault.
- Do not remove clothing worn during or following the assault as these frequently contain valuable fiber, hair and fluid evidence.
- Do not apply or take any medication.
- Get medical attention as soon as possible.
- When you get to the hospital, tell the triage staff you have been sexually assaulted.

If the assault happened some time ago:

- Seek counseling.
- Seek medical attention for treatment of injuries or symptoms related to the assault.
- Report the incident to the police.
- Pursue the campus judicial process.
- Pursue academic or administrative assistance.
- Access other community support resources.

Reporting an incident of sexual assault is a difficult yet important decision. Making a report may help with recovery, provide support resources and prevent the offender from assaulting someone else. If you believe you are a victim of a sexual assault which occurred on campus or at a college-sponsored activity, call the **Campus Police Department** at **303.797.5800**, the **Student Affairs office** at **303.797.4222**, or the **jurisdiction where the assault occurred** or **911**.

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.

Coping with Sexual Assault

Victims of sexual assault may find it helpful to discuss their experience with a counselor. Victim Advocates and counselors are available to meet with victims in an informal and private setting. Referrals for these services are available through the Student Affairs office. The Student Affairs Office and the Campus Police Department may also be able to assist in changing a student's academic situation, by serving as a source of referral to outside agencies, and by providing information about on and off campus reporting, prosecution procedures, and the college disciplinary process.

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. In addition, Arapahoe 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 laws, college policies and disciplinary procedures, including policies prohibiting sexual harassment.

Possible Sanctions against the Offenders

Victims may begin a disciplinary action by reporting the incident to the Campus Police Department or to the Student Affairs office. A written statement detailing the incident may be requested. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary hearing. In the case of sexual assault, both the accuser and the accused shall be informed of the outcome. In addition to any criminal sanctions, a sexual assault perpetrator is subject to appropriate employee or student disciplinary sanctions.

- **Faculty and Staff:** The range of employment penalties include but is not limited to one or more of the following: counseling, reprimand, suspension, or termination of employment.
- **Students:** Students who violate federal, state or local laws are subject to criminal charges. In addition, the perpetrator may be subject to disciplinary actions as set forth in the Student code of conduct. The ranges of sanctions for violations of the Code of Conduct include but are not limited to, one or more of the following: suspension or expulsion, alteration of class schedule, probation, loss of privileges or a warning.

Rights of a Victim

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

- Request a female or male officer to take the report.

- Have his/her identity protected, consistent with legal requirements.
- Be treated professionally and with sensitivity, regardless of race, ethnicity, religion, gender, or sexual orientation of the victim or the perpetrator.
- Assistance with medical treatment, counseling, and other resources, if desired, including transportation to a hospital.
- 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.
- Be informed of the outcome of a police investigation.
- Request an alternative academic or employment situation if such an alternative is available.
- Have all questions answered fully.
- Upon request, the College will disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary hearing conducted by the 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, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Sexual Harassment Policy

State of Colorado and Federal Law, and State Board Policies and Procedures prohibit sexual harassment of students and College employees. The Student Sexual Harassment Complaint Procedure (SP4-31a) is intended to allow students an opportunity to present an issue which they feel warrants action with respect to the right to secure educational benefits and services without regard to sex. Students should contact the Student Affairs Office for assistance with filing a sexual harassment complaint.

For further information about this procedures, contact ACC's Title IX Compliance Officer, Angela Williams, Director of Human Resources at 303.797.5715.

Sex Offender Registry

Information concerning persons who are required by Colorado law to register as sex offenders may be obtained from the Littleton Police Department, Records Division, 2255 West Berry Avenue, Littleton, CO 80165, 303.795.3880, or the Arapahoe County Sheriff's Department, Records Division, 13101 E. Bronco Pkwy. Blvd., Centennial, CO 80112, 303.795.4780. The Colorado Convicted Sex Offender Website is <http://sor.state.co.us>.

Crime Prevention

Campus safety is everyone's responsibility - do your part!

- Be alert for campus crime, suspicious persons or incidents and safety hazards. Don't take unnecessary chances.
- Be safety conscious - a diligent approach can protect you, your belongings or fellow students.
- Be informed about safety precautions, emergency procedures, and use common sense.

- Call the Campus Police Department for a safety escort.

Tips for personal safety and property security:

- Call campus police if something does not seem or feel right.
- If you are on campus working after hours, keep office doors locked and notify Campus Police. Officers will check on you and will arrange a personal safety escort to your vehicle, if desired.
- At night, walk in groups of at least two. Walk with confidence and avoid walking near bushes and parked cars.
- Avoid getting into vulnerable no-exit places.
- If you feel someone is following you, go to a public place and ask for help.
- Familiarize yourself with the location of telephones.
- If you are apprehensive about going to your vehicle or from one campus building to another, call Campus Police and ask for a personal safety escort.
- Make copies of credit cards and other valuables in your wallet and keep them in a separate place.
- Write your name in several places in textbooks.
- Always lock your bicycle in a bike rack.
 - Use a quality U-shaped lock.
 - Register your bicycle with the Campus Police Department.

Report any incidents, suspicious persons, activities or disturbances to the Campus Police Department, no matter how minor they may seem. Call 303.797.5800. If no one answers call 911 or 303.797.5911

Drug and Alcohol Abuse Prevention Program

The Law

Arapahoe Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is on file in the Human Resources Office for your reference. The Drug and Alcohol Abuse Prevention Program includes:

Student Code of Conduct

Students shall not engage in the unauthorized or unlawful manufacture, distribution, purchase, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as a part of any College activity. This includes the use, distribution, purchase or possession of medical marijuana which remains a violation of Federal law.

Legal Sanctions

There are legal sanctions for violations of the Student Code of Conduct. Any student convicted of the unlawful manufacture, distribution, purchase, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law.

These penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Penalties

The College will impose penalties against students who violate the Student Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment and referral to authorities for prosecution, as appropriate.

Health Risks

Many health risks are associated with drug and alcohol abuse. Risks include: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, and ability to work and study are also at risk.

Drug and Alcohol Abuse Prevention Program information is available through Human Resources. Counseling resources are available through the Student Affairs Office.

Illegal Substances

A controlled substances schedule is on file in the Student Affairs Office. Illegally possessing, using, distributing or manufacturing any narcotic, dangerous drug or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous or controlled substance is a crime and violation of the Student Code of Conduct. Under federal law, marijuana, including medical marijuana, is a Schedule I substance. Its possession and/or use on any College property is illegal and subject to prosecution and College sanctions. All students must comply with the ACC Drug Free Schools and Communities Amendment of 1989 (PL101-226).

Firearms Policy

Possessing unauthorized firearms, ammunition, explosives, fireworks, and/or other dangerous weapons or instruments resembling them, which may cause fear/alarm in or harass another person within or upon the grounds, buildings, or other facilities of the College or at any College-sponsored or supervised function or event is prohibited. (Please refer to SBCCOE Board President's Policy BP 19-10 and CCCS System President's Procedure SP 19-10. Copies may be obtained in the Student Affairs Office or online at www.cccs.edu.)

Any person(s) in violation of this regulation shall be subject to College disciplinary action and subject to referral to the appropriate jurisdiction for prosecution.

Access, Maintenance and Physical Security of Facilities

As a public facility, our main campuses are open to visitors, students, faculty and staff during normal operational hours and for special events. Access to facilities after-hours or during periods when the college is closed is limited based on individual department needs and/or direction from college administration. Although the locking and unlocking of the campuses is completed by the Campus Police Department, access to the buildings after-hours is routed through the police department at 303.797.5800. During normal operational hours, instructors and employees who need access to classrooms or offices need to contact the Police Department at 303.797.5800. Access to our satellite campuses must be obtained at those individual locations.

The Campus Police patrol the buildings and grounds on each campus. During their patrol, they report safety and other physical security issues to the Facilities and Operations Department regularly for repair/maintenance. Monthly checks are also done on the emergency lot phones, areas of rescue and the emergency elevator phones to ensure they function appropriately. If you observe a safety issue or other problem related to the maintenance of the buildings or grounds, please report them to the Facilities Department during normal hours of operation at 303.797.5756. If it is after-hours, you may report it to the Campus Police Department at 303.797.5800.