

2014 ARAPAHOE COMMUNITY COLLEGE ANNUAL SECURITY REPORT



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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, also known as the Clery Act, the Arapahoe Community College Annual Security Report (ASR) is published each year in order to provide accurate information to potential and current students and employees about campus crime statistics, campus crime logs, as well as policies regarding the safety and security of the campus community. This report covers the Littleton Campus of the Arapahoe Community College, as well as our satellite campuses of Castle Rock, and Parker.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The crime statistics listed in this document are for crimes reported within each calendar year (January 1 to December 31) and are obtained through a variety of mechanisms. In addition to crimes reported to the ACC Police Department, we also solicit the Littleton Police Department, Castle Rock Police and the Douglas County Sheriff's Office in an effort to collect crime data. This data includes crimes that occurred on public properties around our campuses as per the Clery Act Definitions (which can be found on pages 28 through 31 of this report), as well as any crimes to which they responded to on our campuses in which they did not previously report to the ACC Police Department.

As is the case with our neighboring law enforcement agencies, each year the ACC Police Department submits a written request for crime statistics to the designated Campus Security Authorities (CSA's). A CSA is defined by the Clery Act as, "an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings." Each CSA submits a Crime Statistics Report Form for each crime they have been notified about to the Records of the ACC Police Department. This only includes crimes that have not previously been reported to the ACC Police Department. The Annual Security Report is prepared from the compiled data by the Police Records Custodian with assistance of the Chief of Police.

Each year, a notification of availability e-mail is sent out to all current students and employees, which provides a link for the current year's ASR, a summary of its contents and how to obtain a copy. Prospective students who visit one of our campuses are given a notification of availability form by Enrollment Services. Human Resources will post the notification of availability on their bulletin board. In addition to that, the notification of availability is attached to job announcements. The notification of availability is also posted on the Human Resources Website Employment Page for those potential employees that wish to apply online.

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 three (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.

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. (See pages 32 through 33 in this report).

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 of Administrative Services Office
- 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 [Arapahoe Community College Annual Security Report](#). Copies of the report are also available at the Campus Police Department in M2600.

MISSION STATEMENT

The Arapahoe Community College Police Department, working in partnership with the campus community through a continuing commitment to safety and education, will strive to protect and enhance a secure learning-centered environment, to provide quality service with an emphasis on integrity and professionalism and to promote individual responsibility and cooperative commitment.

- Committing to the belief that there is intrinsic worth in all people, whose protection and benefit is the basis for police service.
- Developing a partnership with the campus community.
- Maintaining public peace and order through fair and impartial enforcement of the law, and fostering an environment of cooperation, respect and trust toward the college community and towards its own members.
- Providing quality service with an emphasis on integrity, efficiency, and professionalism in partnership with the community.
- Challenging the future with a spirit of optimism and innovation.
- Valuing our students, faculty and staff as our most important resources

CAMPUS SAFETY

The Arapahoe Community College recognizes the dedication of our community to ensure that our campuses remain safe and secure. This role is not only the responsibility of the police officers of the ACC Police Department, but also the other employees of the campuses as well as their student populations who work so diligently to maintain awareness and actively participate in the safety and security policies of Arapahoe Community College.

Arapahoe Community College has one main non-residence campus in Littleton Colorado and two satellite campuses located in Castle Rock and Parker, Colorado. Because the resources of the ACC Police Department can be limited at times, we rely on the Castle Rock Police Department and the Douglas County Sheriff's Office to respond in emergency situations and provide support as needed.

It is due to the dedication of the ACC campus community along with the assistance of other law enforcement agencies that we are able to maintain a safe and secure environment through open communication and awareness. The effectiveness of our Department and the surrounding community are reflected by the low crime rates listed in this report.

Arapahoe Community College asks that 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 in room M2600. 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. The Castle Rock Police Department provides emergency services to this campus as it is in their jurisdiction.

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.

IMPORTANT LINKS

To view the current ACC Annual Security Report, click on [Arapahoe Community College Annual Security Report](#).

To sign up for the Connect-Ed Emergency Mass Notification System, go to www.arapahoe.edu, log in to MyACC, click on the ACC Notification System (Connect-Ed) tab.

To request a copy of the daily crime log please email: Elizabeth.Baumgardt@arapahoe.edu
For victim assistance services:

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

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

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

The Blue Bench (formerly known as RAAP) 1740 Gaylord St, Denver, CO 80206 303.329.9922
www.thebluebench.org

For the Colorado Convicted Sex Offender Website: <http://sor.state.co.us>.

REPORTING CRIMES AND EMERGENCIES

The Arapahoe Community College Police Department is a full-service police department. Police officers are on duty at the Littleton Campus from 5:00 am to 12:00 midnight. Hours of operation at the Castle Rock and Parker Campuses vary depending on the semester. The Castle Rock Police Department handles emergent calls at the Castle Rock Campus and the Douglas County Sheriff's Office handles emergent calls at the Parker Campus. Supervisors are also on shift to assist with the needs at the various campuses when necessary. All ACC Police Officers are state certified and hold police commissions from the State of Colorado.

Police Response

Our officers respond to all criminal, safety and medical situations and provide certain non-law enforcement related services to assist our community. ACC Police relies heavily on our campus community to assist with safety, medical and criminal incidents. The Police Department encourages the prompt reporting of any safety, medical or criminal incident to the Campus Police Department as soon as possible. Our department is mandated to take medical reports on any injury or illness which occurs on campus whether it is work-related or incurred by a student or visitor. You can and should accurately report any crime, as per Colorado Revised Statute 18-8-115, to any police officer at the Campus Police Department at Arapahoe Community College by responding to the Police Department located on the second floor, around the side of the Information Desk in Room M2600 or by calling 9-911 from any campus phone or 303.797.5800 from a cell phone or other non-campus phone. You can utilize the blue emergency phones in the parking lots throughout the campuses to contact our department for emergencies.

You can also call 911 from any campus phone or cell phone, and this call has to be routed through the 911 Center at Littleton Police, and then our officers will be dispatched. Calls that are received through the 911 Center are either routed through the Littleton Police Communication Center or the Arapahoe County Sheriff's Dispatch Center. Our officers are dispatched through the ACC Police Dispatch or Littleton Police Department via their Dispatch Center. The ACC Police Department encourages all victims and witnesses to report crimes to our department. Because our police reports are open to the public as per State Law, we cannot maintain them in confidence under most circumstances. Victims and/or witnesses that want to remain anonymous can still contact our department, but anonymous reporting can make investigation and prosecution highly difficult. There is also anonymous reporting available on the ACC Website on the [Refer A Concern](#) tab.

Although our department is assisted by surrounding agencies for support, our officers respond to all reports of crime and suspicious activities which occur on or near our campuses. As our officers are already on campus, we are the first responders, and most of the time the only responders, for almost every criminal or medical situation. Our officers are all First Aid, CPR, and AED (Automated External Defibrillator) Certified to handle medical calls until the Littleton Fire-Rescue arrive or appropriate Fire District. There are many instances where our officers are the first to respond to criminal incidents, traffic crashes, as well as other safety and medical conditions that occur near campus. This is due to our close-working relationship with the Littleton Police and other surrounding police agencies.

Because the Arapahoe Community College Police Department responds to thousands of calls for service every year, our officers are sent to the calls with the highest priority first, such as disturbances, traffic crashes, medical scenarios, crimes in progress, etc. As a result, calls with less priority, as in an entry request for a classroom, parking complaints, graffiti calls, etc., may take more time than faculty and students would like. Cold cases, crimes that have already occurred, are frequently a lower priority as well. We ask that the campus community understand the need to prioritize calls for service and therefore are understanding if they have to wait. In response to criminal and other safety issues, officers utilize not only Federal and State Laws as guidelines on how to proceed, but also Department Policy, Student Code of Conduct Regulations, as well as State Board Policies. Based on these guidelines and individual officer discretion, officers detain, warn, cite, summons, or arrest offenders given the nature of the specific incident(s). Reports are taken on all criminal incidents, but they are frequently taken on other non-criminal incidents as part of compiling statistical data. Anonymous reports that cannot be substantiated are included in the Crime Log as well as in the statistical data for the Annual Security Report.

Our officers sometimes consult the District Attorney's Office as well as the Colorado Attorney General's Office prior to filing charges in criminal cases. These cases can be typically complex and/or involve other jurisdictions. Cases involving employees of the college can also be sent to Human Resources for possible administrative action if it is warranted. Cases involving students of the college can be sent to the Dean of Students for review in case there is a Student Code of Conduct Violation as well. Otherwise, all criminal cases that occur on Campus Property are handled by the Arapahoe Community College Police Department and the Littleton Police in the event of serious crimes against persons.

Any criminal or medical incident that occurs at any campus-oriented event, internship or at one of our satellite campuses must be reported to our department to maintain our compliance with our State Risk Management Office as well as the Annual Security Report.

Notification of Missing Students

If a member of the Arapahoe Community College community has reason to believe that a student has been missing, he or she should immediately notify Arapahoe Community College Police at 303-797-5800. Arapahoe Community College Police will generate a missing person report and notify the Littleton Police for further investigation. If the missing student is under the age of 18 and is not an emancipated individual, Arapahoe Community College Police will notify the student's parent or legal guardian as soon as practicable.

If a student has identified an individual to be contacted by Arapahoe Community College Police in an emergency, Arapahoe Community College Police will notify that individual as soon as practicable if the student is determined to be missing. A student who wishes to identify a confidential contact person can do so through the Parking App form. The student's confidential contact info will only be accessible by authorized campus officials and law enforcement as appropriate.

To report a missing student please call Arapahoe Community College Police at 303-797-5800.

Policy Statement

Arapahoe Community College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of

sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Arapahoe Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Arapahoe Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Arapahoe Community College is a part of the Colorado Community College System (CCCS) and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). For a complete copy of the SBCCOE Board Policies (BP) governing sexual misconduct, visit <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. BP 3-120, Affirmative Action/Anti-Discrimination, prohibits employee sexual misconduct and BP 4-120, Prohibition of Discrimination or Harassment, prohibits student sexual misconduct.

Additionally, the Board has delegated procedural authority to the Colorado Community College System President. As a result, the pertinent CCCS System President's Procedures (SP) on Sexual Misconduct is found at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. For CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies.

All Sexual Misconduct complaints are investigated pursuant to System President's Procedures, Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

A. Definitions

Consent, Unlawful Sexual Behavior-Colorado Revised Statutes (C.R.S.) 18-3-401, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

Sexual Assault-C.R.S. 18-3-402, Colorado law defines sexual assault as any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or

- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Sexual Assault on a Child-C.R.S. 18-3-405, means any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim.

Domestic Violence-C.R.S. 18-6-800.3 means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic Violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence-There is no Colorado state law on dating violence; therefore the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking-C.R.S. 18-3-602 means a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim

need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Additional definitions as it relates to “Stalking” under Colorado law:

- Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
- "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
- "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.
- "Repeated" or "repeatedly" means on more than one occasion.

B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides an overview of information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches.

Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events.

The College offered the following **primary prevention and awareness programs for all incoming students** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
New Student Orientation	Various	Various	Yes	DoV, DaV, SA, S
360 Stay Safe	Daily	MyACC Home Page	Yes	DoV, DaV, SA, S

The College offered the following **primary prevention and awareness programs for all new employees** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
360 Stay Safe	Daily	MyACC Home Page	Yes	DoV, DaV, SA,S
New Employee Safety Training	January 14, 2013	ACC	No	DoV
New Employee Safety Training	August 12, 2013	ACC	No	DoV
New Employee Online Orientation	Ongoing	D2L	Yes	DoV, DaV, SA,S

The College offered the following **ongoing awareness and prevention programs for students** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-e?</u>	<u>Which Prohibited Behavior Covered?</u>
360 Stay Safe	Daily	MyACC Home Page	Yes	DoV, DaV, SA,S
Women's Self Defense Class	October 5, 2013	ACC	Yes	SA, DaV, S
Bra Drive and Bake Sale	November 14, 2013	ACC	No	SA, DaV, DoV

Health & Wellness Resource Fair	February 26, 2013	ACC	No	SA, DaV, DoV
Mental Health First Aid (8 hour program)	March 29 2013 April 5, 2013	ACC	No	SA, DaV, DoV
Mental Health First Aid	October 11, 2013 October 18, 2013	ACC	No	SA, DaV, DoV

Women’s Self–Defense Class – October 5, 2013 - Presented by The Blue Bench, formerly known as RAAP. While students enjoyed the presentation, there was less of a focus on actual self-defense techniques, which many students wanted.

Free the Girls - Bra drive and bake sale – November 14, 2013 - Student Affairs and the Human Sexuality Psychology Class collaborated to raise awareness about human trafficking and sex slaves. All funds raised from the bake sale went to “Free the Girls,” a nonprofit organization that provides bras to women who have been rescued from the sex trafficking industry in Africa and Mexico. Many new and gently used bras were also collected.

On February 23, 2013 ACC hosted a *Health & Wellness Resource Fair* attended by approximately 75 students. Represented at the fair were: Concentra Urgent Care, the TriCounty Health Department, Colorado Bone Marrow Center, The Little Clinic, Entravida Trauma and Anxiety Center, Horizon Counseling and Education Center, and Littleton Police Department. Smoking cessation resources and counseling services in the community related to drug and alcohol addiction were available.

In March and October, 2013, ACC hosted 2 sessions of the 8 hour Mental Health First Aid for faculty and students. The program included a one hour section on substance use disorders including the causes of alcohol and other drug and the importance of early intervention for these disorders. The section also included an action plan for treating these disorders and helpful resources.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students at New Student Orientation. Participating in and presenting information and materials during new employee orientation; participating in the Spring and Fall Adjunct Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: skits, clothes line projects, an annual poster series and web-based training programs regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

C. Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic,

transportation and working accommodations, if reasonably available. Students and employees should contact the ACC Police, Student Affairs, and Human Resources.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Porter Adventist Hospital 2525 South Downing Street Denver, CO 80210 303-778-1955. Evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The Arapahoe Community College Police will assist any victim with notifying local police if they so desire. The Littleton Police Department may also be reached directly by calling Emergency 9-1-1 or Non-Emergency 303-794-1551, in person at 2255 Berry Avenue Littleton, CO 80120. Additional information about the Littleton Police department may be found online at: littletongov.org. Crimes against Person are referred to the Littleton Police Department for investigation as outlined in the Arapahoe Community College Police Department and Littleton Police Department Memorandum of Understanding. (MOU)

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Angela Williams 303-797-5715 angela.williams@arapahoe.edu or Deputy Coordinator Heather Wilcox 303-797-5674 heather.wilcox@arapahoe.edu - 5900 S. Santa Fe Drive Littleton, CO 80120 and Campus Police (if the victim so desires.)

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, ACC acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness

consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Police or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Sexual Assault

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will provide complainant with referrals to on and off campus mental health providers 6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 7. Institution will provide a "No trespass" (PNG) directive to 	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

	<p>accused party if deemed appropriate</p> <ol style="list-style-type: none"> 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the Sexual Misconduct and Civil Rights Grievance and Investigation Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	
<p>Stalking</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to 	<p>Stalking cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>

	accused party if deemed appropriate	
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	Dating Violence cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to 	Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

	accused party if deemed appropriate	
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Rights Afforded to Victims-C.R.S. 24-4.1-302.5

In order to preserve and protect a victim's rights to justice and due process, each victim of a crime shall have the following rights:

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;
- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or non-secure correctional facility or program, or absconds from probation or parole.

Further, Arapahoe Community College complies with Colorado law in recognizing orders of protection by: any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to the ACC Campus Police Department and the Office of the Title IX Coordinator. A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.)

Protection from abuse orders may be available through an **Emergency Protection Orders**, C.R.S. 13-14-103.

Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

In cases involving a minor child, the juvenile court and the district court shall have the authority to issue emergency protection orders to prevent an unlawful sexual offense, or to prevent domestic abuse, when requested by the local law enforcement agency, the county department of social services, or a responsible person who asserts, in a verified petition supported by affidavit, that there are reasonable grounds to believe that a minor child is in danger in the reasonably foreseeable future of being the victim of an unlawful sexual offense or domestic abuse, based upon an allegation of a recent actual unlawful sexual offense or domestic abuse or threat of the same. Any emergency protection order issued shall be on a standardized form prescribed by the judicial department and a copy shall be provided to the protected person.

A verbal emergency protection order may be issued only if the issuing judge finds that an imminent danger in close proximity exists to the life or health of one or more persons or that a danger exists to the life or health of the minor child in the reasonably foreseeable future.

To the extent of the victim's cooperation and consent, College offices, including: ACC Police, Student Affairs, and Human Resources will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. ACC Police, Student Affairs and Human Resources are responsible for victim assistance. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding

victims in the campus police department’s Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to the ACC Registrar’s Office.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

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.dcsheriff.net/victimsassistance/>.

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

CAMPUS RESOURCES

Referrals for counseling, treatment, rehabilitation, and re-entry programs are available through the Student Affairs Office for students and Human Resources for employees. For more information contact Student Affairs Office at 303.797.5668 or Human Resources at 303.797.5741.

Arapahoe Community College, as State of Colorado institution of higher education, offers the Colorado State Employee Assistance Program (C-SEAP). This is a cost-free professional assessment, referral, and short-term counseling service offered to all active State employees with work-related or personal concerns. C-SEAP counseling is strictly confidential. The only exceptions are when written permission is given by the individual or in rare situations in which the law requires others to be informed for physical safety. www.colorado.gov/dpa/eo/eap.

COMMUNITY RESOURCES

Day Shelters

- | | |
|--------------------------------|--------------|
| St. Francis Center | 303-297-1576 |
| <i>Men and women only</i> | |
| Gathering Place | 303-321-4198 |
| <i>Women and children only</i> | |

Overnight Shelters

- | | |
|-----------------------------------|--------------|
| Denver Rescue Mission | 303-297-1815 |
| Genesis | 303-831-4910 |
| Samaritan House— <i>Drug free</i> | 303-294-0241 |

Catholic Worker House	303-296-6390
Comitis Crisis Center:	
<i>Families and Runaways</i>	303-343-9890
<i>Damen House Women and children only</i>	303-433-4280
House of Hope	303-364-1840
Daybreak— <i>ID required</i>	303-789-2987
Brandon Center	303-620-9190
<i>Women, kids, homeless, victims of violent crimes</i>	
Theodore House—	303-620-9190
<i>Women and children only</i>	
Transitional Housing	
Champa House	303-294-9961
2544 Champa St. Denver	
Decatur House	303-893-2718
1155 Decatur St. Denver	
Sacred Heart	303-296-6686
2844 Lawrence, Denver	
Emergency Motel Vouchers	
Samaritan House	303-294-0241
ACCESS Housing	303-289-7078
Operation Blessing (700 Club)	303-431-8295
Adventist Community Services	303-935-7386
Aurora Family Assistance Center	303-363-9543
Arapahoe County	
Colorado Coalition for the homeless	303-293-2217
Denver Police Department	303-640-3127
Falcon Center (Adams County)	303-659-5736
North Area Cares Emergency Center	303-427-6256
Resources for Food and Clothing	
All Souls Church of Christ	303-789-0007
Covenant Cupboard— <i>Food only</i>	720-841-5129
Ext. 11	
Heritage Christian Center	303-369-8514
Interfaith Task Force	303-789-0501
Littleton church of Christ— <i>Mon & Thurs. only</i>	303-741-0265
Missions Hills Home & Health Ministries	303-794-3564

Salvation Army— <i>Food Only</i>	303-290-9043
SHARE Colorado – <i>Food Only</i>	303-428-0400
	800-933-7427
Catholic Charities	303-294-0241
St. James Presbyterian Church- <i>Food Only</i>	303-794-6851
The church of God Prophecy <i>Food bank</i>	303-922-6417
ACC Sharing Closet	
Tri-County Health Department	
Mainly for Women and Infants	
4857 S. Broadway, Englewood	303-761-1340
15400 E. 14th Place, Aurora	303-341-9370
15559 E. Iliff Ave. Aurora	303-745-5858
Other Services	
700 Club—Operation Blessing	303-431-8295
Friends of Man	303-798-2342
Interchurch (Aurora Area)	303-360-0260
Salvation Army (Aurora Area)	303-364-1965
Urban League of Denver	303-377-2790
Families First (Family Support Line)	303-695-7996
<i>Parenting classes and support</i>	
Transportation	
Arapahoe County Transportation	303-795-4400
Aurora Senior Center	303-739-7950
Access a Ride for Disabled	303-299-2960
Parker Senior Center	303-841-5370
Medicaid Transportation	303-390-4500
Online Human Service Resources	
http://jeffco.us/human-services/	
http://www.co.arapahoe.co.us/	
http://www.douglas.co.us/humanservices/	
Online Resources	
Douglas Co Emergency Assistance program	
http://www.douglas.co.us/humanservices/financial-assistance/money-for-emergency-assistance-and-basic-living-needs-generally-for-rent-and-monthly-housing-bills/	
Metro Denver Homeless Initiative	
http://mdhi.org/if-you-need-help/	

Domestic Violence

National Domestic Violence Hotline	800-799-7233
Denver: Safe-House Denver	303-318-9989
Arapahoe County: Gateway Battered Women's Shelter	303-343-1851
Jefferson County: Women in Crisis/ The Family Tree	303-420-6752
Douglas/Elbert County: Women's Crisis and Family Outreach Center	303-688-8484
Boulder County: Safe-House	303-444-2424
Adams County: Alternatives to Family Violence	303-289-4441
	Spanish 720-495-9760

Online State and National Resources:

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.ccasa.org/> - Colorado Coalition Against Sexual Assault

<http://ccadv.org/> - Colorado Coalition Against Domestic Violence

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

<https://www.colorado.gov/c-seap> - Colorado State Employee Assistance Program

<http://www.rainn.org> - Rape, Abuse and Incest National Network

<http://www.nsvrc.org> - National Sexual Violence Resource Center

<http://www.nrcdv.org/> - National Resource Center on Domestic Violence

<http://www.thehotline.org/> - National Domestic Violence Hotline

<http://www.survivorproject.org/> - Survivor Project (a resource for Intersex and Trans people)

<http://www.mencanstoprape.org/> - Men Can Stop Rape

<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/> - Stalking Resource Center

<http://maketheconnection.net/conditions/military-sexual-trauma> - Make the Connection (Support for Veterans)

<http://www.whitehouse.gov/1is2many> - 1 is 2 Many (Focus on teens and young women ages 16-24)

<https://www.notalone.gov/> - Not Alone Together Against Sexual Assault

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. Reports of all domestic violence, dating violence, sexual assault and stalking made to Arapahoe Community College Police will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The College's civil rights grievance and investigation process, as well as the discipline process, will provide prompt, fair, and impartial investigation and resolution that is:

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the college finds it necessary to extend this timeline, they may do so for good cause. The college will provide written notice to the accuser and the accused of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;
- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

All college officials involved with the investigation and discipline process are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. These employees are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

After the civil rights grievance and investigation process is concluded, the findings are shared with the disciplinary authority to begin the college's discipline process.

If the accused is an employee, sanction decisions are outlined in:

- For faculty, disciplinary action will be in compliance with BP 3-20:
<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-20.pdf>

- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations:
<https://www.colorado.gov/spb/rules>
- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore the appointing authority will conduct a discipline process as outlined above.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore the appointing authority will conduct a discipline process as outlined above.

If the accused is a student, SP 4-30, Student Disciplinary Procedure, applies. The procedure can be located at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

The discipline process, in all cases, provides that:

1. The accuser and the accused each have the opportunity to meet with the CSSO, for students, or the Appointing Authority/Disciplinary Authority, for CCCS employees, authorized volunteers, guests and visitors;
2. Attend a hearing before a properly trained hearing panel or person;
3. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing; the complainant(s) or respondents(s) cannot be represented by an attorney or law student (legal counsel) unless civil or criminal actions concerning the particular incident in question are pending. Under those limited exceptions, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the investigator(s) forty-eight (48) hours in advance of any scheduled meeting so that the investigator(s) can notify the other party.

An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings.

4. An employee and student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure".
5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation(s) has occurred may lead to the initiation of disciplinary procedures against the accused individual. Examples of college sanctions may include, but are not limited to:

- For students-warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community, re-assignment to another class section including on-line, suspension, expulsion, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For CCCS employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, demotion, termination of employment, a "Cease Communications" directive, or a "No trespass" directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from college, a "Cease Communications" directive, or a "No trespass" directive (PNG).

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: Counseling, Academic Accommodations, Tuition Reimbursement, and Off-Campus Confidential Resources. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Arapahoe Community College.

Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

Sexual Assault Prevention Information

How to Reduce the Risk of a Sexual Assault:

Rape, Abuse & Incest National Network, Washington, DC (2006). Retrieved December 15th, 2007 from: <http://www.rainn.org/>

1. When you go to a party, go with a group of friends.
2. Arrive together, watch out for each other and leave together.
3. Don't leave your beverage unattended or accept a drink from an open container.
4. Don't allow yourself to be isolated with someone you don't know or trust.
5. Be aware of your surroundings at all times.
6. Trust your instincts.
7. Make sure you have your cell phone with you and charged.
8. Avoid putting music headphones in both ears, especially if you are alone.
9. Don't load yourself down with packages or other items.
10. Think about the level of intimacy you want in a relationship and clearly state your limits.

Crisis Counselor

Arapahoe Community College provides on campus counseling as well as 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 Education

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 **303.797.5668** 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.

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

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.

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, 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).

CRIME STATISTICS

A Statement Addressing Preparation of Disclosure of Annual Crime Statistics Campus crime, arrest and referral statistics include those reported to Arapahoe Community College Police, the Student Affairs Office and other campus security authorities CSA (as defined by the Clery Act). Littleton Police Department, Arapahoe County Sheriff's Office, Douglas County Sheriff's Office, Castle Rock Police Department, and Colorado State Patrol.

Crime statistics are gathered for buildings and property within the geographic core campuses that are owned or controlled by the college and used for educational and institutional purposes. Other geography included for crime statistics purposes include areas on public property within or immediately adjacent to the campus boundaries, and in buildings outside the core campus that are owned or controlled by Arapahoe Community College, used for educational purposes and are frequently used by students. By October 1st of each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website address for accessing crime statistics and information regarding how interested persons can request a printed copy. ACC's most current Annual Security Report can be viewed in [Arapahoe Community College Annual Security Report](#).

Additionally, the Annual Security Report is made available to both applicants who apply for a position with Arapahoe Community College and current employees and includes the Clery Act and our annual statistics in this link: [Arapahoe Community College Annual Security Report](#).

Arapahoe Community College has no college owned or controlled off-campus housing.

Arapahoe Community College Police maintains excellent working relationships with all area law enforcement agencies including the Littleton Police Department, the Arapahoe County Sheriff's Office, the Douglas County Sheriff's Office, Colorado State Patrol, the Colorado Bureau of Investigation (CBI) and the local field office of the Federal Bureau of Investigation (FBI). These working relationships are maintained through periodic communication among agency administrators and by frequent contact between officers and investigators cooperating on specific investigations. Arapahoe Community College Police handles criminal matters on all college property. The Arapahoe Community College Police also has concurrent jurisdiction in the City of Littleton through a Memorandum of Understanding through the City of Littleton PD Chief of Police. In addition, if one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus involving Arapahoe Community College students, they may notify the Arapahoe Community College Police; however, other agencies' policies do not require such notification. Students in these cases may be subject to arrest by the local agencies and subject to college disciplinary action through the Student Affairs Office. College policies and procedures may be found at [Policies and Procedures](#).

In general, prospective students, employees and visitors to ACC should know that as with any community, criminal activity occasionally occurs both on and off campus and that it is important to take reasonable precautions at all times. Arapahoe Community College Police can assist any member of the college community in determining an appropriate point of contact for police matters falling outside of Arapahoe Community College Police jurisdiction. Contact the department at 303-797-5800 for assistance.

Statement regarding the Daily Crime Log

As required under federal law, Arapahoe Community College Police maintains a daily crime log (police blotter). This log is available at the Arapahoe Community Police Department located at the Littleton Campus which is normally updated each business day and contains all crimes reported to Arapahoe Community College Police. The daily crime log is a secondary means of distributing information to the Arapahoe Community College community about crimes and crime trends on campus. The Crime Log entry includes all crimes reported to the Arapahoe Community College Police that occur within the Arapahoe Community College jurisdiction. The log records the nature, date and time reported, date and time occurred, general location and disposition of each offense.

2014 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	2011	2012	2013
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
SEX ASSAULT (INCLUDES SEX ASSAULT ON A CHILD)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DOMESTIC VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DATING VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
STALKING	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
ROBBERY	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
BURGLARY	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
MOTOR VEHICLE THEFT	On Campus	0	1	1
	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	1
	Non-Campus	0	0	0
	Public Property	0	0	0

**2014 CLERY ACT ANNUAL SECURITY REPORT
ACC Littleton Campus**

LIQUOR LAW VIOLATIONS ARRESTS	On Campus	1	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
DRUG LAW VIOLATIONS ARRESTS	On Campus	5	0	2
	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	3	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
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
There were NO Hate Crimes to report for 2011, 2012 and 2013. This includes Hate Crimes involving Intimidation/Threats of race, religion, and sexual orientation baised for all three years.				

KEY TO HATE CRIME NOTATIONS:

Race= RA
Gender= G
Religion= RE

Sexual Orientation= S
Ethnicity/National Origin= E
Disability= D

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.

2014 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	2011	2012	2013
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
SEX ASSAULT (INCLUDES SEX ASSAULT ON A CHILD)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DOMESTIC VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DATING VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
STALKING	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

2014 CLERY ACT ANNUAL SECURITY REPORT

ACC Parker				
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
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
There were NO Hate Crimes to report for 2013. This includes Hate Crimes involving Intimidation/Threats of race, religion, and sexual orientation baised for all three years.				

KEY TO HATE CRIME NOTATIONS:

Race= RA

Gender= G

Religion= RE

Sexual Orientation= S

Ethnicity/National Origin= E

Disability= D

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.

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.

2014 CLERY ACT ANNUAL SECURITY REPORT

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	2011	2012	2013
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
SEX ASSAULT (INCLUDES SEX ASSAULTS ON A CHILD)	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DOMESTIC VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
DATING VIOLENCE	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
STALKING	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	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0

**2014 CLERY ACT ANNUAL SECURITY REPORT
ACC Castle Rock**

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
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
There were NO Hate Crimes to report for 2013. This includes Hate Crimes involving Intimidation/Threats of race, religion, and sexual orientation based for all three years.				

KEY TO HATE CRIME NOTATIONS:

Race= RA

Gender= G

Religion= RE

Sexual Orientation= S

Ethnicity/National Origin= E

Disability= D

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.

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 Castle Rock Police Department and the Douglas County Sheriff'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.
- C. **Domestic Violence**: The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. (CRS 18-6-800.3 to 18-6-805).
- D. **Dating Violence**: The term "dating violence" means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:(i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship. (CRS 18-6-800.3 to CRS 18-6-803.9).
- E. **Stalking**: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. (CRS 18-3-601 and CRS 18-3-602).

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. (Drunkness 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 COST (Campus Outreach and Support Team) 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.

Monitoring and Reporting of Criminal Activity Off-Campus

Arapahoe Community College does not have any off-campus student organizations.

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 (CAD) and an Automated Records Management System (RMS). 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, 18th Judicial District Attorney's Office 6450 South Revere Parkway Centennial, CO 80111 Phone: 720-874-8555, 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 each business day 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 the Records Custodian Elizabeth.Baumgardt@arapahoe.edu.

TIMELY WARNINGS

Alert Campus Community - In addition to the emergency notifications, it is sometimes necessary to notify the campus community about criminal incidents which constitute a serious threat and that have occurred on Arapahoe Community College properties or in contiguous public properties. As a result, Arapahoe Community College has developed a "timely warning" procedure to alert campus community members in order to help prevent similar crimes and protect the campus community. Timely warnings are issued at the discretion of the Chief of Police or designee and may take the form of text messages, e-mails, scrolling messages, etc. The Chief of Police will take into account the nature of the incident, the

continuing danger to the campus community as well as the possible risk of compromising law enforcement efforts to determine whether a timely warning is warranted.

The timely warning will utilize the Notification Systems identified above for each campus. Timely warnings differ from emergency notifications in that timely warnings are issued as soon as pertinent information is available instead of after confirmation.

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.

All ACC campuses, staff, students and faculty, are served by the Connect–Ed emergency mass notification system. Persons are invited to sign up, at no cost, through the college portal system by going to www.arapahoe.edu, log in to MyACC, click on the ACC Notification System (Connect-Ed) tab. The Mass Emergency Notification system allows the college to send emergency messages to its entire community via e-mail, text (SMS), and / or voicemail to your cell and / home phones. Users, however, must subscribe and “opt in” to the service. Standard text messaging costs may apply. Connect-Ed messages are broadcast at the direction of any member of the Policy Group or Chief of Police or any of their respective representatives. Connect–Ed messages are published and distributed by the Information Central Director or a designee.

The Littleton Campus is also equipped with LCD televisions screen mounted in various locations capable of broadcasting both “screen shot” and scrolling messages. When necessary and appropriate, the Information Technology Director or Student Affairs Staff will update the messages to inform the college community of emergency situations.

Specific rooms and/or wings of the campus will be notified by designated college personnel, when reasonable to do so, going room to room to advise of the emergency.

Arapahoe Community College Police, 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/ipcelerate 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. Arapahoe Community College will not reveal the name of a victim in a timely warning statement. This practice applies to all timely warning - regardless of the crime committed. 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

Arapahoe Community College implements regular small-scale drills, both announced and unannounced drills in such areas as fires, Active Shooter drills, tornadoes, Tabletop exercises, simulated interactive exercise, Full-scale exercise, testing the Emergency Notification Systems, Training of Floor Marshals, and Safety presentations at staff meetings.

Larger exercises have already been undertaken and future exercises will be implemented on campus. Each test, regardless of its size, will have documented a description of the test, the date held, the start and end times, whether the test was unannounced or announced as well as any other pertinent information. These tests are a conducted by the Arapahoe Community College Campus Police Department. Each test of the emergency response and evacuation system serves as a learning

experience, so that ACC can fine tune the existing system as well as make adjustments for future needs. These tests also serve as training opportunities for the campus community as a whole. It is through this training that students, faculty and staff can become more aware of their surroundings and the best course of action during given scenarios. Such areas as knowing fire escape routes, locations of fire suppression devices, best shelter in place strategies, and a host of other emergency preparedness procedures are just some of the areas that are touched on during these tests. 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:

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

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.

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 minimizing 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 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.

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.

ACC CAMPUS LOCATIONS

[Littleton Campus](#) ([map](#))

Our Littleton campus encompasses 51 acres and is conveniently located in Littleton adjacent to the downtown area.

- [Main Building](#)
The Main Building houses many of ACC's classrooms, the library, advising, admissions, financial aid, student affairs, computer labs, cafeteria, Waring Theatre, the Annex and much more.
- [Annex](#)
The Annex is home to the Colorado Gallery of the Arts, the Community Education office, the swimming pool and Fitness Center, the automotive department and additional classrooms.
- [Art and Design Center](#)
This unique structure houses ACC's art, fine art, design, interior design and photography classes.
- [North Building](#)
The North Building is home to the Child Development Center, the law enforcement academy and additional classrooms.
- [Church Street Building](#)
Located across the street from Main Building, the Church Street Building has more classrooms and the College's administrative offices.

[Castle Rock Campus](#) ([map](#))

The Castle Rock campus is conveniently located off of Meadows Parkway on the west side of I-25 at 4700 Castleton Way.

[Parker Campus](#) (formerly University Center at Chaparral) ([map](#))

The Parker campus is located 3.5 miles east of I-25 near the intersection of Lincoln Avenue and South Chambers Road.