

# 2017 ARAPAHOE COMMUNITY COLLEGE ANNUAL SECURITY REPORT



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## **2017 ARAPAHOE COMMUNITY COLLEGE ANNUAL SECURITY REPORT**

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.

*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*The law, originally enacted by Congress in 1990 as the Campus Security Act, was championed by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh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.*

This report is prepared with the input of local law enforcement agencies operating in the service areas to ACC's three campus locations, the Student Life Office, and Human Resources. Each office is responsible for providing updated information on their educational efforts and programs to comply with the act.

### **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 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.

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.

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 following campus offices and individuals are designated CSA's and 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 Engagement Center
- Student Club Advisors
- Human Resources
- College President's Office
- Vice President of Instruction Office and Provost
- Vice President of Student Affairs Office
- Vice President of Administrative Services Office
- Dean, Legal, Communication, Behavioral and Social Sciences
- Dean, Health, Mathematics and Sciences
- Dean, Arts, Humanities , Business and Technology
- Dean of Students
- Director of ACC Parker Campus
- Director of ACC Castle Rock Campus

Additionally, the college designates all deans and directors to serve as Clery Liaisons for the respective departments they oversee.

ACC's Regulatory Compliance Committee is comprised of campus officials who meet to review the campus' Clery Act compliance efforts and to make recommendations to the Clery Compliance Officer regarding the campus' Clery Act obligations. The committee members are:

- Vice President of Student Affairs – Lisa Matye Edwards, Ph.D. (Chair)
- Vice President of Administrative Services, Cindy Somers, Ph.D.
- Campus Police Chief – Joseph Morris, M.A. (Clery Compliance Officer)
- Director of Human Resources and Title IX/EO Coordinator – Angela Williams, M.S.
- Dean of Students and Deputy Title IX/EO Coordinator – Dawn Zoni, Ph.D
- Associate Dean of Enrollment Services/Registrar – Darcy Briggs, M.Ed.
- Director of Financial Aid – Heidi Markey, M.A.
- Associate Dean of Equity and Compliance, and Deputy Title IX Coordinator – Jennifer Husum, M.A. (Chair)

The Annual Security Report is prepared using compiled data by the Police Records Custodian with assistance of the Chief of Police and ACC's Regulatory Compliance Committee

Each year the Annual Security Report is emailed to current students and employees. Prospective students and employees can view the report via <https://www.arapahoe.edu/student-resources/campus-safety/clery-act/-crime-statistics>. Copies of the report are also available at the Campus Police Department in M2600.

Additionally, a notification of availability e-mail is sent out each year 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 can receive a copy of the Annual Security Report from Campus Police. 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.

## **CAMPUS POLICE AND SAFETY**

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. 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.

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.

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.

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 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.

### **Access, Maintenance and Physical Security of Facilities**

As a public facility, our 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. 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.

## **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. If there is no answer, call **911**. 911 calls from pay phones and cellular phones are free. 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 by filling out the online form on the ACC Website on the [Refer A Concern](#) tab. To anonymously report a crime to ACC Police, use the Eyewitness Report form on the Campus Police website.

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.

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**

Reports of missing students should typically be made to the law enforcement agency in the jurisdiction the student resides. No waiting period exists for ACC Police to document information and report an individual as missing. ACC Police will ensure all reasonable and necessary investigation, notification, dissemination of information, coordination of resources and searches are conducted to resolve missing person cases.

The listed missing person's emergency contact, if known, will be contacted within 24 hours by ACC Police. Student Life is made aware of the missing student's status. If the student is under 18 years of age and not emancipated, ACC Police will notify the custodial parent or legal guardian and any other designated contact within 24 hours of the student being determined missing. Regardless of whether the student has identified a contact person, or is above the age of 18, or is an emancipated minor, ACC Police will inform the local law enforcement agency with jurisdiction in the area that the student is missing within 24 hours.

To report a missing student please call Arapahoe Community College Police at 303.797.5800.

## **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 and 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 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 Life (303.797.5668) for review and possible college sanctions.

## **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. 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 at [police.records@arapahoe.edu](mailto:police.records@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. Users may sign up to receive emergency notifications by accessing myACC ([www.arapahoe.edu/myacc](http://www.arapahoe.edu/myacc)) and clicking on the “ACC Notification System” link located on the Welcome 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.

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 may make emergency notifications via:

- Fire alarm and/or public address system
- Telephones to each classroom and office
- Bull horn
- TV monitors, website, electronic reader board
- Emails, texts and telephone calls
- Radio and television stations
- Campus Police officers may assist with notifications
- MyACC at [www.arapahoe.edu](http://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 and 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**

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 911. 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 Reference Guide 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. Students with disabilities who need assistance during an emergency should arrange with volunteers from their classes or offices for assistance. A student with a disability may request an appointment to review emergency evacuation procedures from the Student Access Services office (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.

## **Testing the Emergency Response and Evacuation Plan**

Arapahoe Community College implements regular small-scale drills, both announced and unannounced, in such areas as fire, active shooter, tornado, tabletop exercises, simulated interactive exercise, full-scale exercise, testing the Emergency Notification Systems, and safety presentations at staff meetings.

## CRIME STATISTICS

A statement addressing preparation of disclosure of annual campus crime statistics, arrest and referral statistics includes crimes reported to Arapahoe Community College Police, the Student Life 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, Colorado State Patrol and Colorado Bureau of Investigation.

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. The Annual Security Report is also made available to applicants who apply for a position with Arapahoe Community College. ACC's most current Annual Security Report can be viewed in <https://www.arapahoe.edu/student-resources/campus-safety/clery-act/-/crime-statistics>.

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 Life Office. College policies and procedures may be found at [Policies and Guidelines](#).

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.

**2017 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.

<b>OFFENSE</b>	<b>LOCATION</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (NON-FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX ASSAULT (INCLUDES SEX ASSAULT ON A CHILD)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DOMESTIC VIOLENCE</b>	On Campus	0	1	2
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DATING VIOLENCE</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>STALKING</b>	On Campus	2	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>AGGRAVATED ASSAULT</b>	On Campus	1	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ROBBERY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>BURGLARY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>MOTOR VEHICLE THEFT</b>	On Campus	1	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ARSON</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	On Campus	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS ARRESTS</b>	On Campus	2	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

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ACC Littleton Campus**

<b>DRUG LAW VIOLATIONS ARRESTS</b>	On Campus	4	2	0
	Non-Campus	0	0	1
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION</b>	On Campus	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DRUG LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	1	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>HATE CRIMES</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

There were **NO** Hate Crimes to report for 2014, 2015 and 2016. This includes Hate Crimes involving intimidation/threat of race, religion and sexual orientation bias for all three years.

**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.

**2017 CLERY ACT ANNUAL SECURITY REPORT**

**ACC Parker 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.

<b>OFFENSE</b>	<b>LOCATION</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (NON-FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX ASSAULT (INCLUDES SEX ASSAULT ON A CHILD)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DOMESTIC VIOLENCE</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DATING VIOLENCE</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>STALKING</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ROBBERY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>AGGRAVATED ASSAULT</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>BURGLARY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>MOTOR VEHICLE THEFT</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ARSON</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS ARRESTS</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

**2017 CLERY ACT ANNUAL SECURITY REPORT  
ACC Parker Campus**

<b>DRUG LAW VIOLATIONS ARRESTS</b>	On Campus	1	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DRUG LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>HATE CRIMES</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

There were NO Hate Crimes to report for 2014, 2015 and 2016. This includes Hate Crimes involving intimidation/threats of race, religion and sexual orientation bias for all three years.

**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.

**2017 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.

<b>OFFENSE</b>	<b>LOCATION</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX OFFENSES (NON-FORCIBLE)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>SEX ASSAULT (INCLUDES SEX ASSAULTS ON A CHILD)</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DOMESTIC VIOLENCE</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DATING VIOLENCE</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>STALKING</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ROBBERY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>AGGRAVATED ASSAULT</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>BURGLARY</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>MOTOR VEHICLE THEFT</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ARSON</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS ARRESTS</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

**2017 CLERY ACT ANNUAL SECURITY REPORT  
ACC Castle Rock**

<b>DRUG LAW VIOLATIONS ARRESTS</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>ILLEGAL WEAPONS POSSESSION DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>LIQUOR LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>DRUG LAW VIOLATIONS DISCIPLINARY ACTION</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
<b>HATE CRIMES</b>	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

There were **NO** Hate Crimes to report for 2014, 2015 and 2016. This includes Hate Crimes involving intimidation/threats of race, religion and sexual orientation bias for all three years.

ACC Castle rock Campus (Castle Rock Police) reported no criminal offenses for the 2016 calendar year.

**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 Castle Rock.

**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 Castle Rock.

**Public Property:** Property not owned or controlled by ACC and within the campus, next to, bordering or easily accessible from ACC Castle Rock. 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 Offense definitions included in CCCS Policy Statement on pages 18 – 20 of this report.**

**Arrests Made Involving:**

***Weapon Law Violations***

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

### ***Drug Abuse Violations***

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

### ***Liquor Law Violations***

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

## **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 are 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 information on the procedures the college will adhere to after a sex offense occurs.

Source: 34 CFR §668.46(j)(1)(i)(A)-(F)

<https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

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 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.

The College offered the following **primary prevention and awareness programs for all incoming students** in 2016:

<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
Coffee with a Cop	Ongoing	All Campuses		

The College offered the following **primary prevention and awareness programs for all new employees** in 2016:

<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	1/12/15	ACC	No	DoV
New Employee Safety Training	8/17/15	ACC	No	DoV

New Employee Online Orientation	Ongoing	D2L	Yes	DoV, DaV, SA,S
Coffee with a Cop	Ongoing	All Campuses		
Workplace Answers	Ongoing	Online		DoV, DaV, SA,S

The College offered the following **ongoing awareness and prevention programs for students** in 2016:

<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
Affection Connection	2/11/16	ACC	No	SA, S
Self Defense Workshop	03/01/16	ACC	Yes	DoV, DaV, SA, S
Clothesline Project Display	04/18/16	ACC	Yes	DoV, DaV, SA, S
Ask the Sexperts	04/20/15	ACC	Yes	SA, S
Consent Carnival: Sexual Assault Awareness to Action Month Signature Event	04/21/15	ACC	Yes	DoV, DaV, SA, S
Self Defense Workshop	10/21/16	ACC	Yes	DoV, DaV, SA, S

### **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 academic and working accommodations, if reasonably available. Students and employees should contact the ACC Police, Student life, or Human Resources.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Littleton Adventist Hospital 7700 S Broadway, Littleton, CO 303.730.8900. Evidence may be collected even if you choose not to make a report to law enforcement.

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. ACC Police will assist any victim with notifying local police if they so desire. Littleton Police Department may also be reached directly by calling 303.794.1551, or in person at 2255 West Berry Avenue Littleton, CO. Littleton Police information can be found online at <http://www.littletongov.org/police>. 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). The Arapahoe Community College Police will assist any victim with notifying local police if they so desire.

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](mailto:angela.williams@arapahoe.edu) or Deputy Title IX Coordinator, Jennifer Husum 303.797.5674 [jennifer.husum@arapahoe.edu](mailto:jennifer.husum@arapahoe.edu) - 5900 S. Santa Fe Drive Littleton, CO 80120 and Campus Police 303.797.5800 (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:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
<b>Sexual Assault</b>	1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution’s Sexual

	<ol style="list-style-type: none"> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>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</li> <li>7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide student victims with financial aid related services</li> <li>10. 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</li> <li>11. 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</li> <li>12. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate</li> </ol>	<p>Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>
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	against a person for complaining of sex-based discrimination or for assisting in the investigation	
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> <li>7. Institution will provide student victims with financial aid related services</li> </ol>	<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>

<p><b>Dating Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> <li>7. Institution will provide student victims with financial aid related services</li> </ol>	<p>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.</p>
<p><b>Domestic Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> <li>7. Institution will provide student victims with financial aid related services</li> </ol>	<p>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.</p>

**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. 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 to and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Protection from abuse orders may be available through an **Emergency Protection Order**, 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 Life, Admissions and Records, Financial Aid 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, financial assistance and assistance in notifying appropriate local law enforcement. ACC Police, Student Life 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.

### **Financial Aid Services**

If a student victim would like information regarding financial aid services, please contact the Director of Financial Aid, 303.797.5658. The College can assist students with information such as how to apply for a withdrawal from classes or about options for addressing concerns about loan repayment terms and conditions.

## 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.dcsheiff.net/sheriffs-office/divisions/investigations/victim-assistance/>

The ACC Castle Rock campus is serviced by Castle Rock Police Department at 303.663.6100 <http://www.crgov.com/1669/Castle-Rock-Police>

The Blue Bench (formerly known as RAAAP) 1740 Gaylord St, Denver, CO 80206 at 303.329.9922 [www.thebluebench.org](http://www.thebluebench.org)

### CAMPUS RESOURCES

Referrals for counseling, treatment, rehabilitation, and re-entry programs are available through the Student Life Office for students and Human Resources for employees. For more information contact Student Life 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. <https://www.colorado.gov/c-seap>

### COMMUNITY RESOURCES

#### Day Shelters

St. Francis Center	303.297.1576
Gathering Place	303.321.4198

#### 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 - 2544 Champa St. Denver	303.294.9961
Decatur House - 1155 Decatur St. Denver	303.893.2718
Sacred Heart - 2844 Lawrence, Denver	303.296.6686

### **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

### **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/community/financial-assistance/money-for-emergency-assistance-and-basic-living-needs/>

- Metro Denver Homeless Initiative  
<http://www.mdhi.org/>

### **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

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://solcolorado.org/> - Organization for Liberation (formerly known as Colorado Anti-Violence Program) and Buried Seedz of Resistance (formerly Branching Seedz of Resistance) - 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)  
<https://obamawhitehouse.archives.gov/1is2many> (Focus on teens and young women ages 16-24)  
<https://www.notalone.gov/> -Not Alone Together Against Sexual Assault  
<http://www.justice.gov/ovw/sexual-assault> - Department of Justice  
<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights  
[www.thebluebench.org](http://www.thebluebench.org) The Blue Bench (formerly known as RAAP) 1740 Gaylord St, Denver, CO 80206, 303.329.9922

#### **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.ccs.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/bp-3-20-due-process-for-faculty/>
- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations:  
[https://www.colorado.gov/pacific/sites/default/files/Rules%2001-14-15\\_1.pdf](https://www.colorado.gov/pacific/sites/default/files/Rules%2001-14-15_1.pdf)
- 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 complainant and the respondent 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 complainant and the respondent 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 respondent(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 complainant and the respondent 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: Police Escort Services, 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 if immediate remedies 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.

## ACC CAMPUS LOCATIONS

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

Our Littleton campus encompasses 51 acres and is conveniently located in Littleton adjacent to the downtown area at 5900 South Santa Fe Drive, Littleton, CO 80120.

- **[Main Building](#)**  
The Main Building houses many of ACC's classrooms, the library, advising, admissions, financial aid, student life, computer labs, 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, Suite 100, Castle Rock, CO 80109.

### [Parker Campus](#) ([map](#))

The Parker campus is located 3.5 miles east of I-25 near the intersection of Lincoln Avenue and South Chambers Road at 15653 Brookside Drive, Parker, CO 80134.