



**PIKES PEAK**

COMMUNITY COLLEGE

## **2014 ANNUAL SECURITY REPORT**

**September 30, 2014**



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## Section 1: Clery Act Requirements

### The Clery Act

Signed into law in 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All post-secondary public and private institutions participating in federal student aid programs must adhere to these regulations. The Clery Act was championed by Howard and Connie Clery after their daughter, Jeanne, was murdered at Lehigh University in 1986.

In compliance with the Clery Act, Pikes Peak Community College publishes an Annual Security Report (ASR) to provide accurate information to potential and current students and employees about campus crime statistics, campus crime logs, and policies regarding the safety and security of the campus community. This report covers the main Centennial Campus of Pikes Peak Community College as well as PPCC's Rampart Range Campus, Downtown Studio Campus, Falcon Campus, and campuses located at Peterson Air Force Base and Fort Carson.

### Clery Act Requirements

To ensure compliance with the Clery Act, the Pikes Peak Community College Campus Police Department must meet obligations in the following three broad categories: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

- Policy Disclosure: PPCC must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and campus law enforcement.
- Records Collection and Retention: PPCC is required to keep campus records of crimes reported on campus to Campus Security Authorities (CSAs), make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and keep a daily crime log open for public inspection.



- Information Dissemination: To provide members of the campus community with information needed to make informed personal safety decisions, PPCC must provide:
  - A “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees;
  - Develop and maintain a log of all crimes reported to the PPCC Campus Police Department, and ensure public access to the crime log during normal business hours; and
  - Publish an annual security report, make the report available to all current students and employees, and ensure the annual security report is made available to prospective students and employees. PPCC must also inform the campus community where to obtain information regarding registered sex offenders, and submit annual crime statistics to the U.S. Department of Education.



## Section 2: Policy Statement

### POLICY STATEMENT FOR ANNUAL SECURITY REPORT JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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Pikes Peak 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, Pikes Peak 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, Pikes Peak 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.

Pikes Peak 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 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 such as In Her Shoes, Respect on Campus, and Refuse to Be a Victim.

The College offered the following **primary prevention and awareness programs to 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>
Refuse to be a Victim	June 28, 2013	Centennial Campus	a, b, c & e	Personal Security, Domestic Violence and Stalking

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>
In Her Shoes	January-April (9 sessions)	Various Campuses	Yes	Domestic Violence
Respect on Campus	March (3 sessions)	Various Campuses	Yes	Domestic Violence, Bystander Awareness and Prevention
In Her Shoes	July-November (10 sessions)	Various Campuses	Yes	Domestic Violence
Respect of Campus	March (12 sessions)	Various Campuses	Yes	Domestic Violence, Bystander Awareness and Prevention
Title IX Travel and Safety Training	January-December	Various Campuses	A & c	Awareness/Prevention/Reporting Sexual Misconduct

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking

### 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 Office of Human Resource Services at 719-502-2600.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Memorial Hospital in Colorado Springs. In Colorado, 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 College's Department of Public Safety (Campus Police) will assist any victim with notifying local police if they so desire. The College's Department of Public Safety may also be reached directly by calling either 719-502-2900 (Non-emergency number) or 719-502-2911 (Emergency Dispatch) or in person at 5675 South Academy Blvd., Room A-100 on the Centennial Campus. Additional information about the College's Department of Public Safety may be found online at: <http://www.ppcc.edu/services/public-safety>.

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 Mr. Carlton Brooks, Executive Director of Human Resource Services, 5675 South Academy Blvd., Colorado Springs, CO 80909. Reports to Mr. Brooks can also be made at: [Carlton.Brooks@ppcc.edu](mailto:Carlton.Brooks@ppcc.edu) or 719-502-2600. Finally, reports can also be made with the College's Department of Public Safety (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, Pikes Peak Community College 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 the Department of Public Safety 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
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care</li> <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> </ol>	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.



	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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</li> </ol>	
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Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
<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> </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> </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> </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 and 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, Pikes Peak Community College complies with Colorado law in recognizing orders of protection by affording victims the opportunity to provide copies of protection orders to the Department of Public Safety. The Department of Public Safety takes appropriate and lawful actions if it determines that protective orders have been violated within its jurisdiction.

Any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to the Department of Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with the Department of Public Safety 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 Human Resource Services, Dean of Students, Department of Public Safety and Student Counseling and Resource Center 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, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. 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 Department of Public Safety's Daily Crime Log or online. Victims may request, in person, that directory information on file be removed from public sources at Enrollment Services, 5675 South Academy Blvd., Room 107, Colorado Springs, CO 80906.





## Resources for victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

### On-Campus

<b>Department</b>	<b>Location</b>	<b>Phone</b>
Department of Public Safety	5675 South Academy Blvd., Colorado Springs, CO 80906 (Room A-100)	719-502-2900
Office of Human Resource Services	5675 South Academy Blvd., Colorado Springs, CO 80906 (Room B-200)	719-502-2600
Student Counseling and Resource Center	5675 South Academy Blvd., Colorado Springs, CO 80906 (Room C-201)	719-502-4782
Dean of Students	5675 South Academy Blvd., Colorado Springs, CO 80906 (Room A-106)	719-5023198

### Community Resources

<b>Agency</b>	<b>Address</b>	<b>Phone</b>
Colorado Spring Police Department	705 South Nevada Avenue, Colorado Springs CO 80901	719-444-7000
El Paso County Sheriff's Office	27 East Vermijo Avenue, Colorado Springs CO 80903	719-520-7100
TESSA of Colorado Springs (Domestic Violence/Sex Assault/Protection Orders)	435 Gold Pass Heights, Colorado Springs CO 80906	719-633-1462 (Main Line) or 719-633-3819 (Crisis Line)
Colorado Springs Pride	410 South Tejon Street, Colorado Springs CO 80903	719-471-4429
El Paso County Court	270 South Tejon Street, Colorado Springs CO 80903	719-452-5000
Aspen Pointe Counseling Svcs.	2864 C.S.C, 80906	719-572-6100
Empowerment Therapy Center	1263 Lake Plaza Drive, Colorado Spring CO	719-329-1900
Family Center	1751 S. 8 <sup>th</sup> Street #B, Colorado Springs CO	719-471-1816

### **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

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

## **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 the Department of Public Safety 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-0>
- 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; however, 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 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, but are limited to some or all of the following actions: Temporary suspension from school or work of the respondent, reassignment of students or employees, assistance with procuring protective orders, providing victims with internal and/or external resource information, et cetera. 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, residence hall relocation, 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 Pikes Peak 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/>. You can link to this information, which appears on CBI's website, by accessing <http://www.pcc.edu/services/public-safety/>

### **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.



## **Section 3: Overview of Police Department**

### **PPCC Campus Police Department**

The Pikes Peak Community College Campus Police Department is a full-service police department consisting of eighteen full-time police officers and one to five part-time police officers from surrounding agencies. Police officers are on duty at the Centennial Campus twenty-four hours a day, 365 days a year. Hours of operation at the Rampart Range Campus, Downtown Studio Campus, and Falcon Campus can vary depending on the semester. Supervisors are also on shift to assist with the needs at the various campuses when necessary. PPCC police officers are all state certified and hold police commissions from the State of Colorado. Law enforcement responsibility at the Fort Carson campus and Peterson AFB campus resides with the respective military installation.

The police officers of the Pikes Peak Community College Campus Police Department are Colorado Peace Officers and receive their police authority under the Colorado Revised Statute 16-2.5-101 as well as 16-3-110. These statutes give PPCC officers the authority to enforce all Federal and State Laws within the scope of their duties. This includes the arrest of persons on any PPCC owned, leased, rented, or otherwise controlled property as well as other properties depending on circumstances.

PPCC police officers come from a wide variety of backgrounds and other law enforcement agencies ranging from law enforcement experience in excess of thirty years to no previous law enforcement experience. Every officer has been through an accredited Colorado Peace Officer Standards and Training (P.O.S.T.) Academy with specialized instruction in all aspects of law enforcement as well as successful completion of the P.O.S.T. Test. Each officer completes a Field Training Evaluation Program (FTEP) ranging from four to eight weeks depending on the officer's level of previous experience. This training not only focuses on law enforcement techniques needed for handling crimes in progress, officer safety, etc., but it also focuses on campus-specific law enforcement challenges. Even after completion of the Police Academy and FTEP, each officer must complete quarterly training in the areas of defensive tactics, firearms qualifications and training, judicial updates, CPR, First Aid, and AED, as well as other training opportunities which present themselves.



PPCC officers respond to all criminal, safety, and medical situations at each campus with the exception of the Fort Carson and Peterson AFB campuses, as well as provide certain non-law enforcement related services to help assist our community.

## **PPCC Department of Public Safety Mission Statement**

Pikes Peak Community College Department of Public Safety is a full service law enforcement agency. All members of the department share as equal partners in our efforts to serve the college community and work cooperatively with others. Our mission: To build a first class, results-oriented culture by providing community-oriented solutions, communication, and services anywhere, anytime bringing differentiated, cost-effective solutions to the college community quickly and with quality through a diverse team of energetic employees with the talent and skills necessary to sustain the Department of Public Safety at Pikes Peak Community College as the State Leader in College Law Enforcement. In this way, we will achieve our fundamental objective of Total Community Satisfaction, and our consequential goals of Increased Campus Safety and Superior Professional Performance.

## **Campus Safety**

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

## **Interagency Relations**

Pikes Peak Community College has six campuses spread throughout El Paso County to include military bases. Because the resources of the Campus Police Department can be spread thin as a result of the separate campuses, PPCC has developed relationships with and maintains Memorandums of Understanding with the El Paso County Sheriff's Office, the Colorado Springs Police Department, and the Colorado State Patrol to provide additional support when needed.



## Section 4: Reporting Procedures

### Reporting Safety, Medical, and Criminal Incidents

Pikes Peak Community College relies heavily on the campus community to assist with safety, medical, and criminal incidents. Students, staff, faculty, and visitors should promptly report any safety, medical, or criminal incident to the Campus Police Department as soon as possible. The 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.

PPCC students, staff, faculty, and visitors should call **911** to report emergencies (fire, medical emergency, act of violence, etc.). 911 may be directly dialed from any campus phone without having to dial 9 for an outside line. The PPCC Department of Public Safety/Campus Police will be notified of any campus emergency, as well as all 911 calls made from campus phones.

For non-emergency issues, contact the Department of Public Safety/Campus Police at (719) 502-2900, or extension 2900 from a campus phone.

Other means to contact Campus Police:

**Red Emergency Phones:** Red emergency phones that connect directly to Campus Police are located throughout Centennial Campus, Rampart Range Campus, and Downtown Studio Campus. These phones can be used to contact PPCC Campus Police for both emergency and non-emergency purposes.

**Blue Light Emergency Phones:** Parking lots at Centennial Campus and Rampart Range Campus are equipped with blue emergency phones that connect directly to the Campus Police Department.

**Duress Alarms (aka Panic Alarms):** Duress (panic) alarms have been installed in various locations at each campus. When activated, Campus Police will respond to address the situation.

Crimes may also be reported by contacting officers in person at each campus:

- Centennial Campus – Room A-100 (located at the east end of the A Parking Lot)





- Rampart Range Campus – Room N-106 (located in the northwest corner of the first floor near the service elevator)
- Downtown Studio Campus – Room S-101 (located just inside the main entrance)
- Falcon Campus – Room 106 (located in the back of the Enrollment Services Office on the north side of the building) You can utilize the blue emergency phones in the parking lots as well as the red phones located throughout the campuses to contact our department for emergencies.
- Fort Carson Campus – Military Police or Campus Security Authorities (CSAs)
- Peterson AFB Campus – Security Forces or Campus Security Authorities (CSAs)

## **Duty to Report**

Colorado Revised Statute 18-8-115 states, in part:

It is the duty of every corporation or person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities.

See Appendix B of this report for more information regarding a person's duty to report a crime.

## **Anonymous Reporting**

All victims and witnesses are encouraged to report crimes. Because police reports are open to the public under State Law, we cannot maintain them in confidence under most circumstances. Victims and/or witnesses who want to remain anonymous can still contact the Campus Police Department, but anonymous reporting can make investigation and prosecution highly difficult.

Options for anonymous reporting include:

- Safe2Tell:  
1-877-542-SAFE (7233)  
Online at <http://safe2tell.org/students/pikes-peak-community-college/>  
Link to Safe2Tell on the PPCC Public Safety web page:  
<http://www.ppcc.edu/services/public-safety/>
- PPCC Report a Concern or Incident:  
Click on the "Report a Concern or Incident" button on the College home page at



[www.ppcc.edu](http://www.ppcc.edu) and select the appropriate option.

- Pikes Peak Area Crime Stoppers:  
719-634-STOP(7867)  
Online at: <http://www.crimestop.net/>

## **Campus Police Response**

PPCC Campus Police officers respond to all reports of crime and suspicious activities which occur on or near PPCC campuses with the exception of those located on military installations. Since PPCC officers are already on campus, they are the first responders for almost every criminal or medical situation. PPCC police officers are certified in First Aid, cardiopulmonary resuscitation (CPR), and the use of Automated External Defibrillators (AEDs) and will provide basic medical care until the paramedics arrive.

PPCC Campus Police officers also respond to criminal incidents, traffic accidents, and other emergency incidents when assistance is requested by the El Paso County Sheriff's Office, Colorado Springs Police Department, and Colorado State Patrol.

Campus Police Department officers are dispatched to calls in the order of priority. The highest priorities are incidents such as disturbances, traffic crashes, medical scenarios, crimes in progress, etc. Calls of a lower priority, such as entry requests for classrooms, parking complaints, graffiti calls, etc., may result in a longer response time than faculty and students would like. Cold cases, which are crimes that have already occurred, are frequently a lower priority as well. 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 General Orders, Student Code of Conduct Regulations, and 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 also frequently taken on other non-criminal incidents as part of compiling statistical data. Anonymous reports that cannot be substantiated are included in the blotter as well as in the statistical data for the Annual Security Report.

Campus police 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 are typically complex and/or involve other jurisdictions. Cases involving employees of the college can also be sent to Human Resource Services for possible administrative action if 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 Pikes Peak Community College Campus Police Department.

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

## **Crime Blotter**

In order to keep the campus community up to date on criminal activities on or near campus, a crime blotter is posted on the PPCC Department of Public Safety website at: <http://www.ppcc.edu/blotter/>. Blotter entries for any time period can be viewed by changing the date range at the top of the blotter. Blotter entries and updates are made within two business days of a crime being reported to our department. Hard copies of the last 60 days of the crime blotter can be obtained at any Campus Police Department office during business hours.

## **Victim Assistance**

Pikes Peak Community College offers a variety of support mechanisms for victims of crime. Regardless of the type of crime, it is important that our campus community feels comfortable in reporting any criminal offense to include sexual assault, ethnic, racial, or sexual harassment. The PPCC Campus Police Department has a Crisis Intervention Team Member who has undergone extensive training in dealing with people in a crisis situation.

The PPCC Campus Police Department will assist victims through the criminal process as well as in dealing with being the victim of a crime by referring to the appropriate personnel or agency.

Numerous resources are available throughout the El Paso County area which can be called upon to assist when needed, to include victim advocates on campus.

Employees can contact the Human Resource Services office to obtain information on the Colorado State Employee Assistance Program. Information is also available online at:

<https://www.colorado.gov/c-seap>



Additional resources can be found in Appendix D of this report.

### **Student Counseling and Resource Center**

Pikes Peak Community College has counselors on staff to assist with supporting victims of crime as well as supporting students who are undergoing academic, social, family, work, and financial stress. Counseling and Resource Services can provide same-day crisis appointments where an assessment is completed and referrals are made, if the counselors are available. Meeting with our Counselors is free, voluntary, and confidential within the limits of the law. Our counselors fully disclose imminent danger reporting requirements which affect confidentiality and discuss appropriate plans of action with students when needed.

Student Counseling and Resource Center services are available by appointment only and can be accessed by calling (719) 502-4782. SCRC office locations are as follows:

- Centennial Campus – Rooms C-201a and C-201b
- Rampart Range Campus – Room N-107C
- Downtown Studio Campus – Room S-126A

PPCC crisis counselors, who also act in the capacity of Campus Security Authorities (CSAs), have a duty to report specific Clery-related crimes for statistical purposes while also maintaining confidentiality.

### **Student Ombudsman**

The PPCC Student Ombudsman is a neutral person available to assist students seeking resolution to problems or concerns relating to their educational experience at PPCC. The Ombudsman can help students navigate college organizational structure and bureaucracy, and assist with understanding of policies and procedures. For additional information call 719-502-2012 or email [ombudsman@ppcc.edu](mailto:ombudsman@ppcc.edu). Here are some more details regarding the Ombudsman.

#### **When to Use an Ombudsman:**

- When you don't know where to go for help
- When you need advice on the college process for assistance
- When you are reluctant to use normal channels for assistance
- When you don't know the proper procedure to resolve a concern



**The Student Ombudsman is NOT:**

- A legal representative
- A counselor or therapist
- An advocate for either the student or the college
- A substitute for formal or already-established processes

**Role of the Student Ombudsman:**

- Guide students through established procedures
- Be an information resource
- Help identify options and alternatives
- Listen to complaints, concerns, problems and disputes
- Provide referrals for services both on and off-campus
- Facilitate Communication
- Report trends to college administration
- Recommend changes to college processes and procedures
- Gather facts and conduct informal investigations

**Why Use an Ombudsman?**

- Confidential
- Impartial
- Private
- Informal



## Section 5: Timely Warning Procedures

It is sometimes necessary to notify the campus community about criminal incidents which constitute a serious threat and that have occurred on Pikes Peak Community College properties or in contiguous public properties. As a result, Pikes Peak 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 differ from immediate notifications in that timely warnings are issued as soon as pertinent information is available instead of after confirmation. Timely warnings also include safety tips relevant to the situation. All timely warnings will also include follow-up messages as appropriate.

Timely warnings are issued through the college's Emergency Notification System (ENS) at the discretion of the Director of Public Safety or his/her designee. Notifications may take the form of text messages, emails, scrolling messages, public address system announcements, etc. The Director of Public Safety 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.



## Section 6: Immediate Notifications

### Immediate Notifications

Pikes Peak Community College recognizes the need for its students, faculty, staff and visitors to be made aware of legitimate emergencies and dangerous situations. The Campus Police Department is typically the first department on campus to be made aware of threats to the health and safety of the campus community, as well as being the first responder to critical incidents on campus. Other responding agencies include the El Paso County Sheriff's Office, Colorado Springs Police Department, Stratmoor Hills Fire Department, Colorado Springs Fire Department, Wescott Fire Protection District, Falcon Fire Protection District, and a host of other agencies depending on the specific emergency situation.

The responsibility for confirming and then advising the campus community of any emergency or dangerous situation has been assigned to the Policy Group as well as the Director of Public Safety. The Policy Group is comprised of the President of the College; the Vice President for Administrative Services; the Vice President for Instructional Services; the Vice President for Enrollment Services; the Vice President for Student Success; the Executive Director, Human Resource Services; and the Executive Director, Marketing and Communication. The Director of Public Safety or his/her designee, or any member of the Policy Group will, without delay, confirm the emergency first. Once the emergency situation has been confirmed, they will then take into account the safety of the campus community, determine which segments of the campus community should be notified, determine what information should be released, if any, and initiate the notification procedure if applicable. Notification may not be immediately made if doing so will compromise efforts to assist the victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The Director of Public Safety or his/her designee, or any member of the Policy Group, may also seek guidance from the Behavior Intervention Team or other Pikes Peak Community College personnel, as well as outside agencies like the El Paso County Health Department, in order to confirm the emergency and/or to better ascertain if an emergency notification is warranted to the campus community and/or the community at large.

The Director of Public Safety, or his/her designee, will initiate the immediate notification process by drafting the appropriate message and sending it to the Executive Director of Marketing and Communication, or his/her designee. The Executive Director of Marketing and



Communication, or his/her designee, will immediately transmit the message via the Emergency Notification System.

Immediate notifications will include appropriate follow-up information as the situation warrants.

More information can be found in the Emergency Operations Plan, which is available on the PPCC website at: <http://www.ppcc.edu/services/public-safety/emergency-operations-plan/>

## Notification Systems

PPCC utilizes the Connect-Ed emergency mass notification system to distribute emergency alerts to the College community. Connect-Ed messages are broadcast at the direction of any member of the Policy Group, the Director of Public Safety, or any of their respective representatives. Connect-Ed messages are published and distributed by the Executive Director of Marketing and Communication, or the ITSS Director or his/her representative.

All PPCC staff, faculty, and students are automatically enrolled to receive emergency alerts via their college email accounts, home phone, and work phone as available through the Banner system. The College community is also encouraged to register to receive emergency alerts via text messaging. Enrollment in this program is free and may be done through the College website at <http://www.ppcc.edu/connect/notification/>; however, standard text messaging costs may be incurred by the user.

In addition to the Connect-Ed emergency mass notification system, alternate communication methods as shown below are used to alert campus alert occupants to an emergency situation. The dynamic and fluid nature of emergencies dictates that one or more of these methods may be used.

**Public Address System:** Public address systems are installed at the Centennial, Rampart Range, and Downtown Studio campuses. Emergency notification to get inside a building, lockdown, or evacuate will be made via these systems.

Occupants of the Rampart Range Campus may hear the following pre-recorded announcements:





### **Emergency**

Attention, Attention

There is an emergency situation occurring that requires you to get inside the building and stay inside the building until further information becomes available.

### **Lock Down**

Attention, Attention

There is an emergency situation occurring that requires you to lock yourself inside the nearest room and await further information. If possible, turn out lights, lock windows and avoid detection.

### **Evacuate**

Attention, Attention

There is an emergency situation occurring that requires you to vacate the building and stay outside of the building until information becomes available indicating that you can return. Please leave the building in an orderly fashion. Avoid using the elevators, select a designated meeting place outside, and once there account for your students or coworkers.

**Door-to-Door Notification:** If safe to do so, designated college personnel (such as Public Safety or Facilities and Operations staff) will go to specific rooms and/or wings of the affected campus to alert occupants to an emergency.

**LCD Television Screens:** LCD television screens are strategically placed within all four PPCC campuses to disseminate information to the College community. These units are capable of broadcasting both static and scrolling messages. When necessary and appropriate, the Director of ITSS or his/her representative will update the messages to provide information about emergency situations.

**Child Development Center (CDC) Notification:** Emergency messages will be communicated to the Child Development Center (CDC) at Centennial Campus by a Public Safety employee via telephone or in person.

**Centennial Campus – Additional Notification Methods:** Emergency messages will be communicated to the Police Training Center/Firing Range and the Grounds Shop by a Public Safety employee via telephone or in person.



**Rampart Range Campus – Additional Notification Methods:**

Emergency messages will be communicated to the Rampart Center (T-Building) by a Public Safety employee via telephone or in person.

**Falcon Campus – Additional Notification Methods:** Public Safety personnel, working in conjunction with District 49 personnel, will go door to door throughout the campus to alert occupants to an emergency.



## Section 7: Emergency Evacuation, Shelter-In-Place, and Lockdown Procedures

### Emergency Operations Plan

PPCC maintains an all-hazards Emergency Operations Plan that defines the College's emergency organizational structure and outlines emergency procedures for staff, faculty, and students.

This plan is made available to the College community on the PPCC website at:

<http://www.ppcc.edu/services/public-safety/emergency-operations-plan/>

### Emergency Response Guide

Recognizing the high number of part time employees, adjunct instructors, and turnover among students in our college community, each classroom, office, or work area is equipped with a “flip chart” style Emergency Response Guide (ERG). The ERG lists the most common types of emergencies alphabetically and provides clear, bulleted, step-by-step guidance on what specific actions to take during any particular emergency. The ERG is also available on the PPCC website at: <http://www.ppcc.edu/services/public-safety/emergency-response-guide/>

### Evacuation Procedures

Evacuation procedures are outlined in the PPCC Emergency Operations Plan and Emergency Response Guide.

#### Building Evacuation Procedures:

##### General Building Evacuation Procedures

When the building fire alarm sounds, or when directed by Public Safety to evacuate, **all** occupants will leave the building through the nearest exit. Designated Public Safety or Facilities personnel may remain behind for the purpose of assisting other occupants or emergency responders.

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.



- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close doors as you leave.
- Listen for and follow instructions from Campus Police, Campus Emergency Response Team personnel, and/or emergency responders.
- Do NOT use elevators.
- Provide assistance to individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- Move (and remain) at least 150 feet away from the building, and if possible to the upwind side.
- WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.

#### **Faculty and Staff Responsibilities**

- If possible, keep students together in a group during the evacuation and stay with them.
- Account for all students upon reaching the evacuation point.
- **Immediately** report any missing students to the PPCC Campus Police Department.

#### **Directed Building Evacuation (Non-Fire Emergency)**

Directed Evacuation is used to get occupants out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package or a hazardous material spill, or if usual evacuation routes are blocked.

Directed evacuation procedures are the same as general evacuation procedures.

Instructions for a directed evacuation will be provided via the public address system or other appropriate communication.

**Reverse Evacuation:**

A reverse evacuation moves people into a building from the outside. A reverse evacuation may be ordered in the event of a threat such as severe weather or a hazardous materials spill.

**Campus Evacuation:**

A campus evacuation is used to get students, faculty, and staff off of PPCC campuses due to a serious emergency in the area.

When leaving campus, drive with caution, be courteous, and follow directions from emergency personnel. Do not block access/egress for emergency vehicles.

**Building Evacuation for People with Disabilities**

People with disabilities or mobility impairments should plan for emergencies by developing an evacuation strategy and sharing it with staff, faculty, and fellow students who can assist them with evacuation. People with service animals should practice evacuating so that their service animal becomes familiar with both primary and alternate evacuation routes.

Some individuals with mobility impairments utilize special equipment such as wheelchairs, braces or crutches to move around the campus. Others whose impairments are less visible may have decreased coordination or stamina and may need to move at a slower pace or rest frequently.

During an emergency situation, those persons requiring assistance should be consulted regarding their needs prior to assisting them. The suggestions listed below may vary depending on the emergency situation and the needs of the person requiring assistance.

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible, or use an evacuation chair (stair chair) (see section 9.3.5 below).



- Utilize rescue chairs where available to navigate stairs.
- If unable to assist a person with mobility impairment, notify Campus Police or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.
- Utilize evacuation chairs (stair chairs) where available to navigate stairs.

To assist people with visual impairment:

- Announce the type of emergency.
- Take directions from the individual about how best to guide him/her.
- Tell the person where you are going and what obstacles you encounter.
- When you reach safety, ask if further help is needed.

To alert people with hearing impairment:

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.
- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so.

To assist people with service animals:

- A service animal may become hesitant or confused during an emergency. Discuss how to best assist the person with a disability if this should occur.

### **Emergency Evacuation Chairs ("Stair Chairs")**

Three collapsible emergency evacuation chairs are installed at Centennial Campus to assist with evacuation of people with disabilities. One chair is on the north side of the CAC lab near the stairs to the library; the remaining two are installed at each catwalk tower near B Building. Although emergency evacuation chairs are designed to be guided



by one person, seek assistance from others in the event that individuals will need to take turns as necessary to guide the chair downstairs.

### **Building Evacuation Signage**

Emergency Exits are physically marked by illuminated EXIT signs over each doorway.

Emergency Exits are indicated on floor plan maps located in hallways at each campus.

Appendix C of the EOP provides maps of all campuses that show emergency exit locations.

## **Shelter-in-Place Procedures**

Building occupants may be directed to shelter in place for situations such as severe weather or an outside hazardous material spill. The nature and location of the incident will determine the extent of shelter-in-place actions.

In all instances, be prepared to evacuate the building or relocate to another area within the building. Listen for instructions via the public address systems, and follow the direction of Campus Police/Public Safety personnel.

### **General Shelter-in-Place Procedures**

For severe weather:

- If safe to do so, close blinds and curtains on exterior windows.
- Move away from exterior windows.
- If possible, seek shelter in a lower-level interior room with no windows, restroom, or a Designated Shelter Area.

For incidents involving hazardous materials outside the building:

- Close doors and windows.
- Seal doors and windows with tape if available.



## Lockdown Procedures

A lockdown may be ordered for a human threat such as an active shooter. In a lockdown situation, all exterior doors to a building are secured and occupants are expected to remain inside.

- Stay calm.
- Remain in classrooms or offices. If in a common area, stay away from windows and doors.
- Lock doors and barricade them if possible.
- Do not allow anyone access once the doors are locked, as this may compromise the safety of those inside.
- Do not allow anyone to talk their way inside, as he/she may be the suspect or may be coerced by the suspect outside of your view.
- Wait for further instructions and do not allow anyone to leave until PPCC Campus Police Department personnel give the “all clear” signal or message.

Individuals who may be on the outside of buildings during a lockdown should move away from the affected area (indicated by the presence of emergency personnel and equipment).





## **Section 8: Local Police Department**

### **Interagency Relationships**

The PPCC Campus Police Department has Memorandums of Understanding (MOUs) with the El Paso County Sheriff's Office, the Colorado Springs Police Department, and the Colorado State Patrol to ensure cooperation with each agency when requesting or being requested for assistance. PPCC's police officers work closely with the El Paso County Sheriff's Office and the Colorado State Patrol, and assist them with calls as needed within the areas surrounding the Centennial, Rampart, and Falcon Campuses. These close relationships ensure interagency cooperation and make for more smooth communication when the need arises.

PPCC relies on its CSAs and other law enforcement agencies to report off-campus criminal activity involving PPCC students engaged in college-sponsored activities.



## **Section 9: Access, Maintenance, and Physical Security of Campus 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 through a cooperative effort between Facilities and Operations as well as the Campus Police Department, access to the buildings after hours is routed through the Police Department at 502-2911. During normal operational hours, instructors and employees who need access to classrooms or offices need to contact the Campus Police Department at 502-2900. Access to our satellite campuses must be obtained at those individual locations.

PPCC 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 for repair/maintenance. Red emergency phones, emergency lot phones, and the emergency elevator phones are checked monthly to ensure they function properly. If you observe a safety issue or other problem related to the maintenance of the buildings or grounds, please report it to the Facilities and Operations Department during normal hours of operation at 502-2800. After hours, you can report it to the Campus Police at 502-2911.

Although PPCC is an open campus, there are areas on campus that are not intended to be open to the general public. The Public Safety Training Facility is restricted to the El Paso County Sheriff's Office, Colorado Springs Police Department, Pikes Peak Community College Police Department, and Pikes Peak Regional Law Enforcement Academy during their firearms training, and other police agencies that have coordinated its use through the facility. Other restricted areas include the radio tower, grounds shop, fleet maintenance bay, and South 40 access road. Each of these areas is separate from the main campus buildings and lots. The child daycare facilities at the Rampart Range Campus and the Centennial Campus regulate their own access.



## **Section 10: Education Programs**

The college recognizes that not all areas of crime prevention may be addressed by the programs we offer. Currently, the college does not offer educational programs for alcohol and drug abuse. We offer referrals to other agencies that offer programs which our college does not address. The campus is also open to input on crime prevention programs which our campus community would like to see. Please contact the Police Department if you have ideas or requests for additional programs.

### **Emergency Drills and Exercises**

Pikes Peak Community College implements regular small-scale drills for situations such as fires, active shooters, tornadoes, etc. In 2013, larger exercises were conducted at four PPCC campuses for the dual purposes of evaluating staff, faculty, and student actions during emergency situations; evaluating Campus Police response; and testing emergency notification systems. The scenarios included sheltering in place for a tornado; building evacuation for a bomb threat; bookstore robbery involving a hostage; and building evacuation for a fire focused on people with disabilities. All drills and exercises were documented to include a description of the drill or exercise, the date held, the start and end times, whether the drill or exercise was unannounced or announced, and other pertinent information.

These drills and exercises are a culmination of efforts between the Pikes Peak Community College Campus Police Department and the Emergency Management for Higher Education grant team. The departments work closely in order to plan, implement, document and assess every drill and exercise. Each test of the emergency response and evacuation system serves as a learning experience, so that Pikes Peak Community College can fine tune the existing system as well as make adjustments for future needs. These drills and exercises also serve as training opportunities for the College community as a whole so that students, faculty and staff can become more aware of the best course of action during emergency situations. 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 covered during drills and exercises.



## Crime Prevention and Awareness Programs

Pikes Peak Community College does not have residents on campus. Therefore, our crime prevention programs are usually designed around the safety and security of the campus community while they are in class, in their office, in student commons areas, or in the parking lots. Below you will find a listing of the programs that our department offers.

In addition to the programs described in Section 2 of this report, the PPCC Department of Public Safety offers the following programs and services.

### Ongoing Programs

**Child Identification Program:** Our Department offers a child photograph, and DNA Kit for all campus community members' children upon request. We also conduct the Child Identification Program at the Fall Family Festival hosted by the Child Development Center (CDC).

**Crime Prevention Tips:** The Police Department has Crime Prevention Tips on its website.

**Safety Escorts:** Police Officers at every campus provide escorts to and from the parking lots as requested (as long as they are available). We do encourage students, staff, and faculty members to walk with friends or co-workers if a police officer is unavailable.

**Surveillance System:** Each campus has been outfitted with surveillance camera systems to assist in identification of suspects and obtaining footage of criminal acts.

### Programs Provided on As Requested/Needed Basis

**Campus Emergency Response Teams** – The College offers CERT training in basic disaster response skills to its employees as requested. The College trained Facilities/Operations personnel in basic disaster response skills.

**CPTED** – Crime Prevention Through Environmental Design training along with enhanced threat and risk assessment at various campuses is conducted as needed in conjunction with other local agencies.



**Refuse to Be a Victim** – Employees have been trained in presenting the Refuse to Be a Victim Training, which trains students, staff, and faculty to prevent criminal confrontation and increase awareness.

**Security Lighting Assessment** – An assessment of the lighting at each campus is conducted to ensure optimal security for our campus population.

**Security Surveys** – Departments throughout the college request security surveys by the Police Department to evaluate facilities and make recommendations for security enhancements.

**Surviving Active Shooter Training** – Training programs for surviving active shooters are presented at each campus.



## **Section 11: Alcohol and Drug Policies**

### **General**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), students, staff, or faculty shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs of any kind or any amount on college property or as part of any college activity. This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that individual to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to use medical marijuana on campus. These prohibitions cover any individual's actions which are part of any college activities, including those occurring while on college property or in the conduct of college business away from the campus.

Any student, staff, or faculty member who is convicted of the unlawful manufacture, distribution, 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 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and the severity of the individual offense.

The college will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). 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, termination of employment, and referral to authorities for prosecution, as appropriate.

Compliance with drug and alcohol policies is a condition of employment for all PPCC employees. Employees may be subject to corrective and/or disciplinary action as per State Personnel Rules and Regulations, up to and including termination. The Executive Director of Human Resource Services sends a campus-wide E-memo each year to inform staff of the college's policy on alcohol and other drugs.

### **Laws and Statutes**

Federal and state laws govern the use and possession of controlled substances.



Excerpts from Colorado Revised Statute (CRS) 18-18-405:

Except as specifically authorized under Colorado law, it is unlawful for any person knowingly to manufacture, dispense, sell, or distribute, or to possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or induce, attempt to induce, or conspire with one or more other persons, to manufacture, dispense, sell, distribute, or possess with intent to manufacture, dispense, sell, or distribute, a controlled substance; or possess one or more chemicals or supplies or equipment with intent to manufacture a controlled substance.

Except as is otherwise provided for offenses concerning marijuana and marijuana concentrate in and for offenses involving minors, any person who violates the foregoing prohibition commits a Felony Offense.

All drug possession charges and penalties are classified by Schedule, except for Marijuana possession.

**Substance/Drug Charge Potential Sentence for Possession:**

- Schedule I or II, 1st offense Class 3 Felony 4-12 years in prison and fines of \$3,000-\$750,000
- Schedule III, 1st offense Class 4 felony 2-6 years in prison and fines of \$2,000-\$500,000
- Schedule IV, 1st offense Class 5 felony 1-3 years in prison and fines of \$1,000- \$100,000
- Schedule V, 1st offense Class 1 misdemeanor 6-18 months in jail and fines of \$500-\$5,000

**Alcohol**

Pikes Peak Community College does not allow the sale of alcohol on any of its campuses. However, the Substance Abuse Procedure for Employees permits the use of alcohol on campus when approved by the President prior to a function. In that event, if alcohol is served, non-alcoholic beverages must also be made available.



Additionally, all students and faculty traveling as a part of a college course or student group sign waivers that state, in part:

**Student:** “I further understand that I am expected to adhere to the Standards of Conduct and to all policies and procedures of Pikes Peak Community College. Actions such as, but not limited to, sexual harassment, sexual misconduct, dishonesty, forgery, disorderly conduct, indecent or obscene conduct, gambling, infringement upon the rights of others, possession, distribution or consumption of alcohol or illegal drugs and unauthorized use of prescription drugs are prohibited by the Standards of Conduct.”

**Faculty/Advisor:** “I also recognize that this is a college sponsored program/activity and I agree to abide by all college policies, as well as State and Federal laws on the course/program/activity. This includes omitting the use of alcohol and illicit drugs, and not bringing or using any weapons.”

Copies of the complete Student/Participant Waiver Form and the Faculty/Advisor Waiver of Rights, Assumption of Risks, and Release of Liability Agreement are included in Appendix C.

## Other Drugs

The sale, manufacture, distribution, use, and/or possession of illegal drugs are prohibited.

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

This prohibition applies even if the Colorado Department of Public Health and Environment (CDPHE) has issued a Medical Marijuana Registry identification card to an individual, permitting that individual to possess a limited amount of marijuana for medicinal purposes. Those with medical marijuana cards are not permitted to use medical marijuana on campus.





## **Drug and Alcohol Policy Distributed to Students, Staff, and Faculty**

PPCC's policies on use, possession, and abuse of alcohol or other drugs are distributed as required under the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) to all students, staff, and faculty at new student orientations, new hire orientations, and via email. These policies are also made available to the College community on the PPCC website.

### **Student Right-to-Know – Drug and Alcohol Abuse Prevention**

Available at: <http://www.ppcc.edu/app/catalog/current/drugs-and-alcohol.htm>

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as part of any college activity.

Any student who is convicted of the unlawful manufacture, distribution, 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 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

The College will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). 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 and referral to authorities for prosecution, as appropriate.

### **Student Code of Conduct, Section 9**

Available at: <http://www.ppcc.edu/app/catalog/current/student-code-of-conduct.htm> and <http://www.ppcc.edu/student-conduct>. A link to this policy is also available via the student web portal.

#### **9. Narcotics/Alcohol**

Use, being under the influence, manufacturing, possession, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) while on



college-owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

### **PPCC Public Safety Web Page – Drugs and Alcohol**

Available at: <http://www.ppcc.edu/services/public-safety/>

#### **The Law**

Pikes Peak 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 Services and the Student Life Office for your reference. The college has adopted the following Drug and Alcohol Abuse Prevention Program:

#### **Standard of Conduct**

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or as a part of any college activity.

#### **Legal Sanctions**

There are legal sanctions for violations of the Standard of Conduct. Any student or employee who is convicted of the unlawful manufacture, distribution, 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 up 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 and employees who violate the above Standards of Conduct. Violators will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the college or probation, suspension or termination of employment; and criminal charges brought by this department.

## **Health Risks**

A myriad of health risks are associated with drug and alcohol abuse. Risks include but are not limited to: 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, ability to work and study are also at risk. Further information on health risks is available in the Human Resource Services Office and the Student Life Office via brochures, videos, and educational programs presented throughout the year.

## **Illegal Substances**

A listing of controlled substances is on file for your reference in both the Human Resource Services Office and the Student Life Office.

## **Referral Resources**

Referral for counseling, treatment, rehabilitation, and re-entry programs is available through the college and throughout the community:

- Human Resource Services Office - Room C-204, (719) 502-2600
- El Paso County Health Dept., Drug & Alcohol treatment Clinic - (719) 578-3150
- Pikes Peak Mental Health Center-Chemical Dependency (24 hr) - (719) 635-7000
- Alcoholics Anonymous (24 hr.) - (719) 573-5020
- Narcotics Anonymous - (719) 637-1580 or <http://www.nacolorado.org/>
- Cocaine Anonymous Hotline - (719) 448-0110
- National council on Alcohol and Drug Dependency - (800) 622-2255



- [The Partnership for a Drug Free America Website](#)

Or consult the yellow pages of the local telephone book for a listing of all private and community based programs. Check listings under “Alcoholism Treatment” and “Drug Abuse Information and Treatment.”

### **PPCC Computer Lab Rules**

<http://www.ppcc.edu/services/computer-services/computer-lab/rules/>

“Individuals suspected of being intoxicated (Drugs or Alcohol) will be reported to Public Safety.”

### **Early Childhood Education Student Handbook**

<http://www.ppcc.edu/departments/early-childhood-education/ece-handbook>

Professional Conduct and Expectations at the Practicum Site:

(Item) 12. (The ECE student will) “Not use drugs/alcohol, smoke or use tobacco products at the practicum site.”

### **CCCS Policies and Procedures**

Colorado Community College System (CCCS) policies and procedures are available to students, staff, and faculty online at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>.

Board Policies (BP) for employees and students that address AOD or sanctions resulting from AOD violations include:

- BP-24 Drug Free Workplace
- BP-30 Student Discipline

System President’s Procedures (SP) for employees and students that address AOD or sanctions resulting from AOD violations include:

- SP-24 Implementation of a Drug-Free Workplace
- SP 4-30 Student Disciplinary Procedure



## Section 12: Crime Statistics

### How Crime Statistics Are Obtained

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 Campus Police Department, we also solicit the El Paso County Sheriff's Office and the Colorado Springs Police Department 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 in Appendix A of this report), as well as any crimes on PPCC campuses that they responded to but did not previously report to the Campus Police Department.

In addition to soliciting information from our neighboring law enforcement agencies, each year the Campus Police Department requests, in writing, that the designated Campus Security Authorities (CSAs) report any crimes reported to them. A CSA is defined by the Clery Act as: *"An official of an institution who has significant responsibility for student and campuses activities, including, but not limited to, student housing, student discipline and campus judicial proceedings."* Each CSA submits to the Administrative Sergeant of the Campus Police Department a Crime Statistics Report Form for each crime about which they have been notified and have not previously reported to the Campus Police Department. The Administrative Sergeant, who then prepares the Annual Security Report (ASR), compiles this data.

Each year, a notification of availability email 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 Resource Services posts the notification of availability on its bulletin board. In addition, the notification of availability is attached to job announcements. The notification of availability is also posted on the Human Resource Services Website Employment Page for those potential employees who wish to apply online.



## Reports of Criminal Offenses – Centennial Campus

Offense (Includes attempts)	2011		2012	
	On Campus	Public Property	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Forcible Sex Offenses</b>				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	2	0	0	0
<b>Non-Forcible Sex Offenses</b>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	3	0	5	0
Motor Vehicle Theft	0	0	0	0
Arson	1	0	0	0
<b>Arrests Made</b>				
Liquor Law Violations	3	1	1	0
Drug Law Violations	2	0	3	1
Weapon Law Violations	0	0	3	0
<b>Referrals for Student Disciplinary</b>	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Law Violations	1	0	0	0
Weapon Law Violations	0	0	0	0

Includes crimes reported by other law enforcement agencies.

Pikes Peak Community College has students residing in the dormitories at University of Colorado at Colorado Springs.

Crime statistics were not collected for 2011 and 2012 for the dormitories that Pikes Peak Community College Students resided in.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.



"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.

The El Paso County Sheriff's Office did not respond to our request for crime statistics in 2012.

Offense (Includes attempts)	2013		
	On Campus	Public Property	Residence
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Forcible Sex Offenses</b>			
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
<b>Non-Forcible Sex Offenses</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	5	0	0
Motor Vehicle Theft	1	0	0
Dating Violence	0	0	0
Domestic Violence	2	0	0
Stalking	4	0	0
Arson	0	0	0
Larceny	5	0	0
Failure to Appear Warrant Arrests	2	1	0
<b>Arrests Made</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	2	0	0
Weapon Law Violations	0	0	0
<b>Referrals for Student Disciplinary</b>			
Liquor Law Violations	2	0	0
Drug Law Violations	2	0	0
Weapon Law Violations	0	0	0

Includes crimes reported by other law enforcement agencies.



Pikes Peak Community College has students residing in the dormitories at University of Colorado at Colorado Springs.

Crime statistics were not collected for 2011 and 2012 for the dormitories that Pikes Peak Community College Students resided in.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.





## Reports of Criminal Offenses – Rampart Range Campus

Offense (Includes attempts)	2011		2012	
	On Campus	Public Property	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Forcible Sex Offenses</b>				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
<b>Non-Forcible Sex Offenses</b>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Arrests Made</b>				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapon Law Violations	1	0	0	0
<b>Referrals for Student Disciplinary</b>				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapon Law Violations	0	0	0	0

Includes crimes reported by other law enforcement agencies.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



Offense (Includes attempts)	2013	
	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
<b>Forcible Sex Offenses</b>		
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault with an Object	0	0
Forcible Fondling	0	0
<b>Non-Forcible Sex Offenses</b>		
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	1	0
Motor Vehicle Theft	0	0
Dating Violence	0	0
Domestic Violence	0	0
Stalking	3	0
Arson	0	0
Larceny	0	0
Failure to Appear Warrant Arrests	1	0
<b>Arrests Made</b>		
Liquor Law Violations	0	0
Drug Law Violations	0	0
Weapon Law Violations	0	0
<b>Referrals for Student Disciplinary</b>		
Liquor Law Violations	0	0
Drug Law Violations	0	0
Weapon Law Violations	0	0

Includes crimes reported by other law enforcement agencies.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.



Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



## Reports of Criminal Offenses – Downtown Studio Campus

Offense (Includes attempts)	2011		2012	
	On Campus	Public Property	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Forcible Sex Offenses</b>				
Forcible Rape	0	0	0	1
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
<b>Non-Forcible Sex Offenses</b>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	1
Aggravated Assault	1	0	0	0
Burglary	2	0	2	0
Motor Vehicle Theft	1	0	0	1
Arson	0	0	0	0
<b>Arrests Made</b>				
Liquor Law Violations	0	0	0	1
Drug Law Violations	0	0	2	1
Weapon Law Violations	0	0	1	0
<b>Referrals for Student Disciplinary</b>				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapon Law Violations	0	0	0	0

Includes crimes reported by other law enforcement agencies.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



Offense (Includes attempts)	2013		
	On Campus	Public Property	Non-Campus
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Forcible Sex Offenses</b>			
Forcible Rape	0	0	0
Forcible Sodomy	0	0	0
Sexual Assault with an Object	0	0	0
Forcible Fondling	0	0	0
<b>Non-Forcible Sex Offenses</b>			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arson	0	0	0
Larceny	7	0	0
Failure to Appear Warrant Arrests	5	0	0
<b>Arrests Made</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapon Law Violations	0	0	0
<b>Referrals for Student Disciplinary</b>			
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapon Law Violations	1	0	0

Includes crimes reported by other law enforcement agencies.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.



"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



## Reports of Criminal Offenses – Falcon Campus

Offense (Includes attempts)	2011		2012	
	On Campus	Public Property	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Forcible Sex Offenses</b>				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	1	0	0
<b>Non-Forcible Sex Offenses</b>				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
<b>Arrests Made</b>				
Liquor Law Violations	0	2	1	0
Drug Law Violations	0	6	1	0
Weapon Law Violations	0	0	0	0
<b>Referrals for Student Disciplinary</b>				
Liquor Law Violations	0	0	0	0
Drug Law Violations	0	0	0	0
Weapon Law Violations	0	0	0	0

The Falcon Campus is a leased property from School District 49.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.

"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



The El Paso County Sheriff's Office did not respond to our request for crime statistics in 2012.

Offense (Includes attempts)	2013	
	On Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
<b>Forcible Sex Offenses</b>		
Forcible Rape	0	0
Forcible Sodomy	0	0
Sexual Assault with an Object	0	0
Forcible Fondling	1	0
<b>Non-Forcible Sex Offenses</b>		
Incest	0	0
Statutory Rape	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Dating Violence	0	0
Domestic Violence	0	0
Stalking	0	0
Arson	0	0
Larceny	0	0
Failure to Appear Warrant Arrests	0	0
<b>Arrests Made</b>		
Liquor Law Violations	0	0
Drug Law Violations	0	3
Weapon Law Violations	0	0
<b>Referrals for Student Disciplinary</b>		
Liquor Law Violations	0	0
Drug Law Violations	0	0
Weapon Law Violations	0	0

Includes crimes reported by other law enforcement agencies.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

"Public Property" refers to all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.





"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



## Reports of Criminal Offenses – Fort Carson Campus

	<b>2013</b>
<b>Offense (Includes attempts)</b>	On Campus
Murder and Non-Negligent Manslaughter	0
Negligent Manslaughter	0
<b>Forcible Sex Offenses</b>	
Forcible Rape	0
Forcible Sodomy	0
Sexual Assault with an Object	0
Forcible Fondling	0
<b>Non-Forcible Sex Offenses</b>	
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Dating Violence	0
Domestic Violence	0
Stalking	0
Arson	0
Larceny	0
Failure to Appear Warrant Arrests	0
<b>Arrests Made</b>	
Liquor Law Violations	0
Drug Law Violations	0
Weapon Law Violations	0
<b>Referrals for Student Disciplinary</b>	
Liquor Law Violations	0
Drug Law Violations	0
Weapon Law Violations	0

Includes crimes reported by other law enforcement agencies.

Crime statistics were not collected for 2011 and 2012.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

There is no "Public Property" at this campus as it is on a military installation.



"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



## Reports of Criminal Offenses – Peterson Air Force Base Campus

	<b>2013</b>
<b>Offense (Includes attempts)</b>	On Campus
Murder and Non-Negligent Manslaughter	0
Negligent Manslaughter	0
<b>Forcible Sex Offenses</b>	
Forcible Rape	0
Forcible Sodomy	0
Sexual Assault with an Object	0
Forcible Fondling	0
<b>Non-Forcible Sex Offenses</b>	
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor Vehicle Theft	0
Dating Violence	0
Domestic Violence	0
Stalking	0
Arson	0
Larceny	0
Failure to Appear Warrant Arrests	0
<b>Arrests Made</b>	
Liquor Law Violations	0
Drug Law Violations	0
Weapon Law Violations	0
<b>Referrals for Student Disciplinary</b>	
Liquor Law Violations	0
Drug Law Violations	0
Weapon Law Violations	0

Includes crimes reported by other law enforcement agencies.

Crime statistics were not collected for 2011 and 2012.

There are no Hate Crime Reports based on any prejudice (race, gender, religion, sexual orientation, ethnicity or disability).

There is no “Public Property” at this campus as it is on a military installation.



"On Campus" refers to any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes and that is frequently used by students and support personnel.

Data on Referrals for Student Disciplinary Action are obtained through a coordinated effort with the Campus Police Department and the Dean of Student's Office.



## **Section 13: Sexual Assault, Harassment, and Misconduct Policies**

### **Reporting a Sexual Assault**

Any student, employee or visitor who is the victim of a sex offense, forcible or non-forcible, is encouraged to report the assault to college authorities or the Pikes Peak Community College Campus Police Department. If a victim chooses, he/she may be assisted by college authorities in reporting the assault to the proper law enforcement authorities. After making the report, the victim is not obligated to continue with legal or college disciplinary action. The assault may be reported to:

1. The Pikes Peak Community College Campus Police Department in person at Centennial Campus A-100, Rampart Range Campus N-106, Downtown Studio Campus S-101, Room 106 at the Falcon Campus or by calling (719) 502-2900 or (719) 502-2911.
2. The Pikes Peak Community College Student Crisis Counseling Center in person at the Centennial Campus C-201 or Rampart Range Campus N-107, or by calling (719) 502-4782.
3. The Pikes Peak Community College Dean of Students by calling (719) 502-3198.
4. The El Paso County Sheriff's Office by calling (719) 390-5555.
5. The Colorado Springs Police Department by calling (719) 444-7000.

### **Coping with Sexual Assault**

Remember, assaults – sexual or otherwise – are crimes; they are not the victims' fault. Victims of sexual assault may find it helpful to discuss their experience with a counselor. Crisis Counselors are available on and off campus to meet with victims in an informal and private setting. Counselors can assist by 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. Please refer to the Victim's Assistance Section and Appendix B for further information and available resources.



## Victim's Rights

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

- Request a female or male officer to take the report.
- Have his/her identity protected, consistent with legal requirements.
- Be treated professionally and with sensitivity, regardless of race, ethnicity, religion, gender, or sexual orientation of the victim or the perpetrator.
- Assistance with medical treatment, counseling, and other resources if desired, including transportation to a hospital.
- Have one primary investigator assigned to the case and have his/her case investigated fully, if he/she chooses to report the assault to the Campus Police.
- Be informed of the outcome of a police investigation.
- Request an alternative academic or employment situation if such an alternative is available, feasible, and appropriate to the facts of the sexual assault reported.
- Have all questions answered fully.

## How to Reduce the Risk of a Sexual Assault

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.
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.

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



## Sexual Harassment and Misconduct

Pikes Peak Community College is firmly committed to maintaining a work and learning environment where students, faculty, and staff are treated with dignity and respect. Sexual harassment, sexual misconduct and acts of discrimination are illegal, often demeaning for the individual student or employee, and can disrupt the College's positive learning and working environment. As such, all members of the College community have a responsibility to be aware of what behaviors constitute sexual harassment, sexual misconduct or discrimination, and to be responsible for their own actions, and to help create an environment free of sexual harassment.

PPCC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following criteria are met:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of academic status in a course, program, or activity.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic educational decisions affecting such individual.
- Such conduct is sufficiently severe, persistent, or pervasive so as to have the purpose or effect of unreasonably interfering with an individual's work and/or academic educational performance or creating an intimidating, hostile, or offensive work and/or learning environment.

Sexual Misconduct offenses include, but are not limited to:

- Sexual harassment
- Non-consensual sexual contact (or attempts to commit same)
- Non-consensual sexual intercourse (or attempts to commit same)
- Sexual exploitation

If you believe that you have been sexually harassed, the subject of sexual misconduct, the subject of discrimination or that you have been retaliated against by anyone in your work and/or academic activities at Pikes Peak Community College, you should report this conduct immediately so that an inquiry into your complaint may commence without delay. You may report this conduct to an officer of the college, instructional dean, division/department





director, a Campus Police Officer, or a Human Resource Services Representative. Substantiated complaints may result in disciplinary action up to and including employment termination and/or expulsion from the College.

All college employees who receive a report of any incident involving sexual harassment, sexual misconduct, or discrimination have an obligation, per State Board policy, to contact Carlton Brooks, Executive Director of Human Resource Services, at 719-502-2600 or Kim Hennessy, Assistant Director of Human Resource Services, at 719-502-2600, within 24 hours of becoming aware of a report or incident.

Retaliation against any person for filing a complaint, participating in, or cooperating in an investigation is prohibited.

The College has designated the Executive Director of Human Resource Services as its Equal Opportunity Education/Employment Compliance Officer. Inquiries and/or complaints may be referred to the Human Resource Services office by e-mail, [hrs@ppcc.edu](mailto:hrs@ppcc.edu), or by calling (719) 502-2600. The EEO Compliance Officer or designee will investigate all credible allegations of sexual harassment in a timely manner and in accordance with its official complaint investigation procedure.

Complaints may also be referred to the Colorado Community College System Office, 9101 East Lowry Blvd., Denver, CO 80230, (303) 620-4000; or the Colorado Civil Rights Division, Colorado Springs, CO, (719) 633-7518; or the U.S. Equal Employment Opportunity Commission, Denver, CO, 1-800-669-4000 (Voice) or 1-800-669-6820 (TTY); or U.S. Department of Education, Denver, CO, 303-844-5695.



## Appendix A: Crime Definitions

### 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.



## **Sex Offense Definitions from 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, 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 temporary or permanent mental or physical incapacity (or because of his/her youth).

B. *Forcible Sodomy*-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. *Sexual Assault With An Object*-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. *Forcible Fondling*-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

### *Sex Offenses-Non-forcible*

Unlawful, non-forcible sexual intercourse.

A. *Incest*-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. *Statutory Rape*-Non-forcible sexual intercourse with a person who is under the statutory age of consent.



## **Arrests Made Involving:**

### *Weapon Law Violations*

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

### *Drug Abuse Violations*

Violations 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.)

## **Hate Crime As Defined by the Clery Act:**

The Hate Crimes Statistics listed above consist of any of the crimes of *Criminal Homicide-Murder and Non-negligent Manslaughter, Criminal Homicide-Manslaughter by Negligence, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Sex Offenses-Forcible, Sex Offenses-Non-forcible, Larceny-theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property and any crime resulting in bodily injury* in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.



## Appendix B: Legal Statutes

### Duty to Report a Crime

#### **18-8-115. Duty to report a crime - liability for disclosure.**

It is the duty of every corporation or person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities. Notwithstanding any other provision of the law to the contrary, a corporation or person may disclose information concerning a suspected crime to other persons or corporations for the purpose of giving notice of the possibility that other such criminal conduct may be attempted which may affect the persons or corporations notified. When acting in good faith, such corporation or person shall be immune from any civil liability for such reporting or disclosure. This duty shall exist notwithstanding any other provision of the law to the contrary; except that this section shall not require disclosure of any communication privileged by law.

### Concealed Carry Permits

#### **18-12-214. Authority granted by permit - carrying restrictions.**

(1) (a) A permit to carry a concealed handgun authorizes the permittee to carry a concealed handgun in all areas of the state, except as specifically limited in this section. A permit does not authorize the permittee to use a handgun in a manner that would violate a provision of state law. A local government does not have authority to adopt or enforce an ordinance or resolution that would conflict with any provision of this part 2.

(b) A peace officer may temporarily disarm a permittee, incident to a lawful stop of the permittee. The peace officer shall return the handgun to the permittee prior to discharging the permittee from the scene.

(2) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun into a place where the carrying of firearms is prohibited by federal law.

(3) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school; except that:



(a) A permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked;

(b) A permittee who is employed or retained by contract by a school district as a school security officer may carry a concealed handgun onto the real property, or into any improvement erected thereon, of a public elementary, middle, junior high, or high school while the permittee is on duty;

(c) A permittee may carry a concealed handgun on undeveloped real property owned by a school district that is used for hunting or other shooting sports.

(4) A permit issued pursuant to this part 2 does not authorize a person to carry a concealed handgun into a public building at which:

(a) Security personnel and electronic weapons screening devices are permanently in place at each entrance to the building;

(b) Security personnel electronically screen each person who enters the building to determine whether the person is carrying a weapon of any kind; and

(c) Security personnel require each person who is carrying a weapon of any kind to leave the weapon in possession of security personnel while the person is in the building.

E. Nothing in this part 2 shall be construed to limit, restrict, or prohibit in any manner the existing rights of a private property owner, private tenant, private employer, or private business entity.

F. The provisions of this section apply to temporary emergency permits issued pursuant to section 18-12-209.

## **Underage Drinking**

**18-13-122. Illegal possession or consumption of ethyl alcohol by an underage person - adolescent substance abuse prevention and treatment fund - legislative declaration.**



(1) As used in this section, unless the context otherwise requires:

A. "Establishment" means a business, firm, enterprise, service or fraternal organization, club, institution, entity, group, or residence, and any real property, including buildings and improvements, connected therewith, and shall also include any members, employees, and occupants associated therewith.

B. "Ethyl alcohol" means any substance which is or contains ethyl alcohol.

C. "Possession of ethyl alcohol" means that a person has or holds any amount of ethyl alcohol anywhere on his person, or that a person owns or has custody of ethyl alcohol, or has ethyl alcohol within his immediate presence and control.

D. "Private property" means any dwelling and its curtilage which is being used by a natural person or natural persons for habitation and which is not open to the public and privately owned real property which is not open to the public. "Private property" shall not include:

(I) Any establishment which has or is required to have a license pursuant to article 46, 47, or 48 of title 12, C.R.S.; or

(II) Any establishment which sells ethyl alcohol or upon which ethyl alcohol is sold; or

(III) Any establishment which leases, rents, or provides accommodations to members of the public generally.

(2) (a) Any person under twenty-one years of age who possesses or consumes ethyl alcohol anywhere in the state of Colorado commits illegal possession or consumption of ethyl alcohol by an underage person.

Illegal possession or consumption of ethyl alcohol by an underage person is a strict liability offense.

(b) (I) Upon conviction of a first offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than two hundred fifty dollars. The court, upon sentencing a defendant pursuant to this paragraph (b), may, in addition to any fine, order that the defendant perform up to twenty-four hours of useful



public service, subject to the conditions and restrictions of section 18-1.3-507, and may further order that the defendant submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program at such defendant's own expense.

(II) Upon conviction of a second offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than five hundred dollars, and the court shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense. The court may further order the defendant to perform up to twenty-four hours of useful public service, subject to the conditions and restrictions specified in section 18-1.3-507.

(III) Upon conviction of a third or subsequent offense, illegal possession or consumption of ethyl alcohol by an underage person shall be a class 2 misdemeanor, and the court, in addition to sentencing the defendant pursuant to the provisions of section 18-1.3-501, shall order the defendant to submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program, at the defendant's own expense.

(IV) A person convicted of a violation of this section is subject to an additional penalty surcharge of twenty-five dollars that shall be administered to the adolescent substance abuse prevention and treatment fund.

(3) It shall be an affirmative defense to the offense described in subsection (2) of this section that the ethyl alcohol was possessed or consumed by a person under twenty-one years of age under the following circumstances:

A. While such person was legally upon private property with the knowledge and consent of the owner or legal possessor of such private property and the ethyl alcohol was possessed or consumed with the consent of his parent or legal guardian who was present during such possession or consumption; or

B. When the existence of ethyl alcohol in a person's body was due solely to the ingestion of a confectionery which contained ethyl alcohol within the limits prescribed by section 25-5-410 (1) (i) (II), C.R.S.; or the ingestion of any substance which was manufactured, designed, or intended primarily for a purpose other than oral human ingestion; or the ingestion of any substance which was manufactured, designed, or intended solely for medicinal or hygienic





purposes; or solely from the ingestion of a beverage which contained less than one-half of one percent of ethyl alcohol by weight.

C. The person is a student who:

(I) Tastes but does not imbibe an alcohol beverage only while under the direct supervision of an instructor who is at least twenty-one years of age and employed by a post-secondary school;

(II) Is enrolled in a university or a post-secondary school accredited or certified by an agency recognized by the United States department of education, a nationally recognized accrediting agency or association, or the "Private Occupational Education Act of 1981", article 59 of title 12, C.R.S.;

(III) Is participating in a culinary arts, food service, or restaurant management degree program; and

(IV) Tastes but does not imbibe the alcohol beverage for instructional purposes as a part of a required course in which the alcohol beverage, except the portion the student tastes, remains under the control of the instructor.

(4) The possession or consumption of ethyl alcohol shall not constitute a violation of this section if such possession or consumption takes place for religious purposes protected by the first amendment to the United States constitution.

(4.5) An underage person and one or two other persons shall be immune from criminal prosecution under this section if they establish the following:

6. One of the underage persons called 911 and reported that another underage person was in need of medical assistance due to alcohol consumption;

7. The underage person who called 911 and, if applicable, one or two other persons acting in concert with the underage person who called 911 provided each of their names to the 911 operator;

8. The underage person was the first person to make the 911 report; and



9. The underage person and, if applicable, one or two other persons acting in concert with the underage person who made the 911 call remained on the scene with the underage person in need of medical assistance until assistance arrived and cooperated with medical assistance and law enforcement personnel on the scene.

(5) Prima facie evidence of a violation of subsection (2) of this section shall consist of:

3. Evidence that the defendant was under the age of twenty-one years and possessed or consumed ethyl alcohol anywhere in this state; or

4. Evidence that the defendant was under the age of twenty-one years and manifested any of the characteristics commonly associated with ethyl alcohol intoxication or impairment while present anywhere in this state.



## Appendix C: Possession of Firearms/Weapons on Campus

Board Policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:

- Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment as an integral part of the instructional program;
- Certified peace officers;
- Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
- Those persons granted permission at the discretion of the college president for specific purposes from time to time.

Concealed Handgun Permit holders exercising their rights pursuant to Item #3 above are responsible for preventing the casual or inadvertent display of their handgun.

It shall not be an offense if the weapon remains inside a locked motor vehicle upon the real estate owned by the State Board for Community Colleges and Occupational Education.

In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school. This provision applies to The Classical Academy (TCA) facility, which is located on PPCC's Rampart Range Campus and owned by School District 20 and to the Falcon Campus, which is owned by School District 49.

In accordance with Colorado Statute CRS 18-12-214(3)(a), a concealed weapon permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.



## Appendix D: Additional Resources

### PPCC Department of Public Safety Internet Links

- Pikes Peak Community College: <http://www.ppcc.edu/>
- PPCC Department of Public Safety: <http://www.ppcc.edu/about-ppcc/public-safety/>
- Campus Police Blotter: <http://www.ppcc.edu/blotter/>
- PPCC Emergency Operations Plan: <https://www.ppcc.edu/services/public-safety/emergency-operations-plan/>
- PPCC Emergency Response Guide: <https://www.ppcc.edu/services/public-safety/emergency-response-guide/>
- PPCC Emergency Notification System: <http://www.ppcc.edu/connect/notification/>
- Crime Prevention Tips: <http://www.ppcc.edu/services/public-safety/safety-tips/>
- Safety and Emergency Procedures Videos: <http://ppcc.edu/services/public-safety/videos/>

### Mental Health and Substance Abuse Resources

- Alateen and Alanon: 719-632-0063 (hours 11 am to 2 pm, Monday through Friday)
- Alcoholics Anonymous: 719-573-5020
- Child Abuse (Child Protective Services): 719-444-5700 (Automated, press 1 to continue)
- CO Anti-Violence Program (LGBT): 1-888-557-4441 (May have to leave a message)
- Cocaine Anonymous Hotline: 719-448-0110
- Connectcare.org: 1-888-845-2881 Crime Stoppers: 634-STOP
- Domestic Violence and Sexual Assault (24 hours/day): 719-633-3819
- Eating Disorders: 719-578-9730
- El Paso County Health Department: 719-578-3199
- Heartbeat (Suicide Bereavement): 719-596-2575 (May have to leave a message)
- HIV/AIDS Hotline: 1-800-CDC-INFO (1-800-232-4636)
- Narcotics Anonymous: 719-637-1580 or <http://www.nacolorado.org>
- National Organization for Victim Assistance: 1-800-879-6682 or <http://www.trynova.org/>
- National Sexual Assault Hotline: 1-800-656-HOPE or <http://www.rainn.org>
- National Suicide Prevention Lifeline: 1-800-273-8255 or <http://www.suicidepreventionlifeline.org>







- Pikes Peak Hospice: 719-633-3400
- Pikes Peak Mental Health Center Crisis Line (24 hours/day): 719-635-7000
- Safe2Tell: 1-877-542-SAFE or <http://safe2tell.org/>
- Shelter for Homeless Teens: 719-630-3223
- Suicide Prevention Hotline: 719-596-5433



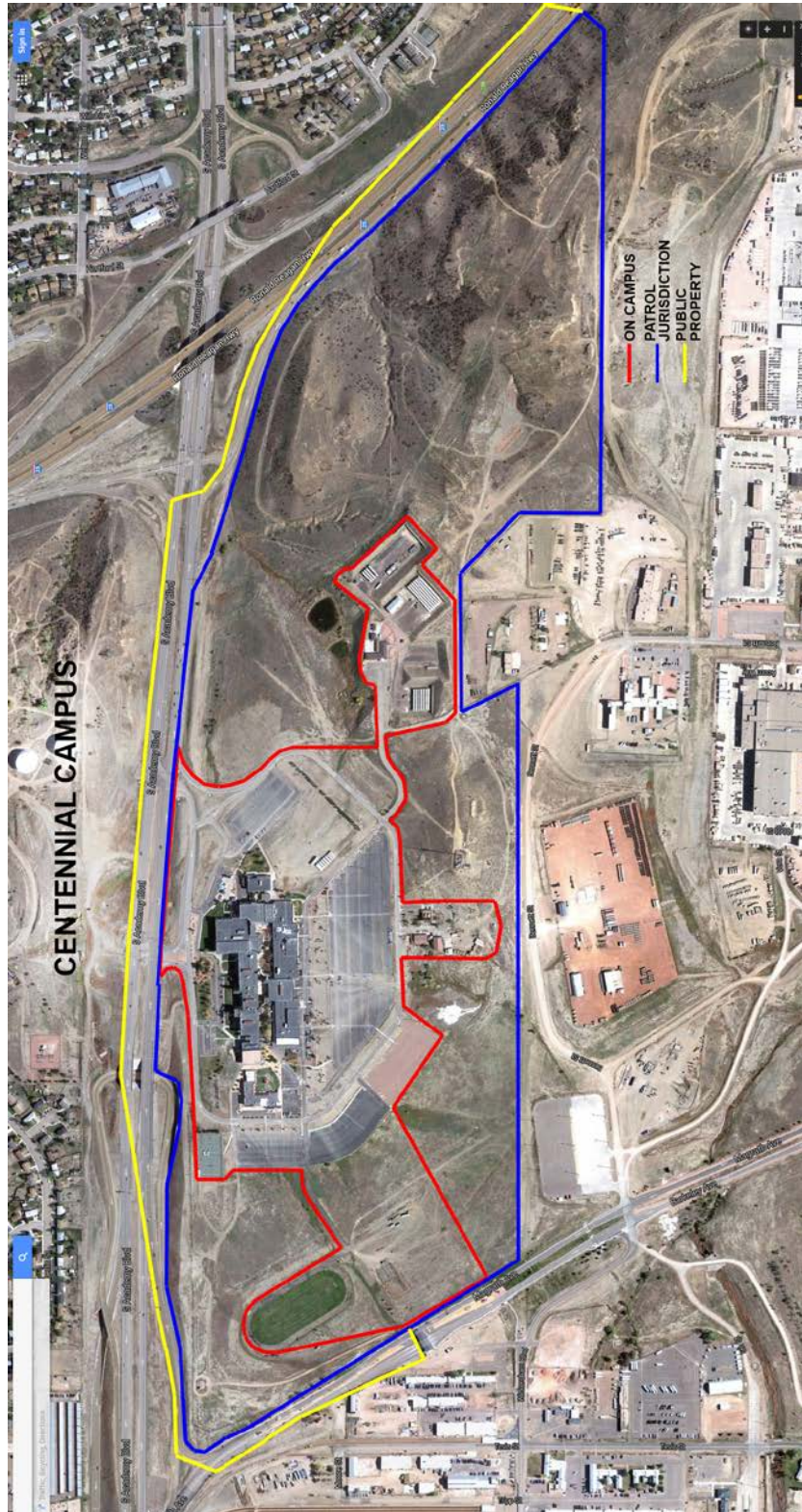
## Appendix E: Campus Maps

The maps of Pikes Peak Community College campuses in this appendix use the following legend to denote boundaries of on-campus areas, non-campus areas, PPCC Campus Police patrol jurisdiction, and public property.

<b>On Campus</b>	
<b>Patrol Jurisdiction</b>	
<b>Public Property</b>	
<b>Non-Campus Property</b>	



## Centennial Campus





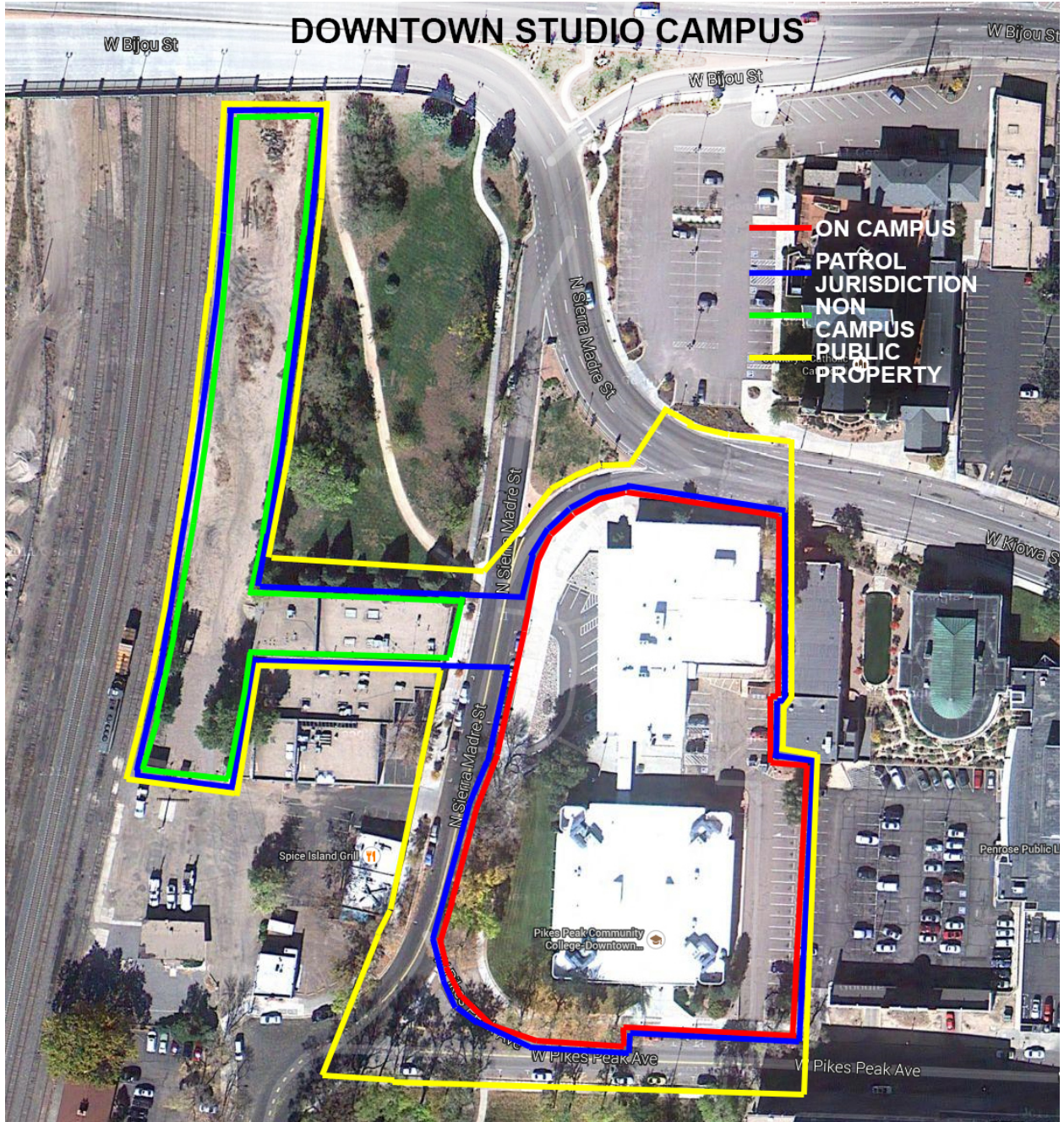
## Rampart Range Campus







## Downtown Studio Campus





## Falcon Campus

