



TRINIDAD STATE JUNIOR COLLEGE

ANNUAL SECURITY AND FIRE SAFETY 2019 REPORT



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Section1: Introduction to the Annual Security Report

Introduction

Trinidad State Junior College (TSJC) is committed to providing a safe, healthy environment that enhances academic learning. By updating this Annual Security and Fire Safety Report and making it available to the college community and public TSJC supports students, staff, faculty and visitors to make informed decisions regarding their safety and wellbeing. TSJC prepares this report in accordance with Federal Law No. 101-542, the Student Right-to-Know and Crime Awareness and Campus Security Act of 1990, also known as the Clery Act, this report will address seven topics related to campus crime, statistics and fire safety:

1. TSJC Security & Crime Prevention
2. TSJC Crime Statistics
3. TSJC Policies on Alcohol/Drugs/Sexual Misconduct
4. Alcohol, Drug & Sex Offender Information and Resources
5. Violence Against Women Act
6. Fire Safety Statistics
7. TSJC Fire Safety Policies

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it. The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

Other Related Laws

Title IX: Title IX is a federal, civil rights law that prohibits gender discrimination in education. Title IX ensures that colleges are proactive in handling gender discrimination, have established

procedures for handling gender discrimination, harassment, violence and provide support to survivors. Further information can be found at:

http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

Federal Education Rights and Privacy Act: The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Public disclosures under the Clery Act do not include any personally identifiable information. More information can be found at: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Violence Against Women Act: Enacted in 1994, VAWA is a landmark federal law that provides comprehensive provisions to improve the criminal justice response to violence against women, specifically related to sexual and domestic violence. In 2013, section 304 of VAWA amended the Clery Act to add additional reportable crimes. More information can be found at: <https://ifap.ed.gov/dpclatters/GEN1515.html>.

Drug-Free Schools and Communities Act: DFSCA requires colleges and universities to establish drug and alcohol abuse prevention programs for students and employees. More information can be found at: <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

Clery Act Requirements

In compliance with the Clery Act requirements, Trinidad State Junior College is required to meet the following broad category obligations: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

- Policy Disclosure: TSJC is obligated to provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and other to report criminal actions or other emergencies on campus, security and access to campus facilities and Student Resource Officer.
- Records Collection and Retention: TSJC is obligated to keep campus records of crimes reported on campus to Campus Security Authorities (CSAs), make reasonable good faith efforts 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 the public inspection.

- Information Dissemination: TSJC will make available to the campus community information needed to make informed personal safety decisions. TSJC is obligated to comply by providing the campus community with:
 - A “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees;
 - Maintain a daily crime log reflecting all crimes reported to TSJC and ensure public access to the daily crime log during normal business hours;
 - Maintain a daily fire log that reports any on-campus student housing facility fires. Records must be available for public inspection; and
 - Publish an annual security report; TSJC is obligated to make the ASR available to all current student and employees. The ASR must also be available to all prospective students and employees. TJSC is required to provide information to the campus community on where to obtain information regarding registered sex offenders, and submit annual crime statistics to the U.S. Department of Education.

How the Annual Security Report is Prepared

The Trinidad State Junior College Annual Security Report is prepared annually in collaboration with the Vice President of Student Services, Chief Conduct Officer, Student Life Director, Housing Director, Director of Human Resources, and Campus Resource Officers. Campus crime statistics are provided by the Chief Conduct Officer and were requested from the following law enforcement agencies in adjacent jurisdictions:

Trinidad Police Department
Las Animas Sheriff’s Office
Colorado State Patrol
Alamosa Police Department
Alamosa County Sheriff’s Office
Adams State University Campus Police

Information included in this report represents crime statistics from the three preceding calendar years for each campus. This 2019 Annual Security and Fire Safety Report covers the time period from January 1, 2018 to December 31, 2018.

Trinidad State Junior College Campuses: The 2019 Trinidad State Junior College Annual Security and Fire Safety Report covers the following TSJC campuses and site locations.

Campuses

Trinidad Campus
600 Prospect Street
Trinidad, Colorado 81082

Valley Campus
1101 Main Street
Alamosa, Colorado 81101

Site Location:

Rocky Mountain Line Tech Program
Field Work
4940 South HWY 85/87
Colorado Springs, CO 80911

Rocky Mountain Line Tech Program
Classroom
414 W. Pikes Peak Ave.
Colorado Springs, CO 80905

Valley Campus, Student Housing:
Alamosa State University
Coronado Hall
97 Monterey Ave.
Alamosa, CO 81101

Diesel Program:
Ortega Middle School
401 Victoria Street
Alamosa, CO 81101

Dental Assistant Program
Fieldwork:
10 Rupert Street
Alamosa, CO 81101

Law Enforcement Training Academy
506 2nd Street
Alamosa, CO 81101

Concurrent Enrollment Programs:

Alamosa High School
805 Craft Drive
Alamosa, CO 81101

Kim High School
425 State St.
Kim, CO 81049

Branson High School
101 Saddle Rock Road
Branson, CO 81027

Primero High School
20200 CO HWY 12
Weston, CO 81091

Center High School
500 S. Broadway Street
Center, CO 81125

Sanford High School
755 2nd Street
Sanford, CO 81151

Centaurri High School
17889 US HWY 285
La Jara, CO 81140

South Conejos High School
13099 CO Road 6
Antonito, CO 81120

Section 2: Trinidad State Safety Personnel

Safety and Security Resources

Trinidad State Junior College relies 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 law enforcement or the physical plant office as soon as possible. Medical and criminal incidents that occur at any campus-oriented event, internship or at one of our satellite campuses must be reported to police to maintain compliance with the State Risk Management Office as well as the Annual Security and Fire Safety Report.

Law Enforcement on Campus: Local law enforcement in Trinidad (City of Trinidad Police Department) and Alamosa (City of Alamosa Police Department) serve as the official law enforcement agencies for TSJC. These agencies respond to all activities of a criminal nature. In addition, the law enforcement including the Las Animas County Sherriff's Office, Alamosa County Sherriff's Office and Colorado State Patrol serve the Trinidad State Junior College Valley and Trinidad campuses.

Campus School Resource Officers: In addition to local law enforcement, the Trinidad and Alamosa Campuses have designated full-time police officers serving as TSJC Campus Resource Officers. Police officers are commissioned with their respective police departments. These positions maintain a visible presence on campus. Their duties include crime prevention, response to reports, crime investigation, crime reporting, training employees and students, monitoring property and pedestrian walkways, making sure buildings are secure, checking buildings for unlocked doors and malfunctioning systems and investigating on-campus incidents.

Adams State University (ASU) Police Department: Some Trinidad State Students live in the Adams State University, Coronado Hall. TSJC reports crimes related to incidents in Coronado Hall in the on-campus location section of the Valley Campus crime statistics. ASU PD is staffed with certified peace officers and professional staff who are dedicated to providing a safe environment and providing excellent service to the community. Officers are on duty 24/7

and patrol on foot, on bike, and by motor vehicle. Additionally, the ASU PD has access to review campus camera footage when necessary. ASU PD Officers are POST-certified Police Officers and do have powers of arrest and direct radio communication with other local first responders. ASU PD officers hold concurrent jurisdiction within Alamosa city limits with authority for the City of Alamosa Municipal Code and City of Alamosa Traffic Code.

Campus Security Authorities: Campus Security Authorities (CSA's) are officials of Trinidad State Junior College who have significant responsibility for student and campus activities. The following list indicates positions that are designated CSA's on each campus.

Trinidad Campus CSA's

- Vice President of Student Affairs
- Vice President Administrative Services
- Director of Financial Aid
- Chief Conduct Officer
- Housing Director
- Resident Assistant's
- Athletic Director
- Baseball Coach
- Men's Basketball Coach
- Volleyball Coach
- Softball Coach
- Women's Basketball Coach
- Men's/Women's Soccer Coach
- All Assistant Coaches
- TRiO Director
- TRiO Staff
- Club Advisors

Valley Campus CSA's

- Human Resources Coordinator
- Assistant Director of Student Life
- Cross Country/Track and Field Coach
- Cross Country/Track and Field Assistant Coach
- TRiO Director
- TRiO Staff

Adams State University CSA's

- ASU Housing Director
- Clery Compliance Committee
- ASU Resident Assistants
- Vice President Student Affairs

TSJC CSA responsibilities are reviewed annually and include required disclosure expectations. TSJC CSA personnel have a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to campus security and the Vice President of Student Affairs, Director of Human Resources and the ASU Police Department on the ASU campus. Campus Security Authorities are encouraged to immediately contact the Vice President of Student Affairs, Director of Human Resources, or ASU representative with concerns. Campus Security Authorities will create incident reports and contact, or facilitate the contact of, local law enforcement as necessary.

Section 3: Reporting of Crimes, Emergencies, Incidents and Concerns

Trinidad State Junior College relies on the campus community to report safety, medical, and criminal incidents. Students, staff, faculty, and visitors should report any incidents of criminal activity, medical and safety emergencies and concerns promptly.

Reporting Crimes and Emergencies: All criminal activity or emergencies that take place on campus should be reported immediately to the respective location. If the situation is life threatening or criminal activities is in progress, call 9-1-1 first and then call the respective campus security personnel.

Trinidad Campus: To report a crime or an emergency on the Trinidad Campus, call 9-1-1 for the Trinidad Police Department. To report a non-emergency security or public safety related matter contact TSJC Campus Resource Officer at 719-845-4441, physical plant personnel at 719-846-5618, or the Director of Housing at 719-846-5499.

Valley Campus: To report a crime or an emergency on the Valley Campus, call 9-1-1 for the Alamosa Police Department. To report a non-emergency security or public safety related matter contact TSJC Campus Resource Officer at 719-589-6042.

Adam State University: To report a crime or an emergency on the ASU campus contact the ASU Police Department at 719-587-7901 (non-emergencies), dial 9-1-1 (emergencies only) or use CODE BLUE telephones located at the Theatre/Art Building, Plachy and Petteys Halls.

Confidential Crime Reporting: If you are the victim of a crime and do not want to pursue disciplinary action with the College or the Criminal Justice system, you are encouraged to consider making a confidential report. With your permission, a report on the details of the incident may be filed without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to

potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics contained in this report.

Reporting Concerns or Incidents: The TSJC Incident/Concern Report Form can be accessed directly at <https://cm.maxient.com/reportingform.php?TrinidadStateJC>.

The following types of concerns may be reported using the Incident/Concern Report Form, reports are directly distributed to the Chief Conduct Officer:

- General Conduct Report
- Residence Life Report
- Police Report
- Concerning or Threatening Behavior
- Academic Alert
- Student Conduct Issue
- Facilities Concern
- Discrimination/Harassment Complaint

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.

Reporting a Sexual Assault: If a student, employee or visitor has in any way experienced a sex offense, forcible or non-forcible, the victim is encouraged to immediately report the assault either to a college authority or to the local law enforcement agency. If the student reports a sex offense to a college authority, then the College will take steps to assure that the report will be filed with the local law enforcement agency. A victim's on-campus living situation may be modified to insure victim safety. If a student is a victim of a sexual assault that occurs off campus, the student should immediately report it to their local law enforcement agency. Upon making the report, the victim is not obligated to peruse with legal or college disciplinary action. The assault can be reported to:

- *TSJC Campus Resource Officer by calling 719-845-6042.*
- *Trinidad Police Department by calling 719-846-4441.*
- *Las Animas Sheriff's Department by calling 719- 846-9943.*
- *Valley Campus Security by calling 719-680-7256.*
- *Alamosa Sheriff's Department by calling 719-589-6608.*
- *TSJC Trinidad Campus Human Resource Office by calling 719-846-5534.*
- *TSJC Valley Campus Human Resource Office by calling 719-589-7050.*
- *El Paso County Sheriff's Office by calling 719-390-5555.*
- *Colorado Springs Police Department by calling 719-444-7000.*
- *Adams State University Police Department by calling 719-589-2548*
- *ASU Director of Title IX by calling 719-587-8213*
- *Colorado State Patrol Dispatch by calling 719-589-5807*

Sexual Harassment and Misconduct: Trinidad State Junior College is committed to maintaining an environment that is free from sexual violence. All members of the Trinidad State Junior College communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. Sexual harassment, sexual misconduct and acts of discrimination are illegal, often demeaning and can disrupt the colleges learning and work environment. TSJC 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 wither explicitly or implicitly a term or condition of an individuals 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 persuasive 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

Trinidad State Junior College can respond to harassment only if it is aware of the conduct. Any student, staff, faculty, or visitor who believes that he or she has been subjected to sexual harassment should contact the Title IX Compliance Officer to request advice and information about possible ways to proceed and to put the college on notice. The college investigates every complaint of harassment and takes appropriate action on the basis of facts it discovers.

Any college employee who believes that he or she has observed an incident of sexual harassment on the college's learning and working environments involving a member of the college community or who receives a report of alleged sexual harassment from a student must immediately report this information to the Title IX Compliance Officer of the college.

If you are a victim of a sexual assault, you may request a medical forensic exam. This is important if you think you want to seek legal action. It is vital that a victim obtains medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. You can have the exam without having to report the assault to law enforcement. You will not be charged for the cost of the exam. The College has an agreement with the following providers for the exam:

Trinidad Campus:

Mt. San Rafael Hospital

410 Benedicta Ave., Trinidad CO 81082

If you do not have transportation to the facility, you may contact a friend or family member, Council of Governments Transit services at 719-845-1127 or Advocates Against Domestic Assault at 719-846-6665.

Valley Campus and ASU:

San Luis Valley Health Regional Medical Center
106 Blanca Avenue, Alamosa, CO 81101

If you do not have transportation to the facility, you may contact a friend or family member, Little Stinkers Taxi Service at 719-859-2500 or Tu Casa, Inc. 719-589-2465.

Any cost for transportation is the responsibility of the student. If you have questions, please contact the following staff members in your area:

- Kerry Gabrielson, TSJC Vice President of Student Services
719-846-5643
- David Hardman, TSJC Student Conduct Officer
719-846-5458
- Lorrie Velasquez, TSJC Vice President of Administrative Services/Title IX
Director
719-846-5594
- Delilah Chavez, ASU Assistant Director of Title IX/Clery
719-587-8224

Evidence is Important: A victim of a sexual assault should always remember to preserve all evidence so that law enforcement agencies can build as strong of a case as possible. Immediate reporting is a MUST! Always remember to note characteristics of the person who has assaulted you: clothing, height, weight, color of hair and eyes, and other identifying items such as scars, and body shape. Individuals who feel they have been subjected to sexual misconduct or harassment and in are in need of additional information may contact the Director of Human Resources

Trinidad Campus:

600 Prospect Street
Trinidad, Colorado 81082
Phone 719-846-5534

Valley Campus:

1101 Main Street
Alamosa, Colorado 81101
Phone 719-589-7022

ASU:

208 Edgemont Blvd
Alamosa, CO 81101
Phone 719-587-8224

All matters involving sexual harassment complaints are taken seriously and are investigated. Retaliation against any person for filing a complaint, participating in, or cooperating in an investigation is prohibited.

Sexual Misconduct Policy: Colorado Community College System President Procedure (SP4-120a) outlines the Trinidad State Junior College Student Sexual Misconduct Procedure. The Procedure is intended to allow students an opportunity to present an issue which they feel warrants action with respect to the right to secure educational benefits and services without regard to sex.

Individuals who feel they have been subjected to sexual harassment and are in need of additional information may contact Lorrie Velasquez, TSJC Title IX Coordinator, 600 Prospect Street, Trinidad, Colorado 81082; Phone 719-846-5534 for the Trinidad and Valley Campus. At ASU contact Delilah Chavez, Assistant Director of Title IX, 208 Edgemont Blvd. Alamosa, CO 81011; Phone 719-587-8224. All matters involving sexual misconduct are taken seriously and investigated.

Section 4: Access, Maintenance, and Physical Security of Campus Facilities

TSJC buildings are open to visitors, faculty and staff during normal business 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. TSJC buildings are monitored by Campus Resource Officers, local police departments and Physical Plant staff during normal working hours and as scheduled during weekend, evening, and holiday hours. Facilities are unlocked as necessary during business hours and secured at the end of the business day. Locking and unlocking schedules vary based on campus calendars. Questions regarding building access can be directed to the Physical Plant office in Trinidad (719)-846-5618, (719) 589-9074 in Alamosa, or ASU PD at 719-589-5807.

Security concerns due to design, maintenance, or operation of buildings, grounds or equipment should be directed to the Physical Plant Director. Should an incident occur, it should be reported to a supervisor or administrator immediately. Administrative responsibility for the Trinidad Campus security is assigned to the Vice President of Student Services, Berg 201, (719) 846-5643. On the Valley Campus security is assigned to the Dean of Instruction (719) 589-7064. At ASU report to Campus Facilities at 719-587-7951, or on weekends, afterhours or emergencies contact 719-937-3273

Security and safety issues for the campus are discussed and evaluated regularly by the TSJC Safety Committee, the Behavioral Intervention Team, Student Affairs and Physical Plant personnel. These issues may include locks, lighting, landscaping, video, alarms, etc. If students or employees have security or safety concerns, please report to the Physical Plant Director at (719) 846-5618 for housing related concerns on the Trinidad Campus report to the Director of Housing at (719) 846-5499.

TSJC Residence Hall Security: The Trinidad campus has four student housing facilities. All exterior doors to the residence halls are equipped with locks through which students who are residents and employees with authorization can gain access with their issued keys. With the exception of residence halls that house offices with business hours, exterior doors are locked at all times. Housing and the Campus Resource Officer personnel monitor doors regularly to prevent them from being left propped or ajar. Key control for residence halls and all campus

facilities is strictly kept. Locks are changed as needed resulting from lost or unreturned keys. Access for lost keys is removed from the lock system when reported lost or stolen.

ASU Residence Hall: Access is restricted to students, their invited guests, and staff and contractors who have legitimate work-related duties in the facility. All residential buildings are monitored by Resident Directors, Assistants and desk staff during designated hours. Card-reader access is also in place at all residence halls on campus. Access to individual rooms is controlled via key card. Students are issued individual room key cards and encouraged to keep their rooms secure.

Non-Campus locations: TSJC does not have any officially recognized student organizations with non-campus locations. On the Valley Campus, crimes happening in Coronado Hall of the Adams State University Campus, Ortega Middle School and Law Enforcement are reported on the Trinidad State Junior College Valley Campus crime statistics under the on-campus category because they are all within one mile of the Valley Campus.

Section 5: Timely Warning Procedures

To ensure effective communication with the campus community, Trinidad State has developed a timely warning procedure to alert campus community members about criminal incidents that have occurred on the TSJC property or in the public property surrounding the college that constitute a serious threat.

If the Campus Resource Officer and/or TSJC administrator determine that a situation or criminal activity presents a serious or continuing threat to the campus community a timely warning will be issued. Pre-developed messages are prepared to be pushed out quickly in the event a timely warning needs to be issued. Departments that can push out a timely warning include the Campus Resource Officer, IT, Marketing and Communications and Senior Administrators. The warning will be issued through any and all of the following campus systems: the college e-mail system, text messages, phone intercom system announcements and the campus phone system.

Every year staff and faculty are provided a Crisis Management Guide. The Crisis Management Guide is reviewed by the Safety Committee and reviewed and approved by the College Council on an annual basis. The Guide outlines the call list for notification and members of the crisis management team. When a serious incident occurs, a call to 9-1-1 should be made. After notifying law enforcement, a report should be made to the senior administrator identified on the Crisis Management Guide. When a report is made of a serious incident, the Crisis Management Team will connect immediately via telephone, with the senior person on each campus taking the lead role.

In the event of an ongoing or continuing threat at ASU, a campus-wide “timely warning” and/or “Emergency Notification” will be issued, unless doing so will compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In circumstances where the campus population may be at risk from a dangerous situation or significant emergency, notification is made using all of the following means: emergency alert texts, emails, web site notifications, and published postings of flyers. Upon confirmation, the University will immediately notify the campus community in a manner that is timely, that withholds the names of victims as confidential and that will aid in the prevention of similar occurrences.

Section 6: Emergency Notifications

Trinidad State Junior College uses a multi-faceted notification system to alert the campus community of legitimate emergencies and dangerous situations. In the event of an emergency or other situation for which immediate communication with the college community is necessary, this system sends mass text messages, phone messages and e-mails to the Trinidad State Junior College campus community including students, faculty and staff. Trinidad State will initiate the emergency notification process as deemed necessary, without delay and taking into account the safety of the college community.

The TSJC Campus Resource Officer and/or Senior Administrators are typically they first to be made aware of threats to the health and safety of the campus community. Other responding agencies include the Alamosa and Trinidad Police Departments, Fire Departments and Sherriff's Offices.

The responsibility for confirming and then advising the campus community of any emergency or dangerous situation has been assigned to Senior Administration as well as the Campus Resource Officer. Senior Administration includes the President of the College, all Vice Presidents and Deans. A member of this 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. Senior Administration and/or the Campus Resource Officer may also seek guidance from the Behavioral Intervention Team or other college personnel as well as outside agencies in order to confirm the emergency and/or better determine if an emergency notification is warranted to the campus community and or community at large.

A Senior Administrator will initiate the immediate notification process by drafting the appropriate message and sending it to the Communications Director. The Communications Director will review the message and immediately transmit the message through the Emergency Notification System. The Senior Administrator will also draft follow up messages

for when the emergency has ended. Immediate notifications will include appropriate follow up information as the situation warrants. More information can be found in the Emergency Operations Plan available through the TSJC Safety Committee or the Vice President of Administrative Services, 719-846-5534.

Notification Systems: Trinidad State uses an emergency mass notification system to distribute emergency alerts to the College community. Messages are broadcast at the direction of the Senior Administration and/or Campus Resource Officer. Messages are published and distributed by the Communications Director on either campus or the IT Director as needed.

TSJC tests the emergency notification system each semester typically before census date to ensure that new students and the campus community are prepared and set up to receive messages. TSJC staff, faculty and students are automatically enrolled to receive emergency alerts via email, voice call and text message to their college email accounts, home, cell and work phones as recorded in the Banner software system. In addition to the mass emergency notification system, alternate communication methods as shown below are used to alert the campus community to an emergency situation. The unpredictable nature of emergencies may warrant one or more of the following methods be used:

Public Address System: Public announcements may be made through the telephone system on the Trinidad and Valley Campuses. Telephones with speakers will automatically announce an emergency.

Door-to-Door Notifications: If safe, designated college personnel will go to specific rooms and/or buildings to alert occupants to an emergency.

Television Screens: Television screens on the Trinidad Campus may be used to communicate in the event of an emergency when necessary and appropriate.

In the event of a campus emergency at ASU an Attribute Based Message (ABM) is sent out in which every member of the campus community with a current email address will receive the warning via email. Some who have selected the option to also have the text alert be sent to their emails will receive two separate emails regarding the warning. When the threat is over, an additional ABM and text alert will be sent out notifying the campus community that the threat has passed.

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

Trinidad State Junior College is committed to the safety and well-being of its students, faculty, staff, and visitors. In accordance with applicable laws, regulations, and policies that govern emergency preparedness and response, the College has established an Emergency Operations Plan (EOP) to address major emergencies that may threaten the health and safety of the College community and/or its neighbors, affect College facilities and resources, or disrupt College operations.

The EOP is designed to provide guidance for response to, and management of, minor emergencies, major emergencies, and disasters. An emergency is any unplanned event that may cause death or significant injuries to members of the College community or the public, may disrupt College operations, may cause physical or environmental damage, or may threaten the College's financial standing or public image.

Because the EOP is designed as a flexible management system, part or all of it may be activated as appropriate to a situation. Its general procedures for the management of information, activities, and operations can be applied as needed during any level of emergency. The overall priorities of the College during a disaster are the protection of lives, property, campus, local community, and the environment. The overall objective is to respond quickly to emergency conditions and manage the process of restoring College academics and services.

TSJC follows the Standard Response Protocol. Students, staff and faculty are encouraged to follow the Lockout, Lockdown, Shelter and Evacuate procedures. Information on the Standard Response Protocol is located in every classroom and office throughout the institution.

Emergency Response and Evacuation Procedures: TSJC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

General Building Evacuation Procedures: When the building fire alarm sounds, or when directed by a College official to evacuate, all occupants will leave the building through the nearest exit. Designated Public Safety/Security 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.
- 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 ft. 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 present upon reaching the evacuation point.
- Immediately report any students you believe to be missing to Security or local law enforcement or fire 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.

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
- Utilize rescue chairs, where available, to navigate stairs.
- If unable to assist a person with mobility impairment, contact Security 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.

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.

Building Evacuation Signage: Emergency exits are physically marked by illuminated EXIT signs or similar indicators over each doorway. Emergency exits are indicated on floor plan maps located in hallways at each campus.

Shelter - Building occupants may be directed to shelter 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 College or first responder personnel.

General Shelter 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 - 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 given the “all clear” signal or message.
- If you are unable to find a secure room, consider self- evacuation from the building.

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).

Lockout -A lockout moves people into a building from the outside or keeps people in the building away from a threat outside of a Campus. A lockout may be ordered in the event of a threat such as police chase in the area or wild animal that poses potential danger.

Campus Evacuation - A campus evacuation is used to get students, faculty and staff off campus 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.

Active Shooter - Call 9-1-1 from any campus phone or available cell phone. Active shooter incidents are unpredictable and evolve quickly. A shooter will not stop firing until his/her objectives have been met or he/she is engaged by law enforcement. Each situation is different and will change rapidly. Staff, faculty, and students must be responsible for their own safety until additional law enforcement and first responders are available to provide assistance. Law enforcement officers responding to the incident will first focus on containing/eliminating the threat.

There are three options during an active shooter incident: Run (get out), hide (lockdown), or prepare to defend.

Run (Get Out)

- Leave the area if it is safe to do so, moving away from the shooter's location.
- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Keep your hands visible.
- Prevent people from entering an area where an active shooter may be.
- Call 9-1-1 as soon as it is safe to do so.

Hide (Lockdown)

- Hide in an area out of the shooter's view, and behind large items that provide concealment and protection from gunfire.
- Block entry to your hiding place and lock the doors.
- Do not trap or restrict your options for movement, if possible.
- Turn off or silence lights, computer monitors, and PEDs. Close blinds.
- Silence all cell phones.
- Stay calm, quiet, and out of sight.

- Unless you are in imminent danger from fire, ignore any fire alarms sounding but stay aware of your surroundings. Active shooters may pull fire alarms in an attempt to shoot people as they exit the building.
- If you are in a safe location and not in harm's way, do not leave your hiding place until directed to do so by law enforcement officials.
- Keep your hands in plain view at all times for police officers. Follow directions exactly and carry nothing that could be mistaken for a weapon.

Prepare to Defend

- As an absolute last resort, and only when in imminent danger, attempt to disrupt and/or incapacitate the shooter.
- Throw items and improvise weapons from available objects.
- Hit, kick, or tackle the shooter if close enough.
- Act with physical aggression.
- Commit to your actions.

What to expect from emergency responders:

- The first responding law enforcement officer(s) will not stop to aid the wounded or injured. Their primary mission is to contain the threat.
- Medical and rescue teams will begin treatment of the injured only after the area is declared safe by law enforcement personnel.
- Law enforcement may relocate building occupants to a safe area, or may instruct occupants to remain where they are.

After the incident:

- After evacuation, you may be taken to a holding area for medical treatment, interviewing, and/or counseling.
- Law enforcement personnel may detain you as a witness to the incident.
- You may be asked to provide statements to law enforcement right away, or at a later time.
- The entire area will be treated as a crime scene.
- Once you have been evacuated, you will not be allowed to re-enter the building.
- Information will be released to the local and CCCS community as soon as possible.

Section 8: Emergency Drills and Exercises

Trinidad State Junior College implements small-scale drills for situations such as fires and active shooters. All residence hall students participate in unannounced fire drills that are performed at least once a semester in each of the residence halls. All drills are documented to include a description of the drill, date held, start and end times, and other pertinent information.

Drills are held in conjunction with efforts from local law enforcement, fire department and emergency medical staff. Each drill serves as a learning opportunity for all parties involved and helps serve as a learning experience to build a better community atmosphere involving outside entities in on campus practices. Adjustments for future needs are revealed during drills and the ability to alter future courses of action in emergency situations arise through these training opportunities.

Section 9: Crime Prevention and Awareness Programs

Crime Prevention

Trinidad State Junior College is dedicated to providing students, faculty, staff, and visitors a living and learning environment that is safe and secure. Both campuses are filled with people who care about each other. Because of the accessibility, all students, faculty and staff are encouraged to exercise a sense of personal responsibility for their own safety and well-being, and the safety and well-being of others. While crime can happen anywhere, acting as a community that knows and cares about the safety of all individuals, the likelihood of being victimized is minimized. There are several ongoing programs TSJC follows to prevent and bring awareness to crimes.

Crime Prevention Tips: Residence halls and campus buildings include postings reminding students of crime prevention tips as needed.

Safety Escorts: Campus Resource Officers are available to provide campus escorts to the parking lots as requested (as long as they are available).

Video Cameras: The Trinidad and Valley campuses maintain video cameras in exterior and some interior areas of the college to assist in the identification of suspects and obtaining footage of criminal acts.

Refuse to be a Victim: Offered as needed to employees and housing staff. Training provides awareness and prevention strategies to prevent criminal confrontation.

SRP Protocol: Offered once per year to employees to learn and refresh on the Standard Response Protocol training.

Campus Resource Officers and Student Services personnel discuss crime prevention during new student orientation, during the first week of each semester, at hall meetings and throughout the semester. Security and safety measures are part of the residence life staff training and are also discussed in the residence hall meetings at the beginning of each academic year. In addition, student activities that integrate prevention programming are offered to students throughout the academic year.

In addition to the visibility of Campus Resource Officers on campus, Trinidad State Junior College employees and students are encouraged to follow a few simple guidelines:

- Always lock your office, room or apartment when you are not present;
- Always lock your car;
- Make sure doors to residence halls close and latch behind you. If you notice doors that do not close and latch by themselves in general academic buildings, please report;
- Do not prop exterior doors to facilities;
- Never leave valuables (computers, phones, backpacks, money, etc.) unattended in your car; and
- Never leave valuables unattended in common areas: classrooms, cafeteria, etc.

TSJC's employees and students are reminded the whole campus community is affected by an individual's attention or inattention to crime prevention.

Section 10: Policy Statements and Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

TSJC Policies on the Violence Against Women Reauthorization Act

Trinidad State Junior 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, Trinidad State Junior 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, Trinidad State Junior 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.

Trinidad State Junior College is 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 BP 3-120, Affirmative Action/Anti-Discrimination, prohibits employee sexual misconduct <https://www.cccs.edu/bp-3-120-affirmative-action-anti-discrimination/> and BP 4-120, Prohibition of Discrimination or Harassment, prohibits student sexual misconduct <https://www.cccs.edu/bp-4-120-prohibition-of-discrimination-or-harassment/>.

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/sp-3-120a-sexual-misconduct-procedure/> for CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies:

<https://www.cccs.edu/wp-content/uploads/documents/SP-4-120a.pdf>.

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 and can be found at <https://www.cccs.edu/wp-content/uploads/documents/SP3-50b.pdf>. If the respondent is a student, SP 4-31a applies and can be found at <https://www.cccs.edu/wp-content/uploads/documents/SP4-31a.pdf>.

ASU Sexual Misconduct Policy: Adams State University believes that students have the right to be free from unwanted sexual contact, coercion, abuse, force and violence, or threats of violence. The University will not tolerate misconduct, including "acquaintance" or "date" rape, Dating Violence, Domestic Violence, other forms of intimate partner violence, stalking, or gender bias, on or off campus. Adams State University is a place where we look out for one another, and crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking are absolutely prohibited. Sanctions for violating this policy may include warnings, probation, suspension, expulsion, mandatory counseling/education, fines, loss of privileges, loss of employment, or referral for criminal prosecution.

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.

Education and Prevention Programs: Trinidad State 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 and Fire Safety 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 or employee's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; TSJC presents information on "Safe Spring Break" annually the week before spring break; prevention strategies are discussed at residence hall meetings the first week of each semester and prevention information is posted in residence halls to promote awareness and resources for students. Passive programming through postings throughout campus also provide information for students and staff.

The College offered the following **primary prevention and awareness programs and communication for all incoming and all students** in 2018. This includes students in the Rocky Mountain Line Technician Program in Colorado Springs and students housed at Adams State University.

Table 1: TSJC Student Programming

Program 2018	Date	Location	Behavior/Prevention Topic	Number of Students Participating
Ever Fi Web-Based Sexual Assault Training	1/1/18 – 12/31/18	email and online training	Title IX, VAWA, Domestic Violence, Public Safety	34
Campus Security and Fire Safety Report	2/1/2018	Email to all students, faculty and staff. Linked to TSJC website	Report	ALL
Drug Free School Biennial Review	2/1/2018	Email to all students, faculty and staff. Linked to TSJC website	Report	ALL
Safe Super Bowl	2/5/2018	Trinidad Campus-Student Center	Title IX, VAWA, Domestic Violence, Public Safety	32
Stigmas on Suicide	2/7/2018	Valley Campus-Student Center	Dating Violence, Stalking, Healthy Relationships	10
Love Yourself event	2/14/2018	Valley Campus	Title IX, VAWA, Domestic Violence, Public Safety	84
Safe Spring Break	3/15/2018	Valley Campus-	Title IX, VAWA, Domestic Violence, Public Safety	73
Safe Spring Break	3/16/2018	Trinidad Campus	Dating Violence, Stalking, Healthy Relationships	200
Safe Sex table	5/2018	Valley Campus	STD and plus information and free condoms for students	All Valley Campus Students
Stress Relievers Week	3/5/18-3/9/18	Valley Campus-Midterms	Healthy life choices, alternatives to stress and self-medication.	134
Stress Relievers Week	3/5/18-3/9/18	Trinidad Campus-Midterms	Healthy life choices, alternatives to stress and self-medication.	129
Denim Day	4/25/2018	Trinidad Campus-Café	Title IX, VAWA, Domestic Violence, Public Safety	32
Surveys and Sips Cups	5/7/18-5/9/18	Both Campuses	Healthy life choices, alternatives to stress and self-medication.	120 78 Trinidad/ 42 Alamosa

Stress Free Week	5/2/17-5/5/18	Trinidad Campus	Healthy life choices, alternatives to stress and self-medication.	90
Stress Free Week	5/2/17-5/5/18	Valley Campus	Healthy life choices, alternatives to stress and self-medication.	102
RA training	8/5/18-8/19/18	Trinidad Campus-RA's	Campus safety, campus security, Title IX, Domestic Violence, Suicide awareness and prevention	17
New Student Orientation	8/17/2018	Trinidad Campus	Campus safety, campus security, emergency notification system, Title IX	89
New Student Orientation	8/16/2018	Valley Campus	Campus safety, campus security, emergency notification system, Title IX	79
Ever Fi Web-Based Sexual Assault Training	8/31/2018	email	Title IX, VAWA, Domestic Violence, Public Safety	all
Customer Index	9/4/2018	email from VP-Kerry G	Drug & alcohol Stats and Title IX, VAWA, Domestic Violence, Public Safety	all
National Suicide Prevention Day	9/10/2018	email and handouts	Suicide awareness and prevention	all
National Day of Remembrance	9/11/2018	email and display from fire department- VC main entrance/ TC library		all
Constitution Day	9/17/2018	Pocket Constitution, posters, email	Federal compliance	all
Ever Fi Web-Based Sexual Assault Training reminder to new students	10/5/2018	email - finish part 1	Title IX, VAWA, Domestic Violence, Public Safety	all
Hispanic Heritage Month	10/9/2018	Valley Campus - Auditorium	Zolia Gomes- Lunch & Learn Speaker	23
Hispanic Heritage Month	10/10/2018	Trinidad Campus-Pioneer Room	Zolia Gomes- Lunch & Learn Speaker	17
National College Alcohol Awareness Week handouts	10/15/18-10/19/18	Trinidad Campus	Healthy life choices, alternatives to Drinking and using Drugs	72

National College Alcohol Awareness Week handouts	10/15/18-10/19/18	Valley Campus	Healthy life choices, alternatives to Drinking and using Drugs	56
Trunk or Treat	10/31/2018	Valley Campus	Healthy life choices, alternatives to stress and self-medication.	250+
Ever Fi Web-Based Sexual Assault Training reminder to new students	11/30/2018	email - finish part 2	Title IX, VAWA, Domestic Violence, Public Safety	all
Stress Relievers Week	Nov/ Dec	Valley Campus-Finals	Healthy life choices, alternatives to stress and self-medication.	26
Stress Relievers Week	Nov/ Dec	Trinidad Campus-Finals	Healthy life choices, alternatives to stress and self-medication.	53

Trinidad State Junior College offered **primary prevention and awareness programs for employees** in 2018:

Table 2: TJSC Employee Programming

Program	Date	Location	Participants
Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff	Released Fall 2018	Electronic Training delivered to all staff and faculty	90%
SRP Protocol Training	Fall On Campus Training	Trinidad & Valley Campuses	TC 10 VC 12
Respect and Inclusion Series: The Power of Respectful Language	Released Fall 2018	Electronic Training delivered to all staff and faculty	90%

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

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Mount San Rafael Hospital on the Trinidad Campus, the San Luis Valley Regional Medical Center for the Valley Campus and ASU. 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. TSJC staff will assist any victim with notifying local police if they so desire. On the Trinidad Campus, contact Seth Kravig, Director of Housing, 719-846-5499. On the Valley Campus, contact Lorrie Velasquez, Director of Human Resources, 719-846-5534.

Trinidad Police Department

160 E. First Street
Trinidad, CO 81082
719-846-4441

Alamosa Police Department

719-589-2548
425 4th Street
Alamosa, CO 81101

ASU Police Department

719-587-7901

208 Edgemont Blvd, #1 Petteys Hall

Alamosa, CO 81101

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the TSJC Title IX Coordinator, Lorrie Velasquez, 600 Prospect Street, Berg Building, Room 108, Trinidad, Colorado, 81082, Telephone (719) 846-5534 and ASU campus security or the Police Department (if the victim so desires); Director of Title IX, Ana Guevara, 208 Edgemont Blvd. Alamosa, CO 81102; phone 719-587-8213.

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, Trinidad State Junior 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 Title IX

Coordinator 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 (continued on next page):

Table 3: Procedures for Domestic Violence, Dating Violence, Sexual Assault or Stalking

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will provide complainant with referrals to on and off campus mental health providers 6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties 7. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the Sexual Misconduct and Civil Rights Grievance and Investigation Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate 	<p>Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.</p>

	and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation	
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<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>
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<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>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 	<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>
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Assistance for Victims: Rights & Options: Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Rights Afforded to Victims C.R.S. 24-4.1-302.5: In order to preserve and protect a victim's rights to justice and due process, each victim of a crime shall have the following rights:

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;
- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;

- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or nonsecure correctional facility or program, or absconds from probation or parole.

Further, Trinidad State Junior College complies with Colorado law in recognizing orders of protection by: informing the Campus Resource Officer, faculty and appropriate staff who may need to support protection order compliance. The TSJC Student Conduct Officer and Director of Human Resources and ASU Police Department maintain a database of all protective orders for current students. Any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to the TSJC Chief Conduct Officer or TSJC Campus Resource Officer or the Title IX Coordinator. A complainant may then meet with student services staff to develop a Safety Action Plan, which is a plan for campus security 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, allowing a student to complete assignments from home, relocating a residence hall assignment etc.)

Protection from abuse orders may be available through an *Emergency Protection Order*, C.R.S. 13-14-103. Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;

- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

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

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

To the extent of the victim's cooperation and consent, College offices, including the TSJC Behavioral Intervention Team (BIT). Team members include staff and faculty representatives throughout both campuses. Team members 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. Support for victim accommodations are coordinated through the Title IX Coordinator.

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 Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. A change in directory information should be made to the Office of the Registrar at 719-846-5550 for all TSJC students.

Resources for Victims: Community Resources: Trinidad State Junior College does not endorse any one treatment program or facility. However, the following list includes resources that exist in our community related to alcohol and drug treatment, crisis, education and prevention:

Trinidad Campus Area:

Trinidad Police Department – 719-846-4441
Las Animas County Sheriff's Office - 719-846-2211
Las Animas County Court - 719-846-3316
Crossroads Turning Point – 719-846-4481
Spanish Peaks Mental Health – 719-846-4416
Alcoholics Anonymous – 719-846-1173
Advocates Against Domestic Assault – 719-846-6665
National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Valley Campus and ASU Area:

Alamosa Police Department – 719-589-2548
Alamosa County Sherriff's Office – 719-5689-6608
Alamosa County Court - 719-589-4996
Family Support Agency – La Puente – 719-589-5404
Homeless Shelter – La Puente – 719-589-5909
Health and Mental Wellness – San Luis Valley Mental Health Corporation – 719-589-3671
National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK
Crossroads Turning Point – 719-589-5176

Domestic and Sexual Assault, Elder Abuse, Hate Crimes, Counseling Services – Tu Casa
719-589-2465

Rocky Mountain Line Tech Program Area:

Colorado Spring Police Department - 719-444-7000

El Paso County Sheriff's Office - 719-520-7100

TESSA of Colorado Springs (Domestic Violence/Sex Assault/Protection Orders) - 719-633-1462 (Main Line) or 719-633-3819 (Crisis Line)

Colorado Springs Pride - 719-471-4429

El Paso County Court - 719-452-5000

AspenPointe Counseling Services - 719-572-6100

Empowerment Therapy Center - 719-329-1900

Family Center - 719-471-1816

Resources Available to Students and Employee: Throughout the academic year, TSJC will sponsor programs and information seminars related to drug, alcohol and wellness. These programs are advertised in the through weekly campus activity notices, email, Facebook and campus communication. Programs are organized and sponsored through the Office of the Vice President for Student Services, Student Life and Director of Human 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

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

<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

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: SP 3-50b <https://www.cccs.edu/wp-content/uploads/documents/SP3-50b.pdf> or SP 4-31a <https://www.cccs.edu/wp-content/uploads/documents/SP4-31a.pdf>. Reports of all domestic violence, dating violence, sexual assault and stalking made are 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/sp-4-30-student-disciplinary-procedure/>.

The discipline process, in all cases, provides that: The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedures (SP) 3-50b and (SP) 4-31a via the following link: <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision

which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

Appeal: In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the

initial process does not constitute as new information for the appeal process

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately, unless the CSSO or designee stays

their implementation in extraordinary circumstances, pending the outcome of the appeal.

- The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

Additional Process Provisions

- The student may 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. An advisor may only consult and advise her/his 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. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.
- The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSSO or designee.
- Audio and/or Video Recording – the College, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.
- If student has a disability and would like to request an accommodation to assist her/him through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- Standard of proof – the College will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the College will determine whether it is more likely than not that a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra- curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.
- All timelines may be extended as agreed upon by both parties.

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: Certain campus officials have a duty to report criminal misconduct, including sexual misconduct, for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location. Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

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, suspension, expulsion, or “No trespass” directive (PNG).
- For CCCS employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, demotion, termination of employment, or “No trespass” directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from college, or “No trespass” directive (PNG).

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions:

- Relocation of residence hall assignments
- Encourage them to change their directory information status
- Campus escorts to classes
- Encourage participation in a personal protection/awareness class
- Refer student to Counseling services
- Refer student to online support and classes as appropriate

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 Trinidad State Junior College or Adams State University.

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 <https://www.cccs.edu/sp-4-30-student-disciplinary-procedure/>. From ASU web page: www.familywatchdog.us or www.coloradostatecrime3stoppers.com.

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 11: Statement of Non-Discrimination

Affirmative Action Statement: TSJC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: Affirmative Action Officer and Title IX and Section 504 Coordinator, Berg Building, TSJC, Trinidad, Colorado 81082 (719) 846-5534, or Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294. Information or guidance regarding student's rights, policies, and/or procedures may be obtained from: Trinidad State Junior College Affirmative Action Officer, Lorrie Velasquez. Trinidad Campus, Berg Building, Room 108, Telephone: (719) 846-5534; ASU Director of Human Resources, Richardson Hall Room 127, 208 Edgemont Blvd. Alamosa, CO 81101, Telephone 719-587-7990. Any student is invited to confer with the Affirmative Action Officer. All conferences will be kept in strict confidence.

Notice of Non-Discrimination: Trinidad State prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of gender (or gender identity), sex, race, color, age, creed, national or ethnic origin, genetic information, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974, Executive Order 11246, and sections 24-34-301, C.R.S. et seq., The Genetic Information Nondiscrimination Act of 2008 (Pub.L. 110–233, 122 Stat. 881, enacted May 21, 2008, GINA.

The College has designated the Director of Human Resources as its Affirmative Action Officer's with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Trinidad Campus Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; ASU Director of Human Resources, Richardson Hall Room 127, 208 Edgemont Blvd. Alamosa, CO 81101, Telephone (719)587-7990, or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

Section 12: Alcohol, Drug and Substance Abuse Policies

TSJC Policies on Alcohol and Drugs

Drug and Alcohol Policy

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education (“Board”). Board Policy (BP 3-24) requires TSJC to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law) and the Higher Education Opportunities Act (HEOA) of 2008.

TSJC’s policies on use, possession and abuse of alcohol and other drugs are distributed as required by the Drug Free Schools and Communities Act Amendments of 1989 to all students, staff and faculty annually through email. New employees are provided information in their packet orientation. AOD Policies are also referenced at new student orientation and activities throughout the year. These policies are also made available to the college community on the TSJC website.

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, 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 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 marijuana on campus. These prohibitions cover any individuals actions which are part of any college activities including those occurring while on college property or in the conduct of college business away from 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 to up to

\$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and the severity of the individual offense.

A copy of this policy is available in the Vice President of Student Services Office. 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.

Alcohol: The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by the TSJC President and licensed by the Colorado State Department of Revenue. No person under legal drinking age or any obviously intoxicated person shall be furnished, served or given an alcoholic beverage. In the event, if alcohol is served, non-alcoholic beverages must also be made available.

Other Drugs: The sale, manufacture, distribution, use, and/or possession of illegal drugs are prohibited. Students enrolled in Athletic and Career and Technical Education (CTE) programs that have additional accrediting bodies must abide by the standards set forth by those programs. If drug screening is required and a student tests positive, disciplinary procedures will be taken according to the specific CTE program handbook or accrediting guidelines, and this TSJC Student Handbook. Students with a medical marijuana license are not exempt, regardless of where the student lives (on or off campus).

Marijuana Policy: 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 Trinidad State Junior 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.

Tobacco Free Buildings: The use of tobacco products including smokeless tobacco, snuff, and chewing tobacco is allowed only in designated areas, and is prohibited in all College buildings and College facilities.

Standard of Conduct: Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as a part of College activities.

Violation of the Standards of Conduct, Legal Sanctions: Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. There are legal sanctions for violations of the Standard of Conduct. 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.

Laws and Statutes: Federal and state laws govern the use and possession of controlled substances. Excerpts from Colorado Revised Statue (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

Violation of the Standards of Conduct, Imposed by TSJC and ASU: Students and/or employees who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) will be subject to disciplinary action under employee and student disciplinary policies. The sanctions may include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program, a requirement to perform hours of community service, loss of residence hall privileges, probation, suspension or expulsion from the College or termination of employment and/or referral to authorities for prosecution.

Compliance with drug and alcohol policies is a condition of employment for all TSJC and ASU employees. Employees may be subject to corrective and/or disciplinary action as per State Personnel Rules and Regulations, up to and including termination. The 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.

Drug and Alcohol Policy Distributed to Students, Staff, and Faculty: TSJC, and ASU'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 information packets, and via email. These policies are also made available to the College community on the TJSC and ASU websites.

Student Code of Conduct, Section 9: Listed below is the TSJC Student Code of Conduct specific to the use of alcohol and drugs on campus that could warrant disciplinary action. Available at <http://trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf> for Trinidad State Junior College. For a complete list of the Student Code of Conduct and specific sanctions, please refer to the Student Code of Conduct section listed in the TSJC Student Handbooks.

Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by Trinidad State Junior 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.

ASU neither encourages nor discourages the use of alcohol, but it does condemn the abuse of alcoholic beverages. All members of the University community are responsible for their own behavior within the context of civil law and University regulations. Those responsible for organizing and overseeing social events must be aware of, and adhere to, all University and

civil laws and regulations. The University is committed to educating its constituencies regarding alcohol use and abuse. Efforts are made to ensure an understanding of all civil and University regulations by all concerned. However, individuals must recognize a responsibility to educate themselves, since ignorance of the law is no excuse. The legal drinking age in Colorado is 21. No one under the age of 21 may purchase, sell, consume, or possess any alcoholic beverage.

Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse: Health risks associated with drug and alcohol abuse 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. Further information on health risks is available in the Human Resource Services and educational programs presented throughout the year.

Resources Available Counseling, Treatment, Rehabilitation or Re-entry Programs

Information on available counseling, treatment, and rehabilitation or re-entry programs are available in the TSJC Student Success Center in Trinidad, TSJC Learning Center in Alamosa and the Colorado Department of Health.

Community Resources: Trinidad State Junior College does not endorse any one treatment program or facility. However, the following list includes resources that exist in our community related to alcohol and drug treatment, crisis, education and prevention:

Trinidad Campus Area:

Crossroads Turning Point – 719-846-4481

Spanish Peaks Mental Health – 719-846-4416

Alcoholics Anonymous – 719-846-1173

Advocates Against Domestic Assault – 719-846-6665

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Valley Campus and ASU Area:

Family Support Agency – La Puente – 719-589-5404

Homeless Shelter – La Puente – 719-589-5909

Health and Mental Wellness – San Luis Valley Mental Health Corporation – 719-589-3671

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Crossroads Turning Point – 719-589-5176

Domestic and Sexual Assault, Hate Crimes, Counseling Services – Tu Casa – 719-589-2465

ASU Counseling Center – 719-587-7746

Rocky Mountain Line Tech Program area:

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

Resources Available to Students and Employees: Throughout the academic year, TSJC will sponsor programs and information seminars related to drug, alcohol and wellness. These programs are advertised in the through weekly campus activity notices, email, Facebook and campus communication. Programs are organized and sponsored through the Office of the Vice President for Student Services and Director of Human Resources.

Title IX Compliance Officer: TSJC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, race, color, age, creed, national or ethnic origin, genetic information, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation in admission or access to, or treatment, or employment in its educational programs or activities.

Inquiries may be referred to: TSJC Title IX Coordinator, Lorrie Velasquez, Berg Building, Trinidad, Colorado 81082 (719) 846-5534; Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294 or ASU Director of Human Resources, Richardson Hall Room 127, 208 Edgemont Blvd. Alamosa, CO 81101, Telephone (719)587-7990.

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 13: Crime Statistics

Disclosure of Crime Statistics

Campus Security compiles crime statistics annually. All crimes required to be disclosed by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act that have been reported to Campus Security and local law enforcement are included. The crimes that must be disclosed include:

Murder/Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Rape- penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

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.

Burglary – the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.

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.

Larceny –Theft - unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault - is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property - willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence - an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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- 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.

Liquor Law Violations – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons Law Violations – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Daily Crime Log

Crime Log - A daily crime log is developed by the Campus Resource Officers and Chief Conduct Officer. It is maintained by physical plant administrative assistant. The daily crime log is available at <http://www.trinidadstate.edu/safe-campus/daily-crime-log.html>. Viewing is also available by appointment between 8 a.m. and 5 p.m. Monday through Friday and can be scheduled by contacting the Vice President of Student Services office at (719)846-5643 or the Director of Human Resources at (719) 846-5534.

The Adams State University crime log is maintained at the ASU Clery Office and is available to the public during normal business hours. This log includes the incident classification, case number, date / time occurred, date reported, location, and disposition of each crime.

Crime Statistics

The following tables identify information that was reported January 1, 2016 through December 31, 2018. Tables 6-11 reflect crime statistics for the Trinidad and Valley Campuses of Trinidad State Junior College. Please note, the crime statistics for Adams State University Coronado Hall are included in the on campus student housing category of the Trinidad State Junior College Valley Campus, Tables 9-11. Tables 12-14 reflect the Campus Crime statistics specific to the location of TSJC Rocky Mountain Line Tech program in Colorado Springs.

Table 4: Trinidad Campus Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
FONDLING	2018	0	0	0	0
	2017	1	1	0	0
	2016	0	0	0	0
INCEST	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
BURGLARY	2018	2	0	0	0
	2017	2	0	2	0
	2016	2	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0
	2017	0	0	0	0
	2016	2	0	0	0
ARSON	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Table 5: Trinidad Campus VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0	0
	2017	1	1	0	0
	2016	0	0	0	0
DATING VIOLENCE	2018	0	0	0	0
	2017	1	1	0	0
	2016	0	0	0	0
STALKING	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Table 6: Trinidad Campus Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2017	0	0	0	0
	2016	5	2	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0	0
	2017	0	0	0	0
	2016	1	1	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	1	0	0	0
	2017	10	10	0	0
	2016	15	14	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	2	2	0	0
	2017	0	0	0	0
	2016	2	1	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2017	6	6	0	0
	2016	25	24	0	0

Hate Crimes:

2018: No Hate Crimes reported.

2017: No Hate Crimes reported.

2016: 2 Intimidation- Sexual Orientation Bias on-campus, student housing facilities.

Unfounded Crimes: There were no unfounded crimes for the years 2016, 2017, 2018.

Table 7: Valley Campus Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
RAPE	2018	0	0	0	0
	2017	1	1	0	0
	2016	0	0	0	0
FONDLING	2018	0	0	0	0
	2017	1	1	0	0
	2016	0	0	0	0
INCEST	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ROBBERY	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
AGGRAVATED ASSAULT	2018	1	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
BURGLARY	2018	3	3	0	0
	2017	0	0	0	0
	2016	4	3	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	1
	2017	0	0	0	0
	2016	0	0	0	0
ARSON	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

Table 8: Valley Campus VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	1	0
	2017	0	0	0	0
	2016	1	1	0	1
DATING VIOLENCE	2018	0	0	0	0
	2017	1	1	0	0
	2016	1	1	0	0
STALKING	2018	2	2	0	0
	2017	1	0	0	0
	2016	1	1	0	0

Table 9: Valley Campus Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES*	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2017	2	2	0	0
	2016	0	0	0	1
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	2	2	0	0
	2017	1	1	0	0
	2016	5	5	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	11	10	0	0
	2017	13	13	0	0
	2016	12	12	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0	0
	2017	2	2	0	0
	2016	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	23	23	0	0
	2017	23	23	0	0
	2016	35	35	0	0

Hate Crimes

2018: No Hate Crimes reported.

2017: 1 Simple Assault – Sexual Orientation Bias, on campus

2016: No Hate Crimes reported.

Unfounded Crimes: There were no unfounded crimes for the years 2016, 2017, 2018

The Valley Campus On Campus Student Housing category includes crime statistics from Adams State University, Coronado Hall. The partnership to house TSJC students on the Adams State University Campus started in 2016. Because it is located within one mile of the Adams State University Campus, it is defined as “On-Campus Student Housing” in the Clery Handbook.

TSJC Rocky Mountain Line Tech (RMLT) Program is located in Colorado Springs. Crime Statistics are provided for the spaces utilized by the TSJC RMLT Program.

Table 10: RMLT Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
RAPE	2018	0	0	0
	2017	0	0	0
	2016	1	0	0
FONDLING	2018	0	0	0
	2017	0	0	0
	2016	1	0	0
INCEST	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STATUTORY RAPE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ROBBERY	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
BURGLARY	2018	0	0	0
	2017	0	0	0
	2016	3	0	0
MOTOR VEHICLE THEFT	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARSON	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

Table 11: RMLT VAWA Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	1	0	0
DATING VIOLENCE	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
STALKING	2018	0	0	0
	2017	0	0	0
	2016	3	0	0

Table 12: RMLT Arrests and Disciplinary Referrals Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

Hate Crimes

2018: No Hate Crimes Reported

2017: No Hate Crimes reported.

2016: No Hate Crimes reported.

Unfounded Crimes: 1 unfounded crime for 2016; and 0 unfounded crimes in 2017 and 2018.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans and designated staff) and local law enforcement agencies at the Trinidad and Valley Campuses. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the TSJC Office of Student Services. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

At ASU each year, a post card is mailed and/or an e-mail notification is sent to all enrolled staff and students which provides the website address (<http://www.adams.edu/ps/annual-security-fire-report.pdf>) to access this report. Copies of the report may also be obtained at the ASU Clery Compliance Office, located in Suite 325 of the Student Union Building, or by calling (719) 587-8224. All prospective employees may also obtain a copy from the Human Resources office in Richardson Hall, Suite 1-400, or by calling (719) 587-7990. Trinidad State shares a notification to Trinidad students with a link to the ASU report in the annual notification process. Additionally, the website address to access the report is attached to all ASU employment and enrollment applications.

Section 14: Missing Student, The Twenty-Four Hour Rule

In accordance with the Higher Education Opportunity Act, Trinidad State Junior College follows the following procedure for reporting and investigating a report of a missing student:

If a Trinidad State Junior College student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Vice President of Student Services should be notified at 719-846-5643. If this report is made after typical business hours, community members should immediately notify the local Police Department by calling 9-1-1. At ASU, Contact ASU Police Department at 719-587-7901. All missing student reports will be investigated.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Vice President of Student Services or Student Services designee. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about a student's whereabouts and feels that they may be in danger, they should immediately contact Campus Security, and/or the Trinidad or Alamosa Police Departments, or 9-1-1 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

Section 15: Fire Safety Policies

TSJC follows Colorado state requirements that indicate smoking is not allowed in any buildings. Smoking is permitted 15 feet from state building entryways unless otherwise noted per the State of Colorado Clean Indoor Act C.R.S. 25-14-204). Due to the limitations of electrical circuits and for a variety of safety reasons, electric appliance usage is limited in the residence hall rooms. Acceptable electric appliances with proper care and usage within student rooms include:

- Small refrigerator (up to 4.6 cubic feet)
- Microwave oven
- Coffee Pot
- Hot air popcorn popper
- Hairdryer
- Curling iron/curlers/flat iron
- Clothes iron
- Television
- Radio and stereo
- Computer
- Fan
- Blu-ray/DVD player/VCR

All heat producing electrical appliances must be plugged directly into a wall outlet and need to be U/L approved. Residence hall rooms are not equipped to support the use of cooking appliances with the exception of microwave ovens. The use of extension cords is prohibited although students may use power strips that contain surge protectors.

At no time may any flammables be stored in or around living areas including fireworks, candles and incense. Open flame or combustibles including, but not limited to, candles, incense, oil burning lamps and potpourri pots may not be burned in any residential unit. Fuel driven vehicles (e.g., motorcycles, mopeds, etc.) may not be stored in student housing.

Safety concerns prohibit live Christmas trees and decorative lights in residence halls. Small, decorative, artificial Christmas trees are permitted. Fire safety concerns also prohibit posters, tapestries, etc. to be hung or placed on ceilings. Hallways, stairwells and exits must remain free of debris, personal items, and decorations.

Students or students' guests must not tamper with the heating system, college appliances, locks, entrance or hall doors, lights, smoke detectors or make any alterations of any kind to the premises.

Once each semester the Student Life and Residence Hall Staff, in cooperation with the Physical Plant staff, conduct Fire and Life Safety Inspections. The purpose of these inspections is to find fire hazards, maintenance issues and other facility related concerns and ensure compliance with the above guidelines.

Reporting a Fire

Residence Halls have central fire alarm systems. In the event of a fire, activate the nearest fire alarm pull station, close windows and doors and evacuate the building according to the posted evacuation routes. When you are a safe distance from the building, call 9-1-1 and then call or have someone else call the Housing Director at (719) 846- 5499. Stay away from the building until you are informed by Residence Life or Campus Resource Officer personnel it is safe to return.

Fire Drills

Fire drills are conducted by the Trinidad Fire Department at least once within the first month of the Fall and Spring semesters. Additional drills are held as needed throughout the year as needed. When the alarm is engaged, students must evacuate the building and meet in the following areas:

Huggins Hall – Field in front of Huggins Hall

Johnson Hall – Tennis courts east of Johnson Hall

O'Connor Hall – Grass area north of the Berg Building

Romero Hall – Grass area north of the Berg Building

Residence Life and Housing personnel confirm that all students are out of the buildings at this time.

Fire Safety Education

Fire safety measures are a part of the Residence Life personnel training and are also discussed in the residence hall meetings at the beginning of each academic year.

Fire Log

A daily fire log is maintained by the Physical Plant Director and includes information for all campuses. Viewing is available by appointment between 8 a.m. and 5 p.m. Monday through Friday and can be scheduled by contacting the Physical Plant at (719) 846-5618.

Section 16: Fire Statistics

TSJC Fire Safety Statistics

Information below outlines the fire safety systems in TSJC Residence Halls and Fire Statistics for the 2018 year.

Table 13: Fire Systems

Fire Safety Systems in Residential Facilities							
<i>Facility</i>	<i>Fire Alarm System</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguishers</i>	<i>Evacuation Plans</i>	<i>Fire Drills In 2018</i>
Huggins Hall	1			yes	yes	yes	2
O'Connor Hall	1			yes	yes	yes	2
Johnson Hall	1			yes	yes	yes	2
Romero Hall	1			yes	Yes	yes	2

Table 14: Fire Statistics

2018 Fire Statistics						
<i>Residence Hall</i>	<i>Total Fires in Each Building</i>	<i>Fire Number</i>	<i>Cause of Fire</i>	<i>Injuries (Req. Treatment)</i>	<i>Deaths</i>	<i>Property Damage</i>
Huggins Hall	0	N/A	N/A	N/A	N/A	\$0.00
O'Connor Hall	0	N/A	N/A	N/A	N/A	\$0.00
Johnson Hall	0	N/A	N/A	N/A	N/A	\$0.00
Romero Hall	0	N/A	N/A	N/A	N/A	\$0.00

Adams State University Fire Safety Statistics

Trinidad State Junior College has an agreement with Adams State University to house TSJC students at Coronado Hall on the Adams State University Campus, 97 Monterrey Ave, Alamosa, CO 81101. The information below outlines the fires safety statistics pertinent to Coronado Hall.

Table 15: ASU Fire Systems

Fire Safety Systems in Residential Facilities							
<i>Facility</i>	<i>Fire Alarm System</i>	<i>Partial Sprinkler System</i>	<i>Full Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguishers</i>	<i>Evacuation Plans</i>	<i>Fire Drills In 2018</i>
Coronado Hall	1			yes	yes	yes	2

Table 16: ASU Fire Statistics

<i>Residence Hall</i>	<i>Year</i>	<i>Total # of Fires</i>	<i>Cause of Fire</i>	<i>Injuries (Req. Treatment)</i>	<i>Deaths</i>	<i>Property Damage</i>
Coronado Hall	2018	0	n/a	0	0	\$0.00