



**COLORADO STATE
UNIVERSITY**

2018 Annual Fire and Safety Report

Based on 2015-2017 statistics

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About this Report

The landmark federal law adopted in 1990 and amended in 1998, now called the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, section 485(f) of the Higher Education Act of 1965, requires institutions of higher education to disclose campus crime statistics and security information. This report meets the Clery Act's requirements, provides valuable information to current and prospective students, employees, and their families about safety and security at Colorado State University, and outlines the university's policies on drugs, alcohol, and interpersonal violence, among others. Interpersonal violence includes sexual assault, domestic violence, dating violence, and stalking.

This report is created out of a collaborative effort across campus. Those involved in compiling statistics and information include these CSU offices:

- Colorado State University Police Department
- Division of Student Affairs
 - Housing & Dining
 - Women and Gender Advocacy Center
 - Support & Safety Assessment
 - Student Conduct Services
 - Fraternity & Sorority Life
 - CSU Health Network
- Office of General Counsel
- Division of Operations

The Annual Fire and Safety Report and University Drug and Alcohol Policy informs the university community about:

- Statistics for the types of crimes that the Clery Act requires the university to publish. These Clery crime categories are:
 - Criminal homicide (murder and non-negligent manslaughter)
 - Sex offenses (sexual assault, rape, fondling, incest, statutory rape)
 - Aggravated assault
 - Arson
 - Robbery
 - Burglary
 - Motor vehicle theft
 - Hate crimes, defined as “a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim,” including the above crimes plus larceny-theft, simple assault, intimidation, destruction or vandalism of property
 - Dating violence, domestic violence and stalking
- Statistics of these crimes are provided for the previous three years. The statistics show these crimes that occurred on campus property and certain non-campus property and public property associated with the university, including:
 - Crimes by type, location and year

- Fires in on-campus student housing
- Arrests for liquor law violations, drug law violations, and carrying and possessing illegal weapons
- In addition, statistics are reported for students referred to university disciplinary action for liquor law violations, drug law violations, and carrying and possessing illegal weapons, regardless of whether an arrest has been made.
- CSU reports statistics for Clery crimes that occurred on properties that are within the university's "Clery geography," which are geographic areas defined by the Clery Act. This includes:
 - On-campus property: all properties that the university owns or controls within the same reasonably contiguous geographic area that are used in any manner related to the institution's educational purposes, including the residence halls and apartments.
 - Public property: all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus, not including private homes and businesses.
 - Non-campus buildings and property: all other property that the university owns or controls that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and that is located outside of the reasonably contiguous campus area, including buildings or property owned or controlled by a student organization officially recognized by CSU.
- Statistical information is requested from our law enforcement partners within Colorado, in other states, and in international locations, when the property is considered university non-campus property under the Clery Act.
- Statistics are maintained for all fires that occurred during the previous three years in on-campus housing.

The CSU Police Department requests and compiles the statistics for the report each year, based on information received from the offices and agencies listed above and from campus security authorities. Those statistics are counted and compiled into classifications for the report. Offices across campus review content in the report for which they have oversight. Then, a compliance committee works to ensure that the report meets the requirements of the Clery Act and provides the most accurate information regarding crime, fire, safety and related policies at Colorado State University to students, employees, parents, potential students and employees, and the general public.

More information about university policy related to the Clery Act

<http://policylibrary.colostate.edu/policy.aspx?id=557>.

The report also includes information about procedures, policies and crime prevention programs including:

- How to report a crime to CSU police

- Law enforcement databases of registered sex offenders
- Drug, alcohol and sex offenses
- How and when the university issues warnings to campus of potentially dangerous criminal and emergency situations
- Campus evacuation procedures

This report is available online at <http://safety.colostate.edu>. A printed copy is available by request from the CSU Police Department or may be printed from the online PDF version (also at <http://safety.colostate.edu>). The police department also makes the daily crime and fire logs available to anyone on request.

This annual report is published no later than Oct. 1 of each year and a notice of its publication is distributed via email to every CSU student and current employee. The office of Admissions notifies prospective students of the report availability, and prospective employees are notified on the Human Resources website and in every job posting.

CSU Drug, Marijuana and Alcohol Policies

CSU's alcohol and drug policy applies to all members of the university community, including staff, faculty, students, affiliates, volunteers, and visitors. A brief summary of this policy follows. The full policy is available at <http://policylibrary.colostate.edu/policy.aspx?id=738>.

The university prohibits the following on any university owned or controlled property, or at university activities:

- Illegally manufacturing, distributing, dispensing, possessing or using illicit drugs, including marijuana and its derivatives
 - Possessing a medical marijuana permit does not allow for the possession, use or storage of marijuana anywhere on university property, including in the residence halls and university apartments.
 - Possessing, selling or using drug paraphernalia
- Anyone younger than 21 possessing or drinking alcohol on campus property
- Intentionally or knowingly selling or furnishing alcohol to anyone younger than 21, or anyone obviously inebriated
- Possessing or consuming alcohol or drugs, or being impaired by alcohol or drugs while:
 - In a university laboratory, mechanical shop, or other place where the risks of injury are higher than under normal circumstances
 - Driving a university vehicle or machinery
 - Performing university job duties
 - Volunteering for the university
 - Interacting with children while working or volunteering at the university or at a university sponsored event
- Students and employees may not use alcohol, controlled substances or illicit drugs so as to adversely affect academic or job performance, endanger the physical well-being of themselves or others, or in a way that leads to property damage or serious misconduct.
- CSU does permit the lawful use of alcohol at events and in connection with activities on CSU property, with permission from the university Office of Risk Management and Insurance. For more information, see the policy at <http://policylibrary.colostate.edu/policy.aspx?id=738>.

Protecting yourself prescription medication abusers

Prescription drugs are widely available and are as dangerous as street drugs.

Pain pills, or opioids, such as Vicodin, OxyContin, and Percocet, are often abused. These are also highly addictive, and especially lethal when mixed with alcohol.

Selling, sharing or using any prescription drugs without a prescription is illegal and can result in jail time and large fines.

If you are prescribed medication, you may find that some people would like you to share or sell it. They do not hesitate to ask, may offer to buy or trade for other drugs, or even go so far as to steal your medications.

Medications are your own business – keep your prescription medication information private

- Keep medication in a safe spot that only you access
- Explain that you don't want to be responsible for someone else's adverse reactions to your medications
- Explain that you do not have enough to share
- If you have to, say that you stopped taking the medication or come up with another explanation that works for you
- Ration your medications by storing excess supply at home or with nearby relatives who will safeguard it. It is often possible to request more frequent prescriptions from health care providers if you have a concern about solicitation

Information adapted from Facts on Tap

Violating University, State or Federal Drug and Alcohol Policy or Law

Students

All CSU students are required to comply with the [Student Conduct Code](https://resolutioncenter.colostate.edu/conduct-code/), <https://resolutioncenter.colostate.edu/conduct-code/>, which sets behavior expectations for students, including expectations regarding drug and alcohol use.

The Student Conduct Code prohibits student use, possession, manufacturing, and distribution of illegal drugs. This includes:

- Prescription drugs used in a manner other than as prescribed
- Marijuana and its derivatives, in any form
- Narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, and other controlled substances
- Drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs

The Student Conduct Code applies to student behaviors on and off campus.

If a student is found to have violated drug or alcohol conduct expectations, the student may be subject to discipline under the Student Conduct Code, as well as criminal prosecution under federal and state laws.

CSU, through its University Housing Office, Office of Student Conduct Services and CSU Police Department, vigorously enforces state underage drinking laws; local, state and federal drug laws; and the Student Conduct Code.

Employees

The university may properly intervene when employee use of alcohol or drugs affects job performance and conduct.

Employees covered by this policy may not report to work or be at work while impaired by alcohol or drugs, even those lawfully prescribed, as determined under a reasonable suspicion standard. Employees who violate the university's policies concerning illicit drugs face discipline outlined in university policies and procedures.

Employees may also be subject to criminal prosecution under federal and state laws for drug-related criminal offenses.

Each employee must notify the university's Human Resources Executive Director in writing no later than five days after being convicted for any criminal alcohol or drug statute violation. A conviction is a finding of guilt (including a plea of no contest or nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the criminal drug statutes. The university must take disciplinary action within 30 days after receipt of any notice; disciplinary sanctions include action up to and including termination, in accordance with university policies and procedures.

Colorado Immunity from Arrest and Prosecution Law

Colorado law protects people from criminal prosecution for certain drug and alcohol violations if they call for help in an alcohol- or drug-related emergency, including marijuana (C.R.S. §18-1-711). The caller will be immune from criminal prosecution if they comply with the following:

- The caller must provide their name to police or emergency medical services
- The caller must remain on scene until help arrives
- The caller must cooperate with police and emergency medical services
- Immunity also extends to the person in need of medical attention if that person complies with these same requirements

CSU Responsible Action Exemption Policy for Students

Students who seek medical attention for themselves or on behalf of another student related to drugs or alcohol consumption will not be charged with Student Conduct Code violations relating to that incident when they seek medical attention for themselves or another student either on or off campus.

- The student seeking exemption for the emergency must comply with the recommendations of the Student Conduct Services hearing officer. These may include an assessment related to drug or alcohol use and treatment recommendations, among others.
- Failure to complete an assessment may result in charges against the student filed with Student Conduct Services.
- The parents or guardians of students may be notified by the university if a student involved in the situation is younger than 21 and was transported to the hospital for medical attention.

More information on the policy resolutioncenter.colostate.edu/discipline-process-individual/.

Marijuana Use and Possession on Campus

The use and possession of marijuana is prohibited on campus. The potential health and behavioral impacts of marijuana do not fit with CSU's mission as an academic institution and a safe, fast-paced, high-functioning work environment. Possessing, using, or selling marijuana continues to be prohibited on campus and during university activities. Federal agencies continue to enforce federal law against those who facilitate the illegal use of marijuana, despite state law.

Colorado constitutional amendment 64 legalizes certain activities related to marijuana under Colorado law, yet Amendment 64 specifically authorizes the university – as a school and an employer – to prohibit the possession and use of marijuana. In addition, although Amendment 64 passed in Colorado, marijuana remains illegal under the federal Controlled Substances Act, which prohibits marijuana possession and use. This federal law applies to recreational and medical uses of marijuana. It is not a defense that the person holds a medical marijuana card.

Students and employees who violate this policy are subject to university discipline.

Federal laws such as the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act also restrict use of marijuana in the workplace. These federal laws require the university to prohibit the use of marijuana on campus.

The Colorado State University Police Department, along with Student Conduct Services, enforces the campus-wide prohibition of marijuana.

CSU strives to maintain a safe workplace. Employees who are under the influence of marijuana, just like with alcohol, create serious safety risks when operating machinery or working with potentially hazardous materials or substances in the workplace.

While performing their job duties:

- CSU employees are prohibited from consulting or providing assistance with the cultivation, sale, distribution, or use of marijuana
- Any employee who provides such assistance shall be acting outside the scope of his or her employment and assumes personal liability for such action
- CSU is not required to accommodate an employee's medical or recreational use of marijuana
- Illegal drug use is a bar to the acquisition or renewal of a federal security clearance

CSU Employee Drug, Alcohol Treatment and Educational Programs

State of Colorado policy is that treatment may be more appropriate for alcoholics and intoxicated individuals than criminal prosecution. Employees should be afforded a continuum of treatment to help them lead normal lives as productive members of society [C.R.S. §27-81-101(1)].

The state supports the following kinds of treatment facilities and services [C.R.S. §27-81-101(2)]:

- Screening centers for alcoholics
- Medical detoxification
- Intensive treatment
- Halfway-house care
- Outpatient rehabilitative therapy, orientation, education, and in-service training
- Patient transportation

To find a mental health or substance abuse treatment facility in your area, visit this list <https://findtreatment.samhsa.gov>.

More information on health effects, usage trends, and marijuana regulation:

- National Institute on Drug Abuse www.drugabuse.gov/publications/drugfacts/marijuana
- Substance Abuse and Mental Health Services Administration www.samhsa.gov
- CSU Health Network Marijuana Resources <http://health.colostate.edu/resources/marijuana>
- Colorado Department of Health and Environment marijuana information www.responsibilitygrowshere.com

Student Drug and Alcohol Treatment and Educational Programs

New students younger than 23 must complete an online alcohol awareness program. This is an interactive, online program designed to inform students about how alcohol affects the body, mind, perception, and behaviors. The research-based course offers accurate information in a non-judgmental tone, while providing personalized feedback that encourages students to consider their own drinking decisions and those of their peers.

The CSU Health Network is a student service that provides a full range of medical, mental health, and health education and prevention services to optimize student health and the health of the campus community. All students registered for six or more credit hours pay the university health fee and counseling fee and are eligible to use the CSU Health Network.

Students do not need to be enrolled in the CSU Student Health Insurance Plan to access services. The CSU Student Health Insurance Plan provides additional benefits. Any student enrolled in fewer than six credits can elect to pay these fees for access.

DAY Programs (Drugs, Alcohol and You) are specialty counseling services offered through the Health Network. DAY serves students who are concerned about their substance use or are required to complete an assessment or engage in treatment by the university's disciplinary system.

DAY offers five specialized programs:

- Live Safe is a three-hour education and discussion group for students who want to learn more about substance use or those who have had a conduct violation.
- BASICS (Brief Alcohol Screening and Intervention for College Students) involves an online assessment of your substance use history and patterns. Individualized feedback is provided during an initial appointment and one follow-up meeting with a counselor. Students may initiate the screen themselves, or are referred by the conduct office.
- Taking Steps provides weekly group support for students making changes in their use of drugs and alcohol. This program is open to those voluntarily seeking help and those mandated to treatment by the conduct system.
- Open to Change is an eight-week program for students who both voluntarily complete the program or are mandated by the university to complete the program. Students achieve eight consecutive weeks of abstinence with individual and group counseling.
- Back on TRAC is an abstinence-based, drug court program for students with serious alcohol or drug violations who are mandated to complete the program or would otherwise be dismissed from the university.

In addition to these programs, individual counseling is available for students who want to examine and alter their substance use. DAY works with students whose goals range from reducing the negative impact of substance use to abstinence. Counselors use a nonjudgmental and empathic approach to support students in achieving their goals.

More information about alcohol and drugs educational programs and individual assistance:

CSU Health Network

(970) 491-7121

www.health.colostate.edu

Legal Sanctions for Drug Abuse and Commonly Abused Drug Information

A list of and information about commonly abused drugs is available at <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>.

The following tables (on the next two pages) illustrate the legal sanctions for drug abuse under applicable laws, and describe some of the most commonly abused drugs and their health risks and affects:

Legal Sanctions for Substance Abuse

Offense	Type of Offense	Jail Term/Penalties	Fine	Driver's License
ALCOHOL				
Alcohol consumption/ possession: illegal under 21	Unclassified petty offense	24 - 36 hours community service; substance abuse education program	\$100 - \$250	Revoked
Juvenile DUI: Under 21 blood alcohol level (BAC) between .02 and .05 Zero tolerance law	Class A traffic infraction Repeat offender = Class 2 Traffic misdemeanor	24 hours community service	\$15 to \$100	Revoked
Driving while impaired (DWA) (BAC .05-.08)	Traffic misdemeanor	1st offense: 2-180 days jail; 24-48 hours community service 2nd offense: 10-365 days; 48-120 hours community service; 2 years probation 3rd offense or more: 60-365 days; 48-120 hours community service; 2 years probation; alcohol education program	1st offense: \$200-\$500 2nd offense: \$600 - \$1,500 3rd offense +: \$600 - \$1,500	Revoked if under 21
Driving under the influence of ethyl alcohol (BAC above .08)	Traffic misdemeanor	1st offense: 5-365 days; 48-96 hours community service 2nd offense: 10-365 days; 48-120 hours community service; 2 years probation 3rd offense or more: 60-365 days; 48-12- hours community service; alcohol education program; 2 years probation	1st offense: \$600-\$1,000 2nd offense: \$600 - \$1,500 3rd offense +: \$600 - \$1,500	Revoked
Open alcohol container	Class A traffic infraction	None	\$50	None
CONTROLLED SUBSTANCES				
Possession or sale:				
Schedule I and II, such as: cocaine, opium, heroin, morphine, methadone, LSD, mescaline, psilocybin, GHB	Level 4 drug felony - possession	6 months - 1 year; 1 year parole period	\$1,000 - \$100,000	n/a
Schedule III, such as: PCP, Codeine, Diluadid	Level 1 drug misdemeanor - possession	6 months - 18 months	\$500 - \$5,000	n/a
Schedule IV, such as: Chloral Hydrate, tranquilizers, some barbiturates and stimulants	Level 1 drug misdemeanor - possession	6 months - 18 months	\$500 - \$5,000	n/a
Schedule V, such as Codeine and other narcotics	Level 1 drug misdemeanor - possession	6 months - 18 months	\$500 - \$5,000	n/a
Use:				
Schedule I, II	Level 2 drug misdemeanor	no imprisonment - 1 year	\$250 - \$1,000	n/a
Schedule III, IV, V	Level 2 drug misdemeanor	no imprisonment - 1 year	\$250 - \$1,000	n/a

Note: All controlled substance charges also include a drug offender surcharge in addition to the fines listed.

Legal Sanctions for Substance Abuse

Offense	Type of Offense	Jail Term/Penalties	Fine	Driver's License
MARIJUANA				
Providing marijuana to a minor				
>2.5 lbs (>1lb concentrate)	Level 1 drug felony	8-32 years, 3 year parole	\$5,000 – \$1M	not available
>6oz – 2.5 lbs (3oz – 1lb concentrate)	Level 2 drug felony	4-8 years, 2 year parole	\$3,000 – \$750,000	not available
>1oz – 6oz (.5oz – 3oz concentrate)	Level 3 drug felony	2-4 years, 1 year parole	\$2,000 – \$500,000	not available
≤1oz (≤.5oz concentrate)	Level 4 drug felony	6 months – 1 year, 1 year parole	\$1,000 – \$100,000	not available
Manufacture or process without a license				
Any amount of marijuana or concentrate	Level 3 drug felony	2-4 years, 1 year parole	\$2,000 – \$500,000	not available
Dispense, sell, distribute, or possess with intent to manufacture, dispense, sell, or distribute				
>50lbs (>25lbs concentrate)	Level 1 drug felony	8-32 years, 3 year parole	\$5,000 – \$1M	not available
>5lbs – 50lbs (>2.5lbs – 25lbs concentrate)	Level 2 drug felony	4-8 years, 2 year parole	\$3,000 – \$750,000	not available
>12oz – 5lbs (>6oz – 2.5lbs concentrate)	Level 3 drug felony	2-4 years, 1 year parole	\$2,000 – \$500,000	not available
>4oz – 12oz (>2oz -6oz concentrate)	Level 4 drug felony	6 months – 1 year, 1 year parole	\$1,000 – \$100,000	not available
≤4oz (≤2oz concentrate)	Level 1 drug misdemeanor	6 – 18 months	\$500 – \$5,000	not available
Possession of plants				
>30 plants	Level 3 drug felony	2-4 years, 1 year parole	\$2,000 – \$500,000	not available
>6 – 30 plants	Level 4 drug felony	6 months – 1 year, 1 year parole	\$1,000 – \$100,000	not available
≤6 plants	Level 1 drug misdemeanor	6 – 18 months	\$500 – \$5,000	not available
Possession				
>12oz (>3 concentrate)	Level 4 drug felony	6 months – 1 year, 1 year parole	\$1,000 – \$100,000	not available
>6oz – 12oz (<3oz concentrate)	Level 1 drug misdemeanor	6 – 18 months	\$500 – \$5,000	not available
>2oz – 6oz	Level 2 drug misdemeanor	0 – 12 months	\$250 - \$1,000	not available
≤2oz	Drug petty offense	none	\$100	not available
Public consumption, display, use				
<2oz	Drug petty offense	Up to 24 hours community service	\$100	not available
>2oz	See: Possession			

Note: All controlled substance charges also include a drug offender surcharge in addition to the fines listed.

Student Rights and Responsibilities

Colorado State University expects students to:

- Maintain standards of personal integrity that are in harmony with the educational goals of the institution
- Observe national, state, and local laws, and university regulations
- Respect the rights, privileges, and property of other people

Students retain the rights, protection, guarantees, and responsibilities that are held by all citizens. The Student Bill of Rights, available at <http://policylibrary.colostate.edu/policy.aspx?id=601>, explains other rights that apply to all higher education students in our Colorado.

The [Colorado State University Student Conduct Code](#) applies to conduct that occurs on or off campus and at university programs or activities.

Prohibited conduct is described in detail in the code. Violations of university drug and alcohol policies and state drug and alcohol laws, and all forms of sexual harassment, sexual misconduct, and sexual assault are code violations regardless of whether or not criminal charges result from the conduct. Disciplinary procedures under the code include the following steps:

- Student Conduct Services receives incident reports from law enforcement, CSU residence hall staff, faculty, administrative staff, students, other members of the university community, or from outside the university community. Reports are forwarded to a hearing officer, who will review the report and may seek additional information or conduct an investigation.
- If the hearing officer determines that a student may have violated the [CSU Student Conduct Code](#), a hearing is scheduled. Full text of the code is available at <https://resolutioncenter.colostate.edu/conduct-code/>.
- The student will receive a notice letter with the date, time, and location of the hearing.
- At the hearing, the student may explain their conduct and perspective on the incident. Evidence, written statements, and witness testimony may be submitted. The student may be accompanied by an advisor, who may be an attorney, but the advisor may not represent the student, speak on the student's behalf, or participate directly in the hearing. Formal rules of evidence and legal procedure do not apply.
- The hearing officer will decide the [outcome](#) of the hearing based on the evidence. See <https://resolutioncenter.colostate.edu/discipline-process-individual/>.
- The hearing officer will send the student a letter with the [outcome](#).
- Sanctions imposed may range from no action, to disciplinary expulsion and revocation of admission or degree. These sanctions are described in detail on the [Student Conduct Services website](#). <https://resolutioncenter.colostate.edu/conduct-services/>
- The student has a right to appeal the hearing officer's decision, within certain limits.

This is just a brief summary of the disciplinary and appeal procedures. These procedures are described in full on the Student Conduct Services website at <https://resolutioncenter.colostate.edu/conduct-services/>.

A student is not immune from prosecution by local, state, or federal law enforcement agencies, whether or not the university initiates disciplinary proceedings.

The Student Resolution Center acts on the institutional values of interpersonal civility and honoring of community standards. The Student Resolution Center offers:

- Consultation, coaching, and mediation to help resolve conflicts
- Conflict management, academic integrity, and civility training and education
- Advising student peer conduct boards
- Hearings to determine if prospective students with a criminal or disciplinary record will be admitted to the university
- Overseeing the student conduct process and hearings for students facing allegations of misconduct on or off campus
- Restorative Justice Program for repairing harm and restoring relationships
- Determining disciplinary action to be taken by the university, including educational programs
- Appeals process related to student conduct outcomes

Behavioral Expectations of Students Living on Campus

Students residing in university residence halls or apartments contractually agree to obey:

- Federal, state, and local laws
- [CSU Student Conduct Code](#)
- Expectations outlined in the residential contract and [residence hall policies and procedures](#)

Residential staff, under the supervision of Student Conduct Services, hear cases involving housing contract violations and may impose sanctions including drug and alcohol education; educational programs or activities; monetary restitution; reassignment to another residence hall room or building; and termination of the residential contract or lease. Significant incidents or a pattern of problems will result in referral to Student Conduct Services. Residence hall policies are available at <https://housing.colostate.edu/halls/policies/> and apartment policies are available at <https://housing.colostate.edu/apartments/policies/>.

Disciplinary Records

Student disciplinary records are maintained by Student Conduct Services in keeping with the

Family Educational Rights and Privacy Act (1973), the Higher Education Amendments (1998), and the Student Conduct Code.

CSU Police Department and How to Report a Crime

CSU police officers work closely with offices on campus to identify safety and security needs and concerns.

CSU Police Qualifications and Authority

About CSUPD:

- Colorado State University Police Department operates 24 hours a day, seven days a week.
- The department includes an investigations unit, patrol unit, records office and a 911 dispatch center.
- CSUPD officers are also commissioned officers in the City of Fort Collins and Larimer County.
- CSUPD also collaborates with Fort Collins Police Services, Poudre Fire Authority, Larimer County Sheriff's Office, the Office of the District Attorney, and other state and federal law-enforcement agencies and investigation bureaus. As part of a regional first responder network, CSU police hold mutual aid agreements with the county and city to deal with contingencies such as natural disasters, civil disturbances, major crimes, and pursuits of serious offenders who travel across jurisdictional lines. These mutual aid agreements include provisions for joint investigations. Copies of these agreements are available from CSU police.

About CSUPD officers:

- CSU police officers are armed and have full law enforcement authority on all property owned or controlled by the university, including the authority to make arrests on or off campus.
- Officers possess peace-officer commissions from the State of Colorado, Larimer County, and the City of Fort Collins.
- Colorado State University police officers complete at least 860 hours of training in a state-certified police academy and field-training program in preparation for their jobs.

About the CSU Police Department work on campus:

- Colorado State University police officers routinely patrol on foot all buildings on campus.
- Officers patrol campus grounds by bicycle, motorcycle, and vehicles.
- Campus Safety Officers are student employees who assist at campus events and provide safe escorts across campus via SafeWalk. These employees receive more than 50 hours of training. More information at <https://police.colostate.edu/safe-walk/>.

How to Report an Emergency or Crime

CSU encourages all community members to make accurate and prompt reports of crimes and other emergencies on campus and other CSU-owned or controlled property. Reports about on-campus incidents should be made to CSU police immediately; off campus incidents should be

reported to the agency with jurisdiction (such as Fort Collins Police Services). Promptly reporting crimes provides law enforcement agencies with the best opportunity to effectively address safety issues. If the victim of a crime elects to or is unable to make such a report, others are encouraged to promptly do so. More information is at <http://policylibrary.colostate.edu/policy.aspx?id=557>.

If you witness or experience a crime or emergency, report it as soon as possible to CSU police by calling 911. The CSU Police Department is located in Green Hall. CSUPD operates 24 hours a day. The non-emergency number is 970-491-6425.

It is important to report what you observe even if others have already made a report.

- To report a crime in progress or immediate threat to campus safety call 911 from any phone. If you are on campus, tell the dispatcher so immediately.
- To report a crime that is no longer in progress and is not an immediate threat, call (970) 491-6425 or visit <http://police.colostate.edu/pages/police-services.aspx#report>. Crimes may be reported anonymously.
- To report a fire, call 911 from any phone. If you are on campus, identify your location as Colorado State University first, and the campus location of the fire.
- To report any other emergency in progress, call 911.

Tips for Reporting an Emergency when Calling 911

- Call 911 from any phone.
- CSUPD dispatchers have an enhanced system that allows our dispatcher to see where you are calling from. This does not work for cell phones without location services turned on.
- The dispatcher will need to know the address of the emergency, which is not necessarily where the call is coming from.
- 911 calls made from cell phones from within the city will be routed first to Fort Collins Police Services, so if you are calling from campus, be sure to tell the dispatcher that right away.
- When you are reporting a crime, it is important to report it immediately from a safe location.
- When speaking to a dispatcher, stay on the line and, as accurately as possible, tell the dispatcher everything you can remember about the incident. If reporting about a suspect, try to recall details such as the suspect's clothing, if they were driving a vehicle, what it looked like, and direction of travel either on foot or in a vehicle.
- If you are in a position to give first aid to someone or to relay information to another rescuer, CSU and other local dispatchers are prepared to tell you what to do until emergency responders arrive.
- If reporting a fire or someone in need of an ambulance, CSU police will immediately notify fire or emergency medical personnel, then help with emergency measures such as

evacuation and managing traffic so that fire trucks and ambulances can access the scene. Report all campus fires to CSU police immediately by calling 911.

Report a Crime Anonymously

To remain anonymous and report a crime to the CSU Police Department, you may fill out the online form at <http://police.colostate.edu/reportcrimeanonymous>.

- Information you submit will be sent securely to CSU police without your identity being revealed.
- Include as much detail as possible.
- If the crime you are reporting is an emergency, please call 911.
- Crimes reported anonymously to CSU police will be included in the Annual Fire and Safety Report as required by the Clery Act.

Confidentiality of Crime Reports

The university does not have a policy for confidential crime reporting. If you are the victim of a crime or want to report a crime, but do not want to pursue action within the university or criminal justice system, we ask that you still consider filing a report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your privacy.

The CSU Police Department will do all it can to comply with your wish to keep your personally identifying information private, while also taking steps to ensure your safety and the safety of others. This also allows the university to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Fire and Safety Report, without personally identifying information.

In limited circumstances, the police department may not be able to assure privacy and will inform you in those cases. Anyone may call the CSU Police Department at 970-491-6425 to report concerning information. Callers may remain anonymous if they choose to do so.

In all publicly-available records, CSU does not include personally identifying information (it is either omitted or redacted).

Victims may also report confidentially to designated victim advocates and professional counselors who work for CSU.

- The Victim Assistance Team, through the Women and Gender Advocacy Center, provides confidential support and advocacy to Colorado State University students and any family or friends who have experienced sexual assault, dating or domestic violence, and stalking on or off campus, 24 hours a day, every day of the year. Call 970-492-4242. During regular university business hours, their offices are open to visit in person at 112 Student Services Building or in the satellite office in Room 234 of the Lory Student Center. For more

information, visit <http://www.wgac.colostate.edu/victim-assistance-team-volunteers>. The Women and Gender Advocacy Center provides statistical information to the Colorado State University Police Department, but does not provide any personally identifiable information and maintains confidentiality with all clients.

- Confidential reports may also be made to pastoral and professional counselors, licensed psychologists, licensed clinical social workers, or graduate student staff in the CSU Health Network Counseling Services Office and these reports are considered confidential. CSU's pastoral and professional counselors inform persons they are counseling of the institution's policy as to maintaining confidentiality. While counselors are able to assist with reporting to law enforcement, no university policy requires counselors to encourage reporting to law enforcement. Counselors assist clients on a case-by-case basis and discuss options and resources as may be appropriate for each individual client.

The CSU Health Network Counseling Services office is located in the Health and Medical Center at the corner of College Ave. and Prospect Rd. Counseling Services may be reached during regular business hours by calling 970-491-6053. Emergency after-hours counselors are also available at 970-491-7111. These counselors do report crimes to the CSU Police Department for purposes of compiling statistics, but do not share information with CSUPD that could identify the victim.

The university will not publish the names or other identifying information such as addresses or ID numbers of victims of sexual or gender violence crimes in any public record unless required to do so by law. Confidentiality is maintained in daily crime and fire logs, timely warnings, and emergency notifications. CSU also will not publish any accommodation or protective measure provided to a victim unless such confidentiality impairs the effectiveness of the measure.

Crime Prevention and Security Awareness Programs

- CSU police, residence hall staff, Support and Safety Assessment, and the Women and Gender Advocacy Center are among groups on campus that provide safety and crime prevention educational programs in a variety of settings.
- General campus educational programs include fire safety, personal safety, interpersonal violence prevention, alcohol and drug awareness, and computer crimes. Many programs can be tailored to fit the needs of the audience. Interpersonal violence trainings include information about the crimes of sexual assault, domestic violence, dating violence, and stalking. For more information about educational, outreach and events related to interpersonal violence, or to request a program, see <http://www.wgac.colostate.edu> or <http://www.supportandsafety.colostate.edu/sexual-harassment>.
- From Jan. 1 – Dec. 31, 2017, the CSU Police Department delivered 255 programs or presentations to 25,269 people, including students, parents, faculty, and staff.
- Schedule programs by contacting CSUPD. Some programs are hosted and publicized on a continual basis throughout the year.

The CSU Police Department also implements the following crime prevention strategies on campus:

- Regularly patrolling residence halls
- Regularly patrolling all buildings on campus and checking doors and windows for security concerns, particularly after hours
- Reporting facilities issues such as lights and door locks that do not work correctly
- Surveying campus for security and safety issues
- Educating the campus community about crime prevention strategies
- Presenting educational programs to students, parents, and employees about general safety, sexual violence safety, DUI enforcement, substance abuse, bike safety and education
- Teaching personal protection classes
- Teaching active assailant response classes
- Offering SafeWalk, a CSUPD service that provides a security escort from any campus location to another campus location or a location within three blocks of campus, year- round, from dusk to dawn
- Offering a registry for personal property (more information is at <http://source.colostate.edu/csupd-offers-online-registry-for-valuables/>)
- Educating campus about proactive reporting options to connect people who are struggling with mental health issues or who may be a risk to themselves or others with university resources and alerting campus offices that can address safety concerns presented by these individuals
- Providing a comprehensive resource to all employees regarding campus offices that can help them address people who present safety concerns
- Collaborating with committees and individuals across campus to identify and address safety and security needs for special events, new buildings, and concerns

More information about crime on campus:

- [Safety.colostate.edu](https://safety.colostate.edu), the university's safety website
- Special text alerts shared by the university. Students, faculty and staff may sign up for emergency text alerts. Students sign up via RamWeb at www.RamWeb.colostate.edu. Employees may sign up via the administrative applications portal at <https://aar.is.colostate.edu/>
- Safety alert bulletins describing specific crimes or perpetrators

Campus Security Programs

Building Access

- Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal business hours Monday through Friday, excluding holidays, or when the university is closed, such as during a snow day.
- Some buildings are open for designated hours on weekends, such as Morgan Library.
- Exterior doors on campus buildings are locked each evening by Facilities Management. Buildings may be secured at different times based on factors such as night classes, special events, or computer lab times.
- Do not prop building doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys or key cards or leave them unattended in your work or living space.
- Do not give door entry or alarm codes to anyone you don't know or who doesn't have an authorized reason to have the code.
- Report unlocked buildings after hours, problems with locks or security devices, and any other building security or safety issues to the responsible building proctor (contact information is on the Facilities Management website at fm.colostate.edu/proctors), or Facilities Management dispatch, 970-491-0077.
- Emergencies and situations posing an immediate threat to safety should be reported to CSU police immediately by calling 911.

Residence Hall Security

Residence hall security includes the following measures:

- The lobby area is staffed 24 hours a day.
- Lobbies and common areas are open during dining center hours and then accessible only by residents of the building after hours via keycard access.
- Floors and rooms are only accessible by residents with keycard access.
- All common bathrooms on the floors are also secured.
- Residents should not allow strangers access to the building, either by propping doors, lending keys, or opening doors for anyone waiting outside the building.

- Visitors and delivery people may use a house phone located outside the main entrance to contact the appropriate host to gain access, once all entries to the building are locked in the evening.
- All residence hall staff are trained on emergency response and have knowledge of evacuation and safety protocol in the event of an emergency.
- All lobby doors and common areas can be locked down during an emergency to permit access to residents of the building only. The option of locking buildings down entirely to prevent any access into the building is also available.
- CSU Police Department partners with Housing & Dining Services to develop a community-oriented policing program. A full-time, certified police officer is assigned to each residence hall and regularly patrols it to enhance relationships with students and increase security and safety awareness among students.

Campus Planning and Safety

Safety is an important consideration in planning, maintaining, designing, and remodeling of facilities on campus.

- Exterior lighting is an important part of the university's commitment to campus safety. The CSU Police Department monitors exterior lighting and reports issues to Facilities Management.
- Once a year, a comprehensive survey of all exterior lighting, building safety, and security is conducted by CSU police, Facilities Management, and Environmental Health Services.
- The campus community is encouraged to call the CSU police (970-491-6425) or Facilities Dispatch (970-491-0077) when they see a light out or any safety concern. Light posts
- have numbers on them that help repair people find them. If possible, provide the number when reporting a light out.
- Facilities Management monitors door and security hardware daily. CSU police officers also report defective locking mechanisms to Facilities Management as soon as they are discovered.
- Shrubbery, trees, and other vegetation on campus are trimmed on a regular basis.
- Fencing, roadway, and sidewalk repairs are reviewed and completed at least annually.

The CSU Public Safety Team coordinates and facilitates effective campus disaster preparedness, mitigation, response and recovery activities to minimize the impacts of emergencies on the campus community, facilities and environment. The university maintains written plans and holds regular emergency exercises. This team, made up of members from several campus departments, also coordinates efforts under Homeland Security for the university and makes safety and security policy for campus.

Emergency Blue Light Phones

More than 60 emergency blue light phones are located throughout the campus. These emergency phones ring directly into the CSU Police Department dispatch center by simply pushing a button. Visit www.maps.colostate.edu and click on the menu option for emergency blue light phones for locations.

Crimes on Non-Campus Property

Sororities and fraternities

Greek houses are located off campus and are not owned by the university. Because they are located off campus, they are under the jurisdiction of Fort Collins Police Services. Security in sorority and fraternity houses is managed by a variety of methods and people, and that information is available through the Office of Fraternity & Sorority Life at 970-491-0966.

CSU Student Conduct Services receives reports of crimes that occur in fraternities and sororities that are recognized as student organizations by Colorado State University from the CSU Police Department (which in turn receives crime information from Fort Collins police). Crimes occurring in fraternities and sororities are included in CSU's crime statistics for purposes of reporting under the Clery Act.

Crimes committed in other non-campus locations of officially recognized student organizations are reported to the CSU Police Department by law enforcement agencies from those jurisdictions. In addition, crimes occurring in fraternities and sororities and other recognized student organization locations may be reported to CSU police by campus security authorities. Campus security authorities are individuals designated under the Clery Act as having responsibility to report Clery crimes of which they become aware. Many individuals on campus are considered to be campus security authorities based on their position and responsibilities at the university.

Off-campus locations

The CSU Police Department annually receives reports from Fort Collins police of all crimes that occurred within CSU's Clery geography, including CSU property that is not on campus. CSU police officers and dispatchers monitor Fort Collins police radio traffic and view daily crime logs from that agency. Student Conduct Services also regularly receives reports of crimes reported to Fort Collins Police that involve students. For all other CSU property that is not on campus, the CSU Police Department regularly requests annual crime reports from law enforcement agencies.

Emergency Response and Evacuation Procedures

Colorado State University conducts emergency response exercises each year, including tabletop exercises, field exercises, and emergency notification systems tests to assess and evaluate university emergency plans and response. The university tests its notification systems once per semester. Notification system tests help the university prepare for emergencies and dangerous situations. The university will publicize its emergency evacuation procedures in conjunction with one of these tests through the university-wide online newsletter sent via email. The university annually schedules these drills and exercises by its emergency manager communicating with local agencies, university departments and residence hall staff. Annex U (Exercises) in the Emergency Response Plan describes different types of exercises, how they are set up, rules and procedures and needs assessments. The exercise needs assessment covers the exercise priorities relative to campus hazards. CSU documents, for each test, a description of the exercise, the date, the time and whether it was announced or unannounced. Documentation is available from the Emergency Management Coordinator (970-491-6745).

The Colorado State University Police Department and Public Safety Team have received training in responding to critical incidents on campus.

When a serious incident occurs on campus, CSUPD is usually the first emergency responder on scene. Depending upon the nature of the incident, Fort Collins Police Services, Larimer County Sheriff's Office, Poudre Fire Authority and Poudre Valley Hospital Emergency Medical Services, CSU Environmental Health Services, or federal agencies may respond.

Colorado State University's emergency response plan, at <https://safety.colostate.edu/emergency-response-plan/>, will help the community respond to hazards that may affect safety, health, and campus operations. The plan describes the planned response to emergencies and delineates the roles and responsibilities of departments, divisions, and agencies that are expected to help protect life and property on campus. It also describes how the university works to reduce or eliminate threats to life and property.

Major campus emergencies will be coordinated from an Emergency Operations Center. The Emergency Operations Center will oversee and support field operations, with the Public Safety Team making strategic decisions.

Every employee is responsible for:

- Surveying buildings to proactively mitigate and plan for emergencies
- Helping notify the university about risks in buildings and on campus grounds, and educating colleagues about risks in their areas
- Knowing and understanding the building safety plan for the buildings they primarily occupy
- Learning the locations of exit routes, exit stairwells, pull stations, fire extinguishers and automatic external defibrillators, called AEDs
- Knowing and posting emergency phone numbers

- Participating in all fire drills, treating every alarm as an actual emergency and evacuating a building during an alarm
- Learning the needs of anyone for whom you are responsible who may need assistance during an emergency
- Knowing rally point locations
- Calling 911 immediately during an emergency

The university's emergency response plan is at <http://safety.colostate.edu/emergency-response-plan.aspx>. As part of that plan, each building on campus is required to have a building safety plan. The building safety plan contains specific evacuation procedures for that building. In general, evacuation procedures include: _

- Faculty who are teaching classes at the time of an emergency are responsible for the orderly evacuation of class participants and should be the last one out of the classroom to verify evacuation for responders.
- DO NOT take time to turn off computers, printers or office lights. Close, but DO NOT lock, office door and windows.
- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Exit the building through the closest exit. DO NOT use the elevator.
- All personnel should be familiar with exit paths for their areas. REFER TO YOUR FLOOR PLAN and be familiar with the shortest path possible and a secondary exit.
- Proceed in an orderly manner as quickly as possible to the nearest exit and then to the designated rally point. Be alert for individuals with disabilities or injuries who may need assistance. However, under no circumstances should an individual risk or jeopardize his or her personal safety in an attempt to rescue another person. All occupants who are physically incapable of exiting the building without assistance should go to the nearest stair tower or area of refuge and await rescue. Notify the building proctor or responding emergency personnel of any known individual that may be unable to independently exit the building.
- Stay at the designated rally point until you are instructed to leave. This way an accurate head count can be taken. Faculty and lab assistants are responsible for the students. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Upon arrival of University police, the proctor will assist them in whatever manner they request or direct. Poudre Fire Authority staff or the Colorado State University police will clear the building, checking elevators, areas for the physically disabled and laboratory areas.
- Emergency alarms being turned off DOES NOT mean the building is clear and safe to re-enter. They are silenced so that emergency response personnel are able to communicate with each other. DO NOT RE-ENTER THE BUILDING for any reason until instructed to do so by fire department, EHS, or police officials. In case of a full campus evacuation:
 - Evacuate as instructed in emergency announcement.
 - Leave by vehicle unless instructed otherwise.

- Do not return to campus until instructions are received saying it is safe.
 - Move to designated campus rally points if unable to go home or if you are instructed to do so.
- Also see the evacuation procedures for fire emergencies described in the section on Fire Safety on Campus and Evacuation Procedures.

Thor Guard Lightning Detection and Warning System

CSU employs a lightning detection and warning system on its main Fort Collins campus, called Thor Gard. The sensor constantly monitors atmospheric conditions within a two-mile radius that can cause lightning and triggers a horn when conditions that create a danger of lightning exist. The horn “red alert” alarm activates a strobe light on the assembly that begins intermittently flashing, and one 15-second blast from the horns is sounded in all directions that can be heard 700 yards away. This serves as a warning to those within hearing distance to seek appropriate shelter for the duration of the red alert period.

All outdoor activities must cease during red alert periods, and everyone in the area should seek shelter immediately. Appropriate shelter includes surrounding buildings, automobiles, and, when one of those is not available, dense woods or low-lying areas. When the danger has passed (a minimum of 10 minutes after the original alarm), an all-clear signal is given – the strobe light will stop flashing, and three separate, five-second blasts from the horns will sound. After the all-clear signal has sounded, it is safe to resume outdoor activities. However, good judgment should still govern, and if the conditions do not appear to be safe to resume activity, wait until conditions improve. More information about the Thor Guard system is available by emailing EHS@colostate.edu or calling 970-491-4749. *Please note that the Thor Guard system’s horns and strobe lights will be tested the first Tuesday of every month at about 9 a.m.*

Emergency Notifications and Timely Warnings

Emergency Notifications

Under the Clery Act, the university issues emergency notifications to students and employees when certain threatening events take place within CSU's Clery geography.

When is an emergency notification necessary?

Under the Clery Act, the institution is required to notify the campus community as soon as there is reasonable confirmation of a *significant emergency or dangerous situation* occurring on the campus that involves an *immediate threat* to the health or safety of students or employees. The university is not required to alert the campus community if a threat to campus is immediately contained. An *immediate threat* includes an imminent or impending threat, such as an active assailant, approaching tornado, or fire currently raging in one of our buildings. *To report an emergency that presents such a threat, call 911 immediately and identify your location to the dispatcher.*

How does CSU determine if an emergency notification should be issued due to a significant emergency or dangerous situation involving an immediate threat to health and safety?

CSU police immediately gather information upon responding to a report of an emergency or dangerous situation, and evaluate the situation as quickly as possible for any immediate risk to the campus community. Officers who respond will evaluate the situation to determine if there is an immediate threat, such as an active shooter, hazardous material released, fire, or other threat.

Information can be limited in the first moments of a police response, but officers will work to quickly gather initial information from as many people as possible, visually assess the situation, and look for evidence of a crime. However, if the information available indicates that there is an immediate risk to health and safety of campus, even if a report has not been verified as credible, the responding CSUPD officer or officers will alert their supervisors to request a review for an emergency notification. Supervisors will immediately contact the chief of police or designee with known information for immediate consideration. The chief or designee will initiate the process of sending an emergency alert.

When initiating the process for considering an emergency alert, the chief or designee will consider the overall safety of the campus community and if an immediate threat is reported to exist. The chief or designee also will provide information appropriate to include in the alert about the incident to the public information officer or the information officer's backup to craft the alert. The institution 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. Information that may harm the victim or compromise emergency response will not be included in an alert. The information officer will verbally read or text the alert copy to the chief or designee for an immediate review for accuracy, and then send out the alert.

When an emergency or dangerous situation is reported to the CSU Police Department, the chief of police or designee will consider the facts known at that time to assess the nature of the emergency, its severity, and the areas or segments of the university community that are endangered.

- When it is confirmed by the university that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on or nearby campus (or other locations as required by the Clery Act), the university will issue an emergency notification.
- The emergency notification is issued immediately upon confirmation that a dangerous situation or emergency exists or is threatened.
- During extreme circumstances, such as an active assailant, CSUPD may send an emergency alert without Public Safety Team input.
- The university weighs possible risk of compromising law enforcement efforts or endangering a victim of a crime before sending an emergency alert.
- If a threat has been immediately contained by law enforcement, or if the incident appeared to be targeted toward specific individuals known to the assailant and there is no threat to other individuals, no warning is issued.

Some examples of situations in which an emergency notification would also be considered include:

- Approaching tornado or other extreme weather conditions
- Gas leak or chemical spill on or near campus
- Terrorist incident on or near campus
- Armed intruder, active assailant or active shooter on or near campus
- Bomb threat on campus
- Explosion or large fire on campus

Determining Segments of the Campus Community to Receive an Emergency Notification

Campus and local first responders provide information to be included in an emergency notification, and will help determine what segments of the campus community should receive the notification.

- Generally, all university employees and students will receive alerts, including email messages, and a text message to subscribers. All employees and students are strongly urged to sign up for text alerts; no segment of the university population is automatically enrolled. Students may enroll and verify their information through RamWeb and employees may enroll and verify their information through the Human Resources self-service portal. These alerts are sent any time an emergency is reported that meets the criteria for an emergency alert, including in the middle of the night.

- CSUPD officers may target specific areas or buildings on campus with direct instructions in addition to mass notification, or may select only specific buildings in which to share an emergency alert. Timely warnings are shared with the entire campus community.
- The university, through CSUPD and the Public Safety Team, may also post messages about the dangerous condition on the Safety website and the shared CSUPD and Public Safety Team social media accounts (Facebook and Twitter) to ensure the rest of the campus community is aware of the situation and the steps that should be taken to maintain personal and campus safety. If assistance is needed from additional law enforcement or emergency response agencies, they will be contacted by CSUPD to request assistance. Similarly, if local media is helpful or necessary to disseminate any alerts, such outlets will be contacted by CSUPD or university communications personnel.
- In some cases, the main university social media accounts also will share emergency information.

Timely Warnings

When is a timely warning necessary?

When a Clery category crime is reported to CSU police, the report is assessed for whether a serious or continuing threat is present. CSU is responsible for issuing a timely warning if a Clery Act crime has been reported and CSU determines there is a serious or continuing threat to the campus community. The Clery Act does not define “timely,” but the intent of the warning is to promptly provide information to people to help them prevent or protect themselves from similar crimes. Timely warnings are issued on a case-by-case basis to help reduce the risk of a campus community member becoming the victim of a similar crime. Warnings sometimes are issued before complete information is available and before police can determine if a report is credible.

How are timely warnings issued?

Once an initial report of a crime has been received that may fit the criteria for a timely warning, CSUPD and members of the Public Safety Team will determine if a timely warning should be issued. Determining if a timely warning will be sent depends on the information reported, the timing of the report (if the report is made after a threat has passed), and if continuing concern to the campus community is probable.

Timely warnings may be issued to the entire campus community through:

- The CSU emergency email system, which is moved as a priority message before all other email traffic into and out of the university system. This system sends emails to all students and employees, and no one can opt out of receiving messages.
- Postings to the Safety website, www.safety.colostate.edu.
- The CSU emergency text alert system. Students and employees must sign up for text alerts – no individuals are automatically enrolled. This system is generally reserved for emergency notifications. Students and employees are strongly encouraged to sign up for the university’s emergency text notification system and to periodically check to make sure that their mobile number in the system is correct. Students may enroll and verify their

information through RamWeb and employees may enroll and verify their information through the Human Resources self-service portal. It only takes a few moments to sign up for alerts, and doing so may help save your life or the life of another.

- Fliers sent to specific offices or areas of campus where the threat is targeted and not immediate.

Warnings may also be posted on one or more of the university's social media sites, or by sharing paper notices to specific audiences on campus that may be threatened.

Procedures Used to Issue an Emergency Notification or Timely Warning

As to both emergency notifications and timely warnings, as soon as the emergency has been confirmed, university communications staff and the CSUPD Public Information Officer will work with the Chief of Police to determine the content of a notification message and send it. When time allows, two members of the Public Safety Executive Team will approve the message.

Emergency notifications or timely warnings will be directed to the university community by using one or more of the following:

- The CSU emergency email system
- Emergency text alert system
 - Students and employees must sign up for text alerts – no individuals are automatically enrolled
 - All emergency text alerts from CSU start with "CSU alert:"
 - Characters are limited, so alerts may be broken into more than one message and are denoted as "CSU alert 1," "CSU alert 2," etc.
- By posting to the CSU safety website
- CSUPD and Public Safety Team shared social media outlets

Depending upon the level of threat and context of the emergency, messages may also be shared via:

- Outdoor digital signs across campus
- Reverse 911 calls
- Cable television messages
- University homepage at www.colostate.edu
- Main university social media accounts
- University's online newsletter SOURCE at SOURCE.colostate.edu
- Parent & Family online newsletter (<https://parentsandfamily.colostate.edu/>) and social media accounts (called Colorado State Parents & Families on Facebook)
- CSU status recorded line 970-491-7669

Emergency email and text notification systems will be tested periodically (usually three times per year after student census), using test messages.

To determine who receives an alert, CSUPD, the Office of General Counsel and the public information officer will consult about whether or not a risk is contained to a specific population or area of campus and the type of alert being issued. Timely warnings will be sent to the entire campus community. Emergency notifications may be segmented depending on the nature of the emergency. The university has the ability to share an emergency notification via email with only students or only employees, or to target certain geographical areas of the university with printed fliers or verbal instructions if a situation warrants. These notifications can be expanded to include other segments or the entire campus as the situation unfolds. The entire campus will be notified if a threat is not contained to one geographical location or one population. The university's text and other electronic alert systems generally do not segment populations, but send to all campus members who are enrolled to receive them.

The decision to issue an emergency notification may be made by the CSU Chief of Police, an officer expressly authorized by the Chief of Police, or by the Public Safety Team. Because of the urgent nature of these notices, the university's primary objective will be to confirm whether or not such emergency conditions exist as quickly as possible, and, taking into account the safety of the community, determine the content of the notification and initiate the notification system without delay.

Determining the Contents of the Emergency Notification or Timely Warning

- The Chief of Police or designated officer, CSUPD Public Information Officer and two members of Public Safety Team Executive Team (most commonly the President's Chief of Staff and the General Counsel, or their designees if they are not available) will determine the content of the message. These individuals will rapidly discuss known facts that can be released without compromising a police investigation.
- When possible, messages will be quickly developed for each specific incident and include as much detail as can be released.
- In addition, the university has developed a wide range of template messages addressing several different emergency situations so that those creating the messages may select the template message most appropriate to the ongoing situation and modify it to address the specifics of the incident.

Those issuing the notification will use the following guidelines when determining the contents of the emergency message:

- Initial alerts warn all or part of the campus community of a danger and the actions they should take to safeguard their safety.
- Information pertaining to the reported incident will be screened to include the most information as possible, based on what occurred, where it occurred, and when it occurred.
- To achieve this, alerts will include descriptive phrase or word about the incident (such as robbery, assault, or hazardous materials spill), the location where an incident was

reported to have occurred, the time of the incident or threat, and information that may assist with police response, such as a suspect description.

- Messages distributed in the early stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: “CSU Alert: Assault reported outside of the south entrance to the Lory Student Center. Suspect is white female wearing a pink shirt, jeans. May be armed with a tire iron.”
- Subsequent messages may be sent to inform the campus community about additional details of the situation if new information becomes available. These messages are generally distributed once first responders have additional information about the dangerous situation. Examples include: “CSU Alert 2: Suspect last seen running south through Lory Student Center plaza. Call 911 if suspect seen. When available updates at www.safety.colostate.edu.”
 - When possible, an all-clear notice is sent once the situation is nearly or completely resolved.
 - The purpose of this message is to reassure the community that the university is working diligently to resolve the dangerous situation.
 - It can also be used to provide additional information about the situation and where resources will be available.
 - The notification goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.
 - Some situations do not reach a clear resolution, such as the location and arrest of a suspect, so it is not possible to always issue an all-clear.

If the situation warrants, the university will establish a telephone call-in center staffed by university specialists to communicate with the campus community during an emergency.

In all emergency notifications and timely warnings, the university will follow procedures to assure that the names or identifying characteristics of crime victims are not publicly disclosed, including a review of the alert content by members of the Public Safety Team or the Chief of CSU Police Department.

Sharing Information with the community outside of campus

- When all students receive an emergency alert, Student Affairs will share the content of that alert through its Parents and Family newsletter.
- The university also will post the text of all emergency alerts that are shared with the majority of the campus community on its safety website at www.safety.colostate.edu.
- Emergency alerts shared with only a geographical or segmented portion of the campus population will generally not be shared online.
- The content of emergency alerts is generally also shared via the Public Safety Team and CSU Police Department shared social media accounts.
- When a timely warning is shared with the campus community, the university will post the content of the warning on its safety website.

Missing Student Policy and Official Notification Procedures

CSU's missing student notification policy and official notification procedures apply to students who reside in on-campus housing.

If anyone believes that any CSU student who resides in on-campus housing is missing for more than 24 hours, he or she should immediately notify the CSU Police Department at 970-491-6425. A person also may report that a student is missing to a residence hall advisor or director or to the Residence Life main office at 970-491-4719. All missing student reports must be immediately referred to CSUPD (in any case, no more than 24 hours after the report is received). Residence Life will alert CSUPD within 24 hours of determining that a student is missing, as required by law.

When a student is reported missing, CSU will investigate to determine if the student is missing, including taking any or all of the following steps:

- Contacting the student via e-mail and phone
- Conducting a welfare check into the student's room or apartment
- Contacting the student's designated confidential contact person or designated emergency contact person
- Contacting others who may know the student such as parents, guardians, roommates, club advisors, friends, floor mates, club members, and friends
- Contacting employers and associates
- Contacting the student's professors
- Attempting to locate the student's vehicle
- Searching campus locations to find the student
- Sharing the student's picture and requesting assistance from the community in obtaining pertinent information
- Checking the student's social media sites
- Any other investigative measures as determined by CSU and law enforcement officials

CSUPD may consult with university offices in determining whether a student is missing, who is the appropriate party to initiate contact with the student's emergency or designated confidential contact person, and any other actions that may be appropriate regarding the missing student.

CSU notifies all students who reside in on-campus housing that they may designate a confidential contact person to be notified no later than 24 hours after the student is determined to be missing. Students designate this person by completing the confidential contact form provided when they first move into the residence halls and may change their designation at any time by going online in the residence hall intranet system (students must be logged in to make changes). The confidential contact information provided by the student is accessible only to authorized campus personnel, including law enforcement, and may not be disclosed to anyone else. If the student does not register a confidential contact person, then the student's designated emergency contact person or people shall be contacted.

The university will contact the parents, custodial parent or guardian of all unemancipated students younger than 18 who reside in on-campus housing within 24 hours, in addition to contacting the confidential contact person designated by the student.

CSU will notify all students living in on-campus housing that, if they are determined to be missing for more than 24 hours, the institution will initiate the following official notification procedures:

- The university will notify the confidential contact person identified by the missing student within 24 hours after determining that the student is missing.
- If the missing student is an unemancipated minor younger than 18, the student's custodial parent or guardian as identified in CSU records will also be notified within 24 hours from the time the student is determined missing.
- CSUPD will notify Fort Collins Police Services or another appropriate local law enforcement agency where the student's off-campus residence is located.

Interpersonal Violence Education and Response: Sexual Assault, Domestic Violence, Dating Violence and Stalking

The University prohibits sexual assault, domestic violence, dating violence and stalking.

Definitions You Should Know

Sexual assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Any sexual contact when the victim is unable to consent.
- Intentional and unwelcome touching, coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
- Sexual intercourse without consent, including acts commonly referred to as rape.
- Consent is defined under Colorado law as "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 under the provisions of this [statute]. Submission under the influence of fear shall not constitute consent." [C.R.S. §18-3-401(1.5)].
 - CSU's policy is: "Consent to sexual activity is consent that is informed, knowing and voluntary. Consent is active, not passive, and requires cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. Silence, in and of itself, cannot be interpreted as consent. Sexual activity with someone known, or who should be known, to be mentally or physically incapacitated by alcohol or other drug use, unconscious or in a state of blackout, or otherwise unable to give consent, is not valid consent. A person is considered to be incapable of giving consent when the person lacks the cognitive ability to make an important life decision, and this measure applies even when the same persons have engaged with one another in consensual sex in the past." CSU Policy on Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation (<http://policylibrary.colostate.edu/policy.aspx?id=710>)

Domestic violence includes felony or misdemeanor crimes of violence committed by someone who is a:

- Current or former spouse or partner of the victim
- Person with whom the victim shares a child in common
- Person who is cohabitating with or has cohabitated with the victim as a spouse or partner
- Person similarly situated to a spouse of the victim under the domestic or family violence laws of Colorado
- Or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

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 impacted party, and where the existence of such a relationship is determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the people involved in the relationship

In Colorado, two people involved in an intimate relationship (e.g., married, boyfriend and girlfriend, intimate partner, etc.), where an argument results in injury, crime, or damage to property, or where violation of a valid restraining order is evident, are in a situation where an arrest is mandated; officers have no discretion. Often, police receive calls from the victims, from friends, or from concerned neighbors who hear the noise of an argument or fight.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Examples stalking are:

- Follow you and show up wherever you are
- Send unwanted gifts, letters, cards, text messages, social media messages, or e-mails
- Damage your home, car, or other property
- Monitor your phone calls or computer use
- Use technology, like hidden cameras or global positioning systems, to track you
- Drive by or hang out at your home, school, or work
- Threaten to hurt you, your family, friends, or pets
- Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers
- Posting information or spreading rumors about you on the internet, through social media, in a public place, or by word of mouth
- Other actions that control, track, or frighten you

Stalking is a crime in Colorado and is on the rise in many academic settings. Colorado law [C.R.S. §18-3-602)] defines stalking as follows:

A person commits stalking if directly, or indirectly through another person, the person knowingly commits one or more of these acts:

- (a) 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.
- (b) 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.

- (c) 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.

Phases of stalking can include a number of behaviors. If you believe you are being stalked, let someone know. Document all activities related to the person who you believe may be stalking you and report the incident to the police. Don't discount the situation and ignore red flags. Trust your judgment. If a situation doesn't feel right, ask for help.

Reporting Interpersonal Violence

Victims are not required to report to law enforcement to receive assistance. However, reporting enables the university to take action to prevent a recurrence and protect both the victim and the campus community. Anyone who may be the victim of sexual harassment, sexual misconduct, relationship violence, or stalking, or who is a bystander observing such behavior, is encouraged to report it.

Victims of sexual assault, domestic violence, dating violence, or stalking who engage with the Office of Support and Safety Assessment or Women and Gender Advocacy Center are informed that they have several options available to them for involving law enforcement and campus authorities:

Report the incident to the police

- The victim or bystander may make a report to the CSU Police Department whenever a person has been impacted by one of these crimes. In an emergency or when threat of harm is imminent, immediately call 911. In non-emergencies, contact CSU police at 970-491-6425, or file a report online at www.police.colostate.edu/crime-reporting. You may also go in person to the CSU Police Department in Green Hall.
- For crimes occurring off-campus, contact law enforcement for the local jurisdiction. Fort Collins Police Services may be reached at 970-221-6560. When a police report is made, the police will interview the person making the report, the victims, any witnesses, and the person or people alleged to have committed a crime.

Receive assistance in reporting the incident to the police

- In an emergency, call 911.
- When there is not an immediate threat to safety, call CSU police non-emergency number at 970-491-6425.

- For help in making a report to law enforcement, contact the Office of Support and Safety Assessment by calling 970-491-7407. They will explain the steps required and what is involved, and will contact the appropriate law enforcement agency on your behalf to help you make the report.
- Assistance may also be obtained by contacting Student Legal Services at 970-491-1482, or Women and Gender Advocacy Center at 970-492-4242.

Decline to contact law enforcement, but still get help

- The Office of Support and Safety Assessment provides resources and referrals to support services, law enforcement, and the Student Conduct Services, and can help a victim exercise the right to seek protective measures such as no-contact orders and restraining orders.

Victims are informed in writing that CSU's Student Conduct Services (970-491-7165 or email SRCenter@colostate.edu) can issue no-contact orders to a student who is alleged to have committed discrimination, harassment, sexual harassment, sexual misconduct, relationship violence, stalking, or retaliation. Criminal and civil courts can also issue restraining orders and other protective orders to crime victims, whether before, during, or after a criminal or civil trial (for example, by prohibiting the alleged perpetrator of the crime from having any contact with, or being within a certain distance of, the victim). Restraining orders are obtained by petitioning the local court for the jurisdiction, and assistance with the process may be provided through Women and Gender Advocacy Center or Student Legal Services. No-contact orders may be issued by Student Conduct Services at CSU, (see "Accommodations and Protective Measures against Interpersonal Violence" in this report).

- Any accommodations or protective measures provided by the university to the victim will be maintained as confidential, to the extent that maintaining confidentiality would not impair the ability of the institution to provide such measures.
- To file a request for each of these options, students may contact Support & Safety Assessment or Student Conduct Services.
- The Office of Equal Opportunity (970-491-5836) also assists employees who have been impacted by these crimes.

Report confidentially

- In addition to the above reporting options, students may seek support and guidance from confidential campus resources that maintain the confidentiality of the victim or other person reporting:
 - Women and Gender Advocacy Center, 112 Student Services Building and 234 Lory Student Center, 970-491-6384
 - Victim Assistance Team 970-492-4242
 - CSU Counseling Services 970-491-6053 (available to students who pay fees)

- Women’s Clinic at CSU Health Network 970-491-1754 and the CSU Health Network 970-491-7121 (available to students who pay fees)
- For employees, confidential resources include:
 - Office of the Ombuds and Employee Assistance Program by calling (970) 491-1527 or 1-800-497-9133, or online at <http://ombudsandeap.colostate.edu>

These confidential resources do not report the complainant’s personal information or identity, but must report the occurrence of the incident if it relates to a crime covered under the Clery Act for purposes of compiling statistics.

Off-Campus Resources:

- Sexual Assault Victim Advocate Center, Fort Collins Office at 970-472-4204 or 24-hour Rape Crisis Hotline, 970-472-4200 or 1-877-352-7273
- Crossroads Safehouse in Fort Collins, 970-482-3502 or 1-888-541-SAFE (7233)

Victim Confidentiality

CSU recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. CSU offers confidential resources and protects the privacy of any individual who makes a report to the extent possible, while also meeting any obligations related to the investigation and response to known reports to protect the victim, prevent a recurrence or protect campus safety.

- Information about reports will only be shared with university personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when deemed necessary.
- Reports made to medical professionals, licensed mental health counselors, and Victim Assistance Team members and the Women and Gender Advocacy Center will not be shared with any third parties except in cases of imminent danger to the victim or a third party, or when abuse of someone currently under 18 is reported.
- Advocates receive special training in the physical, psychological, and legal ramifications of sexual assault.
- Advocates are bound by state statute to maintain strict confidentiality. All publicly available records kept by the university will maintain the confidentiality of the victim and any other necessary parties, to the extent allowed by law.
- Information gained as part of victim advocacy must be treated confidentially and cannot be released without the victim’s permission.
- Advocates will provide information about options related to crime reporting, but the final decision is up to the individual victim.

Information about Registered Sex Offenders

Information about sex offenders currently registered at the university is available at the CSU Police Department Records Section during normal business hours.

- Information about offenders registered at Fort Collins Police Services or the Larimer County Sheriff's Office are available at those agencies.
- The state of Colorado convicted sex offender website is <http://www.sor.state.co.us>.

Additional Resources

- Executive Director of Support & Safety Assessment and Title IX Programs/Title IX Coordinator 970-491-7407
- Colorado State University Police Department 970-491-6425
- Director of Student Case Management & Referral Coordination 970-491-8051
- Office of Equal Opportunity 970-491-5836
- In the case of an emergency or ongoing threat, get to a safe location and call 911.

Discipline against University Community Members Found to be Responsible for Committing Interpersonal Violence

CSU strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking through its Student Conduct Code (<https://resolutioncenter.colostate.edu/conduct-code/>) and its Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking and Retaliation Policy (<http://policylibrary.colostate.edu/policy.aspx?id=710>).

In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also be subject to university investigation and disciplinary action from the university. Students or employees found responsible for having committed interpersonal violence face discipline up to and including permanent expulsion, termination of employment, suspension, probation, education requirements, and related discipline.

When there is evidence that a student may have committed acts of interpersonal violence, Student Conduct Services initiates disciplinary proceedings. The university investigates allegations of interpersonal violence against a student regardless of the geographic location of where the incident occurred: on or off campus, in Colorado, another state or in an international location.

The university may receive information about these situations from a variety of sources including:

- CSU police
- Other law enforcement agencies
- University offices such as the Office of Support & Safety Assessment
- Reports from the victim or bystanders

In addition, a complaint regarding student behavior may be filed with the Student Conduct Services online (<https://resolutioncenter.colostate.edu/conduct-services>) by phone (970-491-7165), or in person (501 W. Lake St., Suite A, Aggie Village Walnut, Fort Collins, CO 80523-8015).

For an overview of the sexual misconduct and interpersonal violence investigation and adjudication process, see <http://supportandsafety.colostate.edu/process>. In all cases, whether involving a disciplinary process for students or employees, the university will provide a prompt, fair and impartial process from the initial investigation to the final result.

Proceedings Involving Students

CSU proceedings involving students include:

- Investigations into incidents involving students are conducted within approximately 60 days by the Office of Support and Safety Assessment, unless circumstances merit additional time to gather all relevant information to support an informed final report.
- Both impacted (the complainant or victim) and responding (the accused) parties are provided periodic reports and updates regarding the investigation's status.

- Upon completion of the investigation, the report is reviewed by Student Conduct Services to determine if disciplinary proceedings against a responding student are supported by the report.
- If disciplinary proceedings are appropriate, written notice will be provided to the student regarding the alleged conduct and violations of the Student Conduct Code, and a hearing will be scheduled.
- A hearing officer from Student Conduct Services will conduct a hearing with the student and any advisor or witnesses, and determine if a responding student is responsible for violating the interpersonal violence policy and the Student Conduct Code.
- Determinations are made using the preponderance of the evidence standard, which means that it is more likely than not that the alleged misconduct occurred.
- In all proceedings, including any related meetings or hearings, both the impacted party and responding party are entitled to the same opportunities to have others present at the hearing. This includes the right to be accompanied by an advisor of their choice.
- Both parties are informed in writing of the outcome of the proceeding within approximately ten business days, unless circumstances require more time to finalize the decision. The parties are also informed of the procedure and timeframe in which to file an appeal of the outcome, of any change to the results that occur prior to the time that they become final, and when such results become final.
- Disclosure of the outcome is made to both parties, simultaneously, in writing; each individual is free to share or not share the details with third parties.
- Students found responsible for interpersonal violence face university disciplinary consequences and are subject to measures to protect the impacted party. These consequences and measures can include written warnings, a university notification to parents or legal guardians, required participation in educational programs, limitations on university activities, fines, restitution, no-contact orders, probation from living in any on-campus property or removal from university housing, academic suspension, probation, suspension and permanent expulsion.
- All investigations and proceedings are conducted by officials who receive annual training on interpersonal violence investigation, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

For additional information about student conduct proceedings please consult the Student Conduct Code available at <https://resolutioncenter.colostate.edu/conduct-code>. For additional information about employee conduct issues, contact Human Resources at www.hrs.colostate.edu or 970-491-6947.

Proceedings Involving Employees

To file a complaint involving an employee for sexual harassment, sexual assault, domestic violence, dating violence, or stalking, complainants must contact the Office of Equal Opportunity (970-491-

5836, <http://oeo.colostate.edu>). State and university policies and procedures are followed. Procedures for complaints involving an employee include:

- For allegations of misconduct of a tenured faculty member, these procedures are set forth in the Academic Faculty and Administrative Professional Manual, in section E.15 (<https://facultycouncil.colostate.edu/faculty-manual/>).
- For allegations against an administrative professional or non-tenured faculty member, disciplinary action up to and including termination of employment follows procedures described in the CSU Policy on Administrative Professionals and Non-Tenured Academic Faculty (<http://policylibrary.colostate.edu/policy.aspx?id=459>).
- For state classified employees, procedures are prescribed by state law and managed by Human Resources in accordance with the Human Resources Manual, Section 3 <http://www.hrs.colostate.edu/pdfs/HRS%20Manual%20-%20Human%20Resource%20Services%20-%20Colorado%20State%20University.pdf>.
- In all cases, to initiate a disciplinary action involving an employee for sexual harassment, sexual assault, domestic violence, dating violence, or stalking, complainants must contact the Office of Equal Opportunity (970-491-5836, <http://oeo.colostate.edu>). Disciplinary measures for employees may include written reprimand, corrective actions, demotion, salary reduction, and termination of employment.
- The Office of Equal Opportunity will conduct an investigation of all complaints involving sexual assault, domestic violence, dating violence, or stalking. Sexual harassment complaints, depending on the allegations, may be addressed through an informal process. Procedures for both informal and formal complaints are described in detail on the Office of Equal Opportunity website (<http://oeo.colostate.edu>).
- All investigations and proceedings are conducted by officials who receive annual training on interpersonal violence investigation, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of victims and promotes accountability.
- Both the accuser and the accused will be provided notification simultaneously, in writing, of the result of the disciplinary proceeding involving sexual assault, dating violence, domestic violence, or stalking.
- Disciplinary proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Determinations are made using the preponderance of evidence standard, which means that the standard for a decision is it is more likely than not that an alleged misconduct occurred.
- A complete description of the notice, hearing and appeal procedures for proceedings involving employees is located on the Office of Equal Opportunity website, <https://oeo.colostate.edu/discrimination-complaint-procedures/>.
- Both the victim and the accused will be advised of the procedures for obtaining an appeal or administrative review of the final outcome of the disciplinary

proceeding and any change to the outcome that results from such appeal or review.

- Disciplinary measures for employees may include written reprimand, corrective actions, demotion, salary reduction, and termination of employment.

Notification of Victims' Rights and Options

Every reported victim of an incident of sexual assault, domestic violence, dating violence, or stalking covered by university policy, whether the incident occurred on or off campus, will receive written notification of options and rights. These options and rights apply to both students and employees, although the specific options may be different in each case. These include:

- Both parties receive a copy of the policy and procedures and notice of the specific nature of the allegations against the responding party.
- Victims receive information about:
 - Protective interim measures.
 - The resources available to victims including the Employee Assistance Program and Ombuds Office, and Women and Gender Advocacy Center.
 - How to make a report to the police, if the victim has not already done so.

The university provides support to people who have been the victims of any crime or violation of university policy. People who have been victimized by a university student may choose to report the incident to the CSU police or to Student Conduct Services to initiate criminal or disciplinary action. In addition to any action deemed necessary by CSU police, a report will also be forwarded to Student Conduct Services for consideration of disciplinary action against a student.

Colorado State University will provide victims of crime, including crimes of sexual assault, domestic violence, dating violence, and stalking, with the best possible care and services. CSU will provide written notification to students and employees about support and services available to them, including:

- Physical and mental health services
- Victim advocacy services
- Legal assistance
- Visa and immigration assistance
- Student financial aid
- Help with academic issues that may arise
- Changes to living situations
- Help with transportation situations
- Help with employment situations
- Protective interim measures
- Other services available for victims, both within the university and in the community

The above support and services are available to victims whether or not they choose to report the incident to law enforcement. To learn more about these support services and the option to have changes made to a victim's situation, contact the office of Support & Safety Assessment (<http://supportandsafety.colostate.edu/>, 970-491-7407).

The resources and services at Colorado State University include:

- CSU Police Department 970-491-6425

- Sexual Assault Victim Assistance Team 970-492-4242
- CSU Health Network 970-491-7121 (available to students who pay fees)
- Counseling Services 970-491-6053 (available to students who pay fees)
- Support and Safety Assessment 970-491-7407
- Student Conduct Services 970-491-7165
- Student Legal Services 970-491-1482 assists students who are victimized by crime, including assistance with non-immigrant U visas through a free initial consultation and a referral to an immigration attorney. Student Legal Services will advise victims regarding legal and university processes, victim impact statements for the prosecutor's office, no contact orders, civil protection or restraining orders, and the like. When Student Legal Services has a conflict of interest preventing assistance for a victim, the office will assure that the student is put in contact with the victim advocacy program through the District Attorney's office. If there are other areas of need not served by that program, Student Legal Services may refer a victim for an initial advisement by a community attorney at no charge to the student.
- Office of International Programs 970-491-5917 also provides assistance with visas to return to the United States after an absence, and referrals to immigration attorneys.
- Office of Financial Aid 970-491-6321
- Registrar's Office 970-491-4860

Resources available in the community include:

- SAVA - Sexual Assault Victim Advocate Center 970-472-4204
- Crossroads Safehouse 970-530-2353
- RAINN - Rape, Abuse & Incest National Network 1-800-656-HOPE (4673)

CSU police will investigate reports of crimes and can provide options for pursuing criminal or civil charges, or university discipline against the assailant. Crimes reported anonymously will also be investigated.

Victims who receive personal support from university resources can expect:

- To be treated with respect
- To have confidentiality maintained (within the bounds of the law and university policy)
- To have university or criminal proceedings fully explained
- To receive assistance in relocation within or to other housing if desired
- To receive referral information for support services
- At the victim's request, to receive university cooperation in using university procedures to deter harassment or retribution

If university disciplinary action is initiated, the victim can expect:

- To be notified of scheduled disciplinary proceedings
- To be apprised of potential hearing outcomes
- To attend the disciplinary hearing as a witness, if requested by the accused, hearing officer, or panel, or if the victim desires to do so

- To be accompanied by an adviser or support person at the hearing
- To provide a victim impact statement for consideration by the hearing officer or panel
- To be informed of the outcome of the hearing
- At the victim's request, to be informed (to the extent permitted by law) of the impending return of the perpetrator to campus, if the conditions of the suspension or dismissal were met prior to the victim's departure from campus

The university will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be provided notice.

Brochures detailing victims' rights in crimes, published by the Larimer County District Attorney, are available at all local law enforcement agencies including CSUPD. CSUPD also carries information about campus resources for students.

Procedures Victims Should Follow

When an incident of sexual assault, domestic violence, dating violence, or stalking is reported, victims are informed by WGAC (www.wgac.colostate.edu, 970-491-6384) or Support and Safety Assessment (<http://supportandsafety.colostate.edu/>, 970-491-7407) that it is important to preserve evidence so that a successful criminal prosecution remains an option. This also aids in any action to obtain a protective order. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and so that evidence may be collected. Any clothing removed should be placed in a paper, not plastic, bag.

When an incident of interpersonal violence occurs, consider:

- Documenting evidence of violence, such as bruising or other visible injuries, by taking photographs.
- Evidence of stalking including any communication, such as written notes, text messages, emails, voice mail or other communications should be saved and not altered in any way.
- A victim does not need to make a formal report to law enforcement or Colorado State University to access support resources, including confidential campus and community resources.
- While confidential resources may encourage a victim to report the incident to police, these offices will maintain confidentiality and not share identifying information with police.
- Confidential campus resources include:
 - Victim Assistance Team 970-492-4242
 - Women and Gender Advocacy Center 970-491-6384
 - Women's Clinic at CSU Health Network 970-491-1754 available to students who pay fees)

- Health Network Counseling Services 970-491-6053 (available to students who pay fees)
- Confidential community resources include:
 - SAVA - Sexual Assault Victim Advocate Center 970-472-4204
 - Crossroads Safehouse 970-530-2353
 - RAINN - Rape, Abuse & Incest National Network 1-800-656-HOPE (4673)

About Support Offered by the CSU Women and Gender Advocacy Center

The CSU Women and Gender Advocacy Center (970-491-6384, www.wgac.colostate.edu) provides ongoing advocacy for survivors of interpersonal violence. The center provides support around legal, medical, emotional, academic, and campus disciplinary options and concerns, and will go with a survivor to on-campus or off-campus services, including to the police or hospital. The Women and Gender Advocacy Center also trains and oversees the CSU Victim Assistance Team.

The university provides a Victim Assistance Team free of charge to students who are the victims of interpersonal violence.

- Victim advocates receive special training on the physical, psychological, and legal ramifications of sexual assault.
- Advocates are bound by state statute to maintain strict confidentiality.
- Any information a victim's advocate learns while supporting a victim must be treated confidentially and cannot be released without the victim's permission.
- Advocates will provide information about options related to crime reporting, but the final decision is up to the individual victim.
- The Victim Assistance Team confidentially supports campus community members who have experienced interpersonal violence.
- Advocates receive special training in the physical, psychological, and legal ramifications of interpersonal violence.
- Team members on call 24 hours a day, every day of the year.
- Request an advocate by calling 970-492-4242.
- Contacting the team does not require the caller to make a police report.
- General information regarding Victim Assistance Team can be obtained by calling the Women and Gender Advocacy Center at 970-491-6384.

Date rape drugs

For information on date rape drugs like GHB, Rohypnol, or Ketamine, contact:

- Health Education and Prevention Services
- (970) 491-1702
- Women and Gender Advocacy Center (970)491-6384

How to reduce your risk:

- Always keep your beverage in sight. Don't leave it while dancing or going elsewhere.
- At a bar or club, accept drinks only from the bartender or server.
- Avoid group drinks, punch bowls, or drinks being passed around.
- Open your own containers.

If you experience the following symptoms, tell someone immediately or go to the hospital (or CSU Health Network if your symptoms occur during business hours):

- Dizziness
- Vomiting
- Extreme drowsiness
- Time that can't be accounted for and can't be attributed to anything else
- Any other unexplained symptoms

If you choose to report the incident to law enforcement authorities and believe you were drugged via a beverage, try to retain a sample of the beverage

- Victims Assistance Team advocates work closely with victims and campus and community law enforcement agencies. This includes assisting victims of sexual assault in reporting these crimes to the police if they choose to do so.
- CSU advocates are informed on medical, law enforcement, legal procedure, and campus disciplinary options and can provide other referral sources to help ensure interpersonal violence victims receive the services they want or need, such as counseling.
- Advocates will provide information about options related to crime reporting, but the final decision is up to the individual victim.

The City of Fort Collins also provides a team that can assist employees and other members of the community free of charge. More information is available at <https://www.fcgov.com/police/victims-assistance.php>.

Personal Safety Tips

Be alert for unhealthy dynamics in relationships.

- Avoid people who do not allow you to make decisions for yourself – who make you feel you “owe them” something.
- Because of the frequency of acquaintance sexual assaults in campus communities, it is best to be very explicit with dates about how intimate you expect the relationship to be.
- The vast majority of sexual assaults reported within the CSU community are committed by someone the survivor knows (more than 95 percent).
- Do not assume that a person knows what you are comfortable with. Unfortunately, some people believe that consent to any level of intimacy implies consent to sexual intercourse. This is not true – anyone can say “no” or “stop” at any time. Silence never equals consent.
- Often, assailants target victims who have been using drugs, alcohol or other intoxicants because of their increased vulnerability. In Colorado, it is a criminal offense to have sexual contact or intercourse with someone who has been using drugs, alcohol or other intoxicants if they are unable to indicate their consent or lack of consent.
- In some instances, drugs are used that impair someone’s ability to know what is going on and to subsequently make them more vulnerable to sexual assault. Drugs like GHB or Rohypnol (roofies) can be secretly slipped into a beverage, nonalcoholic and alcoholic drinks alike. The drug has no smell or taste and generally no color. These drugs can be present at bars and clubs, but also at parties and intimate gatherings. The reality is that date rape drugs can be slipped into your drink at any social setting.
- Some people also intentionally coerce their intended victim to become intoxicated on alcohol.

- Victims of sexual assault are not at fault for what has been done to them, whether drugs, alcohol or other intoxicants were used or not. The perpetrators of this crime are fully responsible for their illegal behavior.

Accommodations and Protective Measures against Interpersonal Violence

Whether or not a report is made to law enforcement or the victim wishes to pursue any formal action through CSU, if a report of an incident of sexual assault, domestic violence, dating violence, or stalking is received, CSU is committed to providing a safe learning and working environment.

CSU prohibits interpersonal violence and has strong policies and procedures for responding to these incidents.

Student accommodations and protective interim measures

Following an alleged offense of interpersonal violence, CSU will comply with a student's reasonable requests for living or academic changes, which may include providing options for an alternate residence, changes to class schedules or coordinating academic adjustments, assisting with transportation or employment needs. In addition, during the investigation and disciplinary process, protective interim measures may be required of the responding party (the student accused of interpersonal violence behaviors). Protective interim measures, which are temporary, may include:

- Interim no-contact order: The accused student (also referred to as the responding student) is prohibited from having any contact with specifically identified individuals up to and through a student conduct hearing. This may prohibit a student from attending specific events, activities or classes.
- Interim trespass order: The responding student is prohibited from being in or around specifically identified locations, events, activities or classes up to and through a student conduct hearing.
- Interim residential relocation: The responding student is prohibited from residing, dining, or being around specifically identified university housing up to and through a student conduct hearing. If this interim measure is required, the responding student will be provided temporary university housing and accessing to university dining.
- Interim residential suspension: The responding student is prohibited from residing, dining, or being around university housing up to and through a student conduct hearing, if required. The student does not lose other university privileges and may attend classes.
- Interim university suspension: The responding student is denied access to campus, classes, and university activities and privileges up to and through a student conduct hearing, if required.

The victim also will be referred to legal resources for assistance in obtaining court-ordered protection. Students may contact the Women and Gender Advocacy Center for assistance (970-491-6384, www.wgac.colostate.edu).

Measures taken to protect a student will be determined by university officials after reviewing available evidence and discussing the matter with the parties involved, with the goal of minimizing the burden on the victim. Decisions on university housing relocations will be made by the Executive Director of Housing & Dining Services or designee, together with the Executive Director of Support

& Safety Assessment and Title IX Programs or designee, and any other appropriate university officials.

Factors that might be considered during this process include, but are not limited to:

- Specific needs expressed by the victim (impacted party)
- Ages of the students involved
- Severity or pervasiveness of the allegations
- Any continuing effects on the impacted party
- Whether the impacted party and responding party share the same residence hall, dining hall, class, transportation or job location
- Whether other judicial measures have been taken to protect the impacted party, such as a restraining order from the court

If a report is made to law enforcement, police will refer students or employees to resources that may help with restraining orders from the courts and university-issued no-contact orders from Student Conduct Services. A restraining order issued through the courts legally prohibits the suspect from direct or indirect verbal, physical or written contact with the complainant. Even if no report is made to police, Student Conduct Services may also issue a university no-contact order applicable on all university-owned and -controlled property.

Employee protective interim measures

Employees of CSU who are victims of crime will also receive information regarding protective interim measures that CSU may take to protect and aid the employee, by contacting the Office of Equal Opportunity (970-491-5836, <http://oeo.colostate.edu>). Additional resources may be also be available through the Employee Assistance Program (1-800-497-9133, <http://ombudsandeaap.colostate.edu>). Protective measures available to employees may include no contact orders, removal from environment, administrative leave, reassignment of physical space, change in job duties, and removal of supervision.

Educational Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking

CSU is committed to preventing interpersonal violence, and increasing awareness of interpersonal violence, as well as being a thought-leader in helping other communities prevent interpersonal violence. Educational programs include:

- New students are required to complete the university's online sexual assault awareness and prevention program, which educates students on issues associated with sexual assault, relationship violence, and stalking. Students learn about consent, including how alcohol and drugs impair a person's ability to give or receive consent, as well as how to help a friend, and how to intervene in a situation that might escalate to sexual assault.
- All incoming students and new employees are provided with education regarding interpersonal violence. This includes education about prevention, and the fact that the institution prohibits sexual assault, domestic violence, dating violence, and stalking in its policies. Descriptions of these programs may be found on the Women and Gender Advocacy website at <http://www.wgac.colostate.edu/>.

- CSU works to educate the campus community about interpersonal violence in an effort to prevent sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms, risk reduction strategies and other approaches. The Women and Gender Advocacy Center reports that in 2017, Women and Gender Advocacy Center provided 214 educational programs or presentations that reached 9,500 students.
- Examples of these prevention programs and outreach are:
 - An online sexual assault awareness and prevention education program required of all incoming students
 - An online sexual harassment training is required of all employees
 - New employee orientation with interpersonal violence information and training
 - The Reframe campaign regarding interpersonal violence, consent and intervention, the details of which may be found online at <https://reframe.colostate.edu/>
 - Information is also provided to all CSU employees in the Red Folder (an emergency resource) for campus safety
 - Posters about resources in all restrooms on campus (other campaigns are typically not allowed to post information in campus restrooms)
 - Regular safety messaging about sexual assault from the Public Safety Team
 - Bystander intervention training in the Women and Gender Advocacy Center's Supporting Survivors program. A full description of what this training entails is available online at <http://www.wgac.colostate.edu/bystander-intervention>. This program includes learning about safe and positive options for bystander intervention.
 - The Red Whistle Brigade – students are trained to provide sexual assault education programs to their peers through a course offered every fall and spring semester
- CSU is a recognized City of Fort Collins partner, the first municipality in the nation to become an “It’s On Us” city, committed to preventing, reducing and understanding incidents of interpersonal violence.

Crime Statistics for Colorado State University

Crime statistics tell us what has been reported to officials. Statistics may or may not be representative of what is actually occurring. The *Chronicle of Higher Education* has noted that colleges and universities that have comprehensive resources and services experience an increase in crime reporting, which is not necessarily a factor in determining the frequency of a crime. The university works hard to provide a safe environment in which to report crime and a culture encouraging our community to do so.

Crime, and specifically violent crime, is said to occur on most campuses in the United States. Colorado State University has been committed for decades to the safety, protection, education, and awareness of its students, faculty, staff, and community. Long before it was required by law, CSU made crime statistics available through this publication and other campus and community communications. In doing so, the university community has become aware of safety concerns and what is happening to address those concerns.

Through close working relationships with area law enforcement, including Fort Collins Police Services, CSU is informed and responds, typically via the student conduct system, to incidents involving students in the community, including any criminal activity by students at non-campus locations.

This report contains disciplinary and crime statistics for Colorado State University. The Student Conduct Services summary report is a compilation of the total number of disciplinary referrals.

The information included in this report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, the Drug-Free Work Place Act, the Drug Free Schools and Communities Act of 1989, and the Higher Education Amendments of 1998. This publication is intended to provide a general description of campus security arrangements and not to serve as a contractual agreement between the university and the recipient. Security procedures are subject to change without notice.

2017 Statistics

Colorado State University	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only	Unfounded
Reportable Criminal Offenses	2017				2017	2017
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	2	1	0	3	1	0
Burglary	18	4	1	23	3	0
Motor Vehicle Theft	4	0	1	5	0	0
Arson	5	1	0	6	5	0
Sexual Assault, including:						
Rape	14	0	0	14	13	0
Fondling	11	1	0	12	9	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
VAWA Offenses	2017				2017	2017
Domestic Violence	8	0	0	8	7	0
Dating Violence	20	0	1	21	11	0
Stalking	20	0	0	20	11	1
Liquor, Drug & Weapon Violations	2017				2017	2017
Arrests: Liquor Law Violations	37	22	5	64	24	0
Disciplinary Referrals: Liquor Law Violations	933	1	7	941	906	0
Arrests: Drug Law Violations	70	3	12	85	44	0
Disciplinary Referrals: Drug Law Violations	363	0	9	372	302	0
Arrests: Weapons: Carrying, Possessing, etc.	3	0	1	4	2	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Reportable Hate Crimes	2017				2017	2017
Race	2	0	0	2	0	0
Gender	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Colorado State University	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only	Unfounded
Reportable Criminal Offenses	2016				2016	2016
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	2	0	2	0	0
Burglary	11	11	0	22	9	0
Motor Vehicle Theft	2	3	1	6	0	0
Arson	7	0	0	7	5	0
Sexual Assault, including:						
Rape	9	1	0	10	8	0
Fondling	5	1	0	6	4	1
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
VAWA Offenses	2016				2016	2016
Domestic Violence	3	5	1	9	1	0
Dating Violence	10	0	1	11	6	0
Stalking	13	0	0	13	3	0
Liquor, Drug & Weapon Violations	2016				2016	2016
Arrests: Liquor Law Violations	75	69	18	162	61	0
Disciplinary Referrals: Liquor Law Violations	1230	17	14	1261	1198	0
Arrests: Drug Law Violations	81	5	11	97	40	0
Disciplinary Referrals: Drug Law Violations	584	4	8	596	513	0
Arrests: Weapons: Carrying, Possessing, etc.	1	0	1	2	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0
Reportable Hate Crimes	2016				2016	2016
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Colorado State University	All On-Campus Property	Non-Campus Property	Public Property	Total	On-Campus Residential Only	Unfounded
Reportable Criminal Offenses	2015				2015	2015
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	1	0	0	1	0	0
Aggravated Assault	1	1	0	2	0	0
Burglary	5	4	0	9	1	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	6	0	0	6	5	0
Sexual Assault, including:						
Rape	12	1	0	13	11	0
Fondling	12	0	0	12	12	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
VAWA Offenses	2015				2015	2015
Domestic Violence	4	3	2	9	1	1
Dating Violence	10	1	0	11	8	0
Stalking	10	2	0	12	4	1
Liquor, Drug & Weapon Violations	2015				2015	2015
Arrests: Liquor Law Violations	48	32	11	91	32	0
Disciplinary Referrals: Liquor Law Violations	1037	19	16	1072	1004	0
Arrests: Drug Law Violations	57	2	4	63	33	0
Disciplinary Referrals: Drug Law Violations	388	4	0	392	365	0
Arrests: Weapons: Carrying, Possessing, etc.	1	0	0	1	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	4	0	0	4	4	0
Reportable Hate Crimes	2015				2015	2015
Race	0	0	0	0	0	0
Gender	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0
Religion	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0
National Origin	0	0	0	0	0	0
Disability	0	0	0	0	0	0

Fire Safety on Campus and Evacuation Procedures

In residence halls

Housing & Dining Services works with Poudre Fire Authority, CSU police and the university's Environmental Health Services department to ensure a safe environment for residence hall and apartment life students and their families. Housing staff and other university health and safety officials monitor all standards. Student rooms are periodically inspected to help promote fire-and life-safety awareness, as well as identifying any noncompliance with safety standards.

Poudre Fire Authority and CSU:

- Provide fire safety education
- Schedule fire drills at all residence halls each semester
- Jointly investigate fires on campus
- Provide fire safety training to all residence hall staff
- Perform fire code inspections for building remodels and new construction

To maintain a safe campus environment in residence halls, smoking, candles, and open flames are not allowed in residence halls and only safe, low wattage, UL-approved electrical appliances without open coils may be used. For more detailed information about fire safety policies, see the Residence Hall Handbook at <http://reshallpolicies.colostate.edu/fire-escape-safety> or call Residence Life at 970-491-4719.

These policies include (but are not limited to):

- Halogen lamps are prohibited
- Candles and open flames are not allowed. Due to fire safety and the Poudre Fire Authority's adoption of the 2006 International Fire Code, candles -- including unburned or decorative -- and any items with an open flame or exposed heating coils, are not allowed in residence hall rooms. Incense burning is also not permitted.
- Flammable liquids such as kerosene, gasoline, lighter fluid, and other flammable liquids are NOT permitted in the residence halls.
- Appliances are allowed on a limited basis. The misuse and illegal use of electrical appliances create serious hazards in residence halls. Only safe, relatively low-wattage appliances are permitted in your room. These include hair dryers, shavers, hot curlers, study lamps, radios, televisions, DVD and CD players, electric blankets, thermostatically controlled coffee makers, popcorn poppers, small microwave ovens, and compact refrigerators. Do not cook with open flames or coils. Toasters, toaster ovens, or electric coil cook tops are not allowed. Do not leave food in an appliance unattended. Fires have even been caused by popcorn burning in a microwave!
- Electrical light fixtures are not to be modified in any way. If additional outlets are needed, special multiple-outlet boxes with built-in breakers can be purchased at a hardware store. Each power strip used must be plugged into a wall outlet – do not plug power strips into other power strips. Appliances such as microwaves and refrigerators must be plugged directly into a wall outlet, not an extension cord or power strip.
- Colorado State University residence halls are equipped with:

- Smoke and heat detectors
 - Fire alarm pull stations
 - Fire sprinkler flow switches
 - Alarm notification devices
- Fire extinguishers are located on every floor as well as in the main office of each residence hall.
- Each residence hall conducts a minimum of two drills per year, with some conducting as many as four. Drills prepare building occupants for an organized evacuation in case of a fire or other emergency. During the drills, students learn the locations of the emergency exits and how to exit the building.
- Plans for future fire safety improvements are considered when residence halls are constructed or remodeled, and CSU conducts health and safety inspections to constantly monitor the fire safety systems to be sure they are in good working order and makes repairs as needed. Several housing buildings are being updated with new fiber paths and fire panels in order to start upgrades of the fire systems once funding is available. Numerous buildings on campus are being updated with new fiber paths and fire panels. Once these upgrades are installed and funding is secured, the horn/strobes are being updated to horn/speakers in order to be able to make announcements throughout the building using the fire system. Other campus buildings are being updated with sprinkler systems as funding becomes available.

On campus in all buildings

- All fire alarm panels display a detailed graphic map pinpointing the exact location of the device in alarm or trouble in the building for CSUPD.
- Fire extinguishers and suppression systems are regularly tested.
- Fire safety education and training programs are offered.
- Fire extinguisher training is available to building proctors, housing staff (Residence Directors, Assistant Residence Directors, Residence Assistants), and faculty and staff.
- Annual evacuation drills are conducted in university buildings including identifying the location of fire alarm pull stations, AEDs, alternate exits and areas of refuge.
- Annual evacuation drills are coordinated by the University Coordinator for Emergency Management for numerous academic buildings.
- Evacuation drills may be done in collaboration with CSUPD and Poudre Fire Authority.
- Drills are to prepare building occupants for an organized evacuation in case of a fire or other emergency.
- During a drill, occupants learn the locations of the emergency exits in the buildings and the direction to travel when exiting the building.
- Each campus building has an assigned building proctor, an assistant proctor, and a building safety plan, developed with the assistance of building proctors.
- Building proctors are trained to assist in emergencies and drills. Building proctors are listed here <https://www.fm.colostate.edu/proctors>.

For more information regarding fire safety, education or training, contact the University Coordinator for Emergency Management, in the Department of Environmental Health Services, at <http://www.ehs.colostate.edu/WEmergencyMgt/Home.aspx>.

To report a fire

To report an active fire, call 911 or pull a fire alarm pull station.

To report a fire that has previously occurred you may contact:

- Colorado State University Police Department at 970-491-6425
- Housing Assistant Safety Coordinator at 970-491-6511 (if a fire occurred in a residence hall or dining center)
- University Coordinator for Emergency Management at 970-491-6745

General evacuation procedures and university emergency response

- When a fire alarm is activated, all residents, guests, and staff are to evacuate the building immediately. NO EXCEPTIONS!
- Before an emergency arises, make sure you know the location of exits and your meeting area.
- In a fire situation:
 - Do not panic; stay as calm as possible. You will need to think clearly to make the right decisions.
 - If you are inside of a room with a door with a doorknob, feel the doorknob with the back of your hand or palm to test for heat.
 - If the door is cool, brace yourself against it, and open it slowly to check for flames or smoke.
 - If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor.
 - If one exit is blocked, try the next nearest exit.
 - Alert others by shouting or knocking on doors as you make your way to an exit.
 - Always escape via stairs – never use elevators during a fire.
 - Once you evacuate, follow directions of fire and police personnel, and never re-enter the building until authorized.
 - Some buildings on campus have designated meeting areas for students and employees when an evacuation occurs.
 - Failure to evacuate a building is a serious act that could result in disciplinary action.

When a fire alarm occurs in the following buildings, a full evacuation is required:

- Alpine
- Aspen
- Cottonwood,
- Durward
- Engineering
- AV Honors

- International House
- Lodgepole
- Piñon
- Walnut
- Westfall

The following buildings are evacuated by wings; an alarm in one wing may not sound in all other wings.

- Allison
- Braiden
- Corbett
- Edwards
- Ingersoll
- Newsom
- Parmelee
- Summit

Moby Arena complex is evacuated by section:

- Moby Arena
- Moby-B Wing and Intramural Gym

Fire extinguishers are placed in academic and office buildings according to fire code.

Abusing fire equipment, intentionally creating a false alarm, or intentionally setting a fire are serious crimes. Violators are subject to fines, university disciplinary procedures, and criminal prosecution.

Fire Statistics for Colorado State University

As required by the Clery Act, CSU publishes the last three years' statistics for fires occurring in the residence halls (see following pages).

2017 Residence Hall Fire Stats/Safety Systems

Residence Hall	Address	# Fires	# Injured	# Deaths	Fire drills	Fire Alarm	Fire Sprinkler	Smoke detection	Fire Extinguishers	Evacuation maps
Allison Hall	551 W. Laurel St.	1	0	0	0	Yes	Partial	Full	Throughout	Yes
LV Alpine Hall	910 W. Plum St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
AV Aspen Hall	800 W. Pitkin St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Braiden Hall	1101 Braiden Dr.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Corbett Hall	801 W. Laurel St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Cottonwood	511 W. Lake St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Durward Hall	1001 W. Laurel St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Edwards Hall	900 W. Pitkin St.	1	0	0	0	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	1	0	0	0	Yes	Full	Full	Throughout	Yes
AV Honors	810 W. Pitkin St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
Ingersoll Hall	1001 W. Pitkin St.	0	0	0	0	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	2	0	0	0	Yes	Full	Full	Throughout	Yes
Lodgepole	521 W. Lake St	0	0	0	0	Yes	Full	Full	Throughout	Yes
Newsom Hall	700 W. Pitkin St.	1	0	0	0	Yes	Partial	Full	Throughout	Yes
Parmelee Hall	701 W. Laurel St.	0	0	0	0	Yes	Full	Full	Throughout	Yes
LV Pinon Hall	900 W. Plum St.	2	0	0	0	Yes	Full	Full	Throughout	Yes
Summit Hall	963 W. Pitkin St.	1	0	0	0	Yes	Full	Full	Throughout	Yes
Walnut	501 W. Lake St	2	0	0	0	Yes	Full	Full	Throughout	Yes
Westfall Hall	1009 W. Laurel St.	1	0	0	0	Yes	Full	Full	Throughout	Yes
Aggie Village Family	501 W. Prospect Rd.	1	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W. Plum St.	4	0	0	0	No	No	Full	Throughout	No

Partial is defined as having systems in the individual rooms only.

Full is defined as having systems in both the common areas and the individual rooms.

Property damage from fires:

Aggie Village Family - 1 unintentional fire: dumpster - damage \$0-\$99
Allison Hall - 1 intentional fire: Arson: burned poster - damage \$0-\$99
AV Engineering - 1 unintentional fire: accidental cooking fire - damage \$100-\$999
Edwards Hall - 1 intentional fire: Arson: burned door decoration - damage \$0-\$99
International House - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
International House - 1 unintentional fire: accidental cooking fire - damage \$100-\$999
Newsom Hall - 1 intentional fire: Arson: burned door decorations/doors - damage \$0-\$99
LV Pinon Hall - 1 unintentional fire: spontaneous - mulch - damage \$100-\$999
LV Pinon Hall - 1 intentional fire: Arson: burned poster/wall - damage \$0-\$99

Summit Hall - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
University Village - 1 unintentional fire: accidental cooking fire - damage \$100-\$999
University Village - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
University Village - 1 unintentional fire: accidental cooking fire - damage \$100-\$999
University Village - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
Walnut - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
Walnut - 1 unintentional fire: accidental cooking fire - damage \$0-\$99
Westfall Hall - 1 intentional fire: Arson: burned poster - damage \$0-\$99

2016 Residence Hall Fire Stats/Safety Systems

Residence Hall	Address	# Fires	# Injured	# Deaths	Fire drills	Fire Alarm	Fire Sprinkler	Smoke detection	Fire Extinguishers	Evacuation Maps
Allison	551 W. Laurel St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
Alpine Hall	910 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	No
AV Aspen	800 W. Pitkin St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
	One unintentional fire - Unattended cooking (Burned Food) - Damage amount \$0-\$99.									
Braiden	1101 Braiden Dr.	1	0	0	4	Yes	Full	Full	Throughout	Yes
	One intentional fire - Arson: Dumpster fire - Damage amount \$100-\$999.									
Corbett	801 W. Laurel St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
	One intentional fire - Arson: Burned light switch - Damage amount \$100-\$999.									
Cottonwood	511 W. Lake St.	0	0	0	2	Yes	Full	Full	Throughout	No
Durward	1001 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Edwards	900 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
	One intentional fire - Arson: Burned ceiling tiles in elevator - Damage amount \$100-\$999.									
AV Honors	810 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Ingersoll	1001 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Lodgepole	521 W. Lake St.	0	0	0	2	Yes	Full	Full	Throughout	No
Newsom	700 W. Pitkin St.	2	0	0	4	Yes	No	Full	Throughout	Yes
	One intentional fire - Arson: Posters set on fire - Damage amount \$0-\$99.									
	One intentional fire - Arson: Posters and door set on fire - Damage amount \$100-\$999.									
Parmelee	701 W. Laurel St.	3	0	0	4	Yes	Full	Full	Throughout	Yes
	Two unintentional fires - Unattended cooking (Burned food) - Damage amount \$100-\$999 each.									
	One unintentional fire - Faulty Stove - Damage amount \$100-\$999.									
Pinon Hall	900 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	No
Summit	963 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Walnut	501 W. Lake St.	0	0	0	2	Yes	Full	Full	Throughout	No
Westfall	1009 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Aggie	501 W. Prospect Rd.	0	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W. Plum St.	3	0	0	0	No	No	Full	Throughout	No
	Three unintentional fires - Unattended cooking (Burned food) - Damage amount \$100-\$999 each.									
	Partial is defined as having the systems in the individual rooms only.									
	Full is defined as having the systems in both the common areas and the individual rooms.									
	University Village is University-owned apartments that are non-campus classified.									

2015 Fire Statistics

Residence Hall	Address	# Fires	# Injured	# Deaths	Fire drills	Fire Alarm	Fire Sprinkler	Smoke detection	Fire Extinguishers	Evacuation Maps
Allison	551 W. Laurel St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
Alpine Hall	910 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	No
AV Aspen	800 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Braiden	1101 Braiden Dr.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Corbett	801 W. Laurel St.	3	0	0	4	Yes	Full	Full	Throughout	Yes
Three intentional fires - Arson: Burned posters – Damage amount \$0-\$99 each.										
Durward	1001 W. Laurel St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Edwards	900 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Engineering	816 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
AV Honors	810 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Ingersoll	1001 W. Pitkin St.	0	0	0	4	Yes	Partial	Full	Throughout	Yes
International House	1400 W. Elizabeth St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Newsom	700 W. Pitkin St.	1	0	0	4	Yes	No	Full	Throughout	Yes
One intentional fire - Arson: Burned note card – Damage amount \$0-\$99.										
Parmelee	701 W. Laurel St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
One unintentional cooking fire. Damage amount \$100-\$999.										
Pinion Hall	900 W. Plum St.	0	0	0	4	Yes	Full	Full	Throughout	No
Summit	963 W. Pitkin St.	0	0	0	4	Yes	Full	Full	Throughout	Yes
Westfall	1009 W. Laurel St.	1	0	0	4	Yes	Full	Full	Throughout	Yes
One intentional fire - Arson: Burned access card reader – Damage amount \$0-\$99.										
Aggie	500/501 W. Prospect Rd.	0	0	0	0	No	No	Full	Throughout	No
University Village	1500/1600/1700 W. Plum St.	9	0	0	0	No	No	Full	Throughout	No
Six unintentional cooking fires. Damage amount \$0-\$99 each.										
Three unintentional cooking fires. Damage amount \$100-\$999 each.										

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