



2020 ANNUAL SECURITY FIRE REPORT

Years 2017, 2018, & 2019



OCTOBER 14, 2020
LAMAR COMMUNITY COLLEGE
2401 S Main St. Lamar, CO 81052

Table of Contents

Mission Statement.....	1
Working Relationships.....	1
The Clery Act.....	2
Clery Act Requirements.....	2
How the Annual Security Report is Prepared.....	3
Definitions of Geography.....	4
Reporting Criminal Offenses.....	6
Confidential Reporting.....	6
Resources for Victims of Crimes.....	7
Title IX Reporting.....	8
Notification of Missing Students.....	8
Access, Maintenance, & Physical Security of Campus Facilities.....	10
Overview of Campus Safety.....	10
Collection of Crime Statistics.....	11
Emergency Notifications & Timely Warnings.....	12
Notification Systems.....	14
Disseminating Information to the Public.....	15
Emergency Drills & Exercises.....	15
Emergency Evacuation, Shelter-In-Place, & Lockdown.....	15
Crime Prevention & Awareness Programs.....	20
Policy Statements & Programs/Dating Violence, Domestic Violence, Sexual Assault, Stalking.....	21
Education & Prevention Programs.....	24
Procedures for Reporting a Complaint.....	26
Assistance for Victims.....	31
Response to Sexual & Gender Based Violence.....	39
Statement of Non-Discrimination.....	40
Alcohol, Drug, & Substance Abuse Policies.....	40

Fire Safety.....	42
Fire Drills.....	42
Student Housing Policies.....	43
Fire Statistics Report.....	44
Crime Statistics.....	46
CSA's.....	47
Firearms & Weapons Policies.....	48
Crime Definitions.....	49
Crime Statistics Log.....	53

Mission

The mission of the Lamar Community College Campus Safety Department is to provide a safe and secure campus environment for all members of the campus community. Our mission is achieved through active participation of all campus members and partnerships with local law enforcement and community partners.

Lamar Community College has one full-time Campus Safety officer, Terry Comer. The Director of Facilities serves as additional daytime campus security. The Campus Safety Office is located in Todd-Burch Hall, room 103W. The Director of Facilities office is located in the Bowman Basement, room B-9.

Terry Comer – Campus Safety
Office – 719.336.1192
Cell – 719.688.1412
Todd-Burch Hall, Rm 103W

Sean Lirley – Director of Facilities
Office – 719.336.1543
Cell – 719.688.8287
Bowman B-9

Working Relationships

The LCC Campus Safety Office maintains a close working relationship with the Lamar Police Department (LPD) and the Prowers County Sheriff's Office (PCSO). The Office also has a relationship and with the Colorado State Patrol. The LCC Campus Safety Officer communicates regularly on the scene of incidents occurring in and around the campus area with both the LPD and PCSO, depending on the jurisdiction. LCC Campus Safety works closely with the investigative staff at LPD when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information. LCC unsworn Campus Safety Officers do not have authority to arrest or detain individuals and relies solely on the LPD for such services. Lamar Community College and the City of Lamar Police Department have a Memorandum of Understanding (MOU) in place describing the working relationship for investigation of crimes on and around campus.

The Clery Act

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

Other Related Laws

Title IX: Title IX is a federal, civil rights law that prohibits gender discrimination in education. Title IX ensures that universities are proactive in handling gender discrimination, have established procedures for handling gender discrimination, harassment, and violence, and provide support for survivors.

(https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html)

Federal Education Rights and Privacy Act: FERPA protects privacy of students' educational records. Public disclosures under the Clery Act do not include any personally identifiable information. (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

Violence Against Women Act: Enacted in 1994, VAWA is a landmark federal law that provides comprehensive provisions to improve the criminal justice response to violence against women, specifically related to sexual and domestic violence. In 2013, section 304 of VAWA amended the Clery Act to add additional reportable crimes.

(<https://nnedv.org/content/violence-against-women-act/>)

Drug-Free Schools and Communities Act: DFSCA requires colleges and universities to establish drug and alcohol abuse prevention programs for students and employees.

Clery Act Requirements

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

- **Policy Disclosure:** LCC must provide the campus community and the public with accurate statements of current policies and practices regarding procedures for students and others to report criminal actions or other emergencies on campus, security of and access to campus facilities, and campus law enforcement.

- Records Collection and Retention: LCC is required to keep campus records of crimes reported on campus to Campus Security Authorities (CSAs), make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and keep a daily crime log open for public inspection.

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

How the Annual Security Report is Prepared

The Annual Security Report is prepared by the Lamar Community College Director of Facilities, Campus Safety Officer and the Vice President of Administrative Services and Institutional Effectiveness. Crime statistics are provided by the LCC Campus Safety Officer, the Lamar Police Department and the Prowers County Sheriff's Office.

Lamar Community College Campus

The Lamar Community College Annual Security Report covers the following LCC campuses and satellite locations.

Campus:

Lamar Community College
 2401 S. Main St.
 Lamar, CO 81052

Satellite Locations:

Merchants Park/ Citizen's Field
 2406 S. Main St.

Blue Spruce Motel
 1801 S. Main St.

Lamar, CO 81052

Lamar, CO 81052

Indoor Hitting Cage
2406 S. Main St.
Lamar, CO 81052

Spreading Antlers Golf Course
28157 US-287
Lamar, CO 81052

Other Locations:

Lamar Theater
219 S. Main St.
Lamar, CO 81052

Lamar Lanes Bowling Alley
1704 S. Main St.
Lamar, CO 81052

Definitions of Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Controlled by: Any facility LCC as an institution directly or indirectly rents, leases or has some other type of **written** agreement (including an informal one, such as a letter or an e-mail) for use of the entire, or a portion of a building or property.

Reasonably contiguous: Any building or property an institution owns or controls that is in a location that the institution and students consider to be, and treat as, part of campus.

On-campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on a property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Note: Statistics for campus housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence

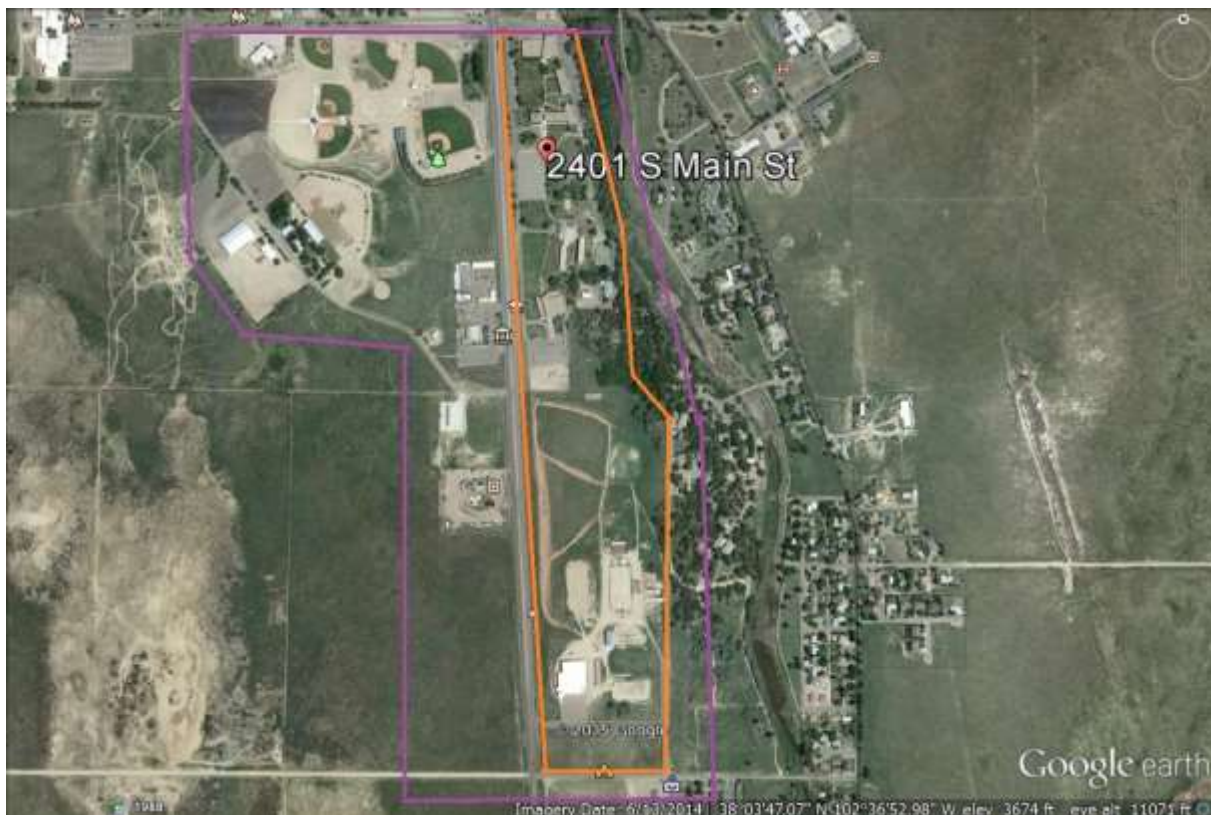
halls that are located outside the campus boundaries are captured in the Non-Campus category.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or adjacent to and accessible from the campus. The LCC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries

Campus Maps

The map of Lamar Community College uses the following legend to denote boundaries of on-campus areas and public property.

- On Campus 
- Public Property 



Reporting Criminal Offenses

Reporting a Concern or Incident

Lamar Community College relies heavily on the campus community to assist with safety, medical, and criminal incidents. Students, staff, faculty, and visitors should promptly report any safety, medical, or criminal incident to LCC Campus Security, Director of Facilities or the VP of Administrative Services/ Instructional Effectiveness as soon as possible. The department responds to medical calls on any injury or illness that occurs on campus whether it is work-related or incurred by a student or visitor. Any criminal or medical incident that occurs at any campus-oriented event, internship, or at one of our satellite locations must be reported to Campus Security, Director of Facilities or the VP of Administrative Services/ Instructional Effectiveness to maintain compliance with the State Risk Management Office as well as the Annual Security Report.

All Emergencies: Dial 911 from any campus or personal phone. (911 may be directly dialed from any campus phone without having to dial 9 for an outside line)

Non- Emergency: contact Lamar police Department at 719-336-4341 or extension 1192 from any campus phone for LCC Campus Security

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the LCC system or the criminal justice system, or if you are a witness to a crime and do not want to reveal your identity, you may make a confidential report of the incident to **LOPES CARES, 719.691.1601**. The purpose of a confidential report is to maintain the reporting individual's confidentiality, while helping LCC protect the safety of the LCC community. Providing information also helps the college maintain accurate records regarding the number of incidents involving students, employees, and visitors; determine if there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers when appropriate. Reports filed in this manner are included from LCC's annual crime statistics, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the college's Title IX Coordinator. You can also call LCC Campus Safety at **719.336.1192**, and ask that information remain confidential.

Campus Safety – 719.336.1192
719.688.1412

Lamar Police Dept. – Emergency 911
Non-Emergency – 719.336.4341

Prowers County Sheriff's Office – 719.336.8050

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

On-Campus

Department	Location	Phone
Title IV Coordinator	Trustees Rm 134	719.336.1543

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Local Police	102 E. Parmenter	911
Prowers Medical Center	401 Kendall Dr.	719.336.4343
Domestic Safety Resource Center	109 Lee Ave. Suite 16-1	719.336.4357
Rape Crisis Center	https://thercc.org/	608.251.7273
YWCA Advocacy Group	https://www.ywcapueblo.com/	719.545.8195
LGBTQ Alliance	http://glbtqalliance.com/	866.634.8087
Magistrate	301 S Main St	719.336.7274
Prowers County Courthouse	301 S Main St	719.336.7274

Online State and National Resources:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Title IX

Title IX Reporting

Individuals may also consider reporting a sexual violence incident to LCC's Title IX Coordinator, who can provide assistance in addressing the incident by implementing interim measures and alternative or disciplinary resolution (**719-336-1572**).

GETTING HELP

LCC Campus Safety Department (**719-336-1192**)

Haven: A Safe Space for GW (**haven.gwu.edu**)

National Domestic Violence Hotline & Break the Cycle (**866-331-9474**;
loveisrespect.org)

Domestic Safety Resource Center (719-336-4357)

Southeast Health Group (719-336-7501)

Counseling and Emotional Support

On-Campus

Counseling Services

Counseling Services at LCC are located in the Bowman Building, Ground Floor.

Counselors can provide confidential support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the assault and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. Counselors will not reveal your identity to anyone without your permission. Students may be seen on an emergency walk-in basis or by appointment (**719-336-1527**).

Disciplinary Action

Any student who has been sexually assaulted by another student or group of students and is considering whether to seek disciplinary action against the assailant(s) should discuss the matter with the Title IX Coordinator (**719-336-1572**)

Notification of Missing Students

It is the policy of Lamar Community College to thoroughly investigate all reports of missing persons from our campus. Additionally, the institution holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. **It should also be noted that there is no required waiting period for reporting a missing person. A person may be declared "missing" when his or her**

whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines. Individuals who suspect that someone is missing will complete the LCC Missing Person's Report Form.

MISSING PERSON

The purpose of this procedure is to establish the measures to be followed if a missing person report is made to the institution. If a report is made, the following steps will be put in action:

- Person receiving the notification will immediately dispatch LCC's Campus Safety Officer to the location of the complaint.
- Campus Safety Officer will gather all essential information about the person (ie. description, clothes last worn, where subject might be, who they might be with, vehicle description, etc). An up to date photograph may also be obtained to aid in the search. LCC Student Services can be contacted for this request.
- The Security Officer will also gather information about the physical and mental well-being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings, grounds, and parking lots.
- Class schedules will be obtained and a search of appropriate classrooms will be conducted.
- The Vice President for Administrative Services (or designee) will be promptly notified and is responsible for communicating with the family or relatives of the missing person within **24 hours** of being notified. If the designated contact differs from family, this person will be contacted in advance.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than **24 hours** from the initial report. The local police then become the authority in charge and the institution will assist them in any way necessary.

In addition to this procedure, the institution will utilize the current meal plan to try to identify potential missing persons in advance. The Coordinator of Residence and Student Life will request the meal usage report one time per week (preferably each Sunday) and determine if any students have not used the dining service for that week. If a student is identified as not using the dining services during that week, the Coordinator will attempt to make contact with the student. If contact cannot be made, the student will be reported as missing and the procedure will be put into action.

In accordance with the Higher Education Act of 2008, all students may register a confidential contact with the college. The confidential contact does not have to be a parent of a student. This individual will be contacted by Public Safety (or another police department) within 24 hours in the event the student is reported missing. This individual will also be updated as to the progress of the investigation. In the case where a student

is under 18 years of age, and has not been legally emancipated, the student's parents will also be promptly contacted.

Access, Maintenance, and Physical Security of Campus Facilities

As a public facility, LCC's main campuses are open to visitors, students, faculty, and staff during normal operational hours and for special events. Access to facilities after hours or during periods when the college is closed is limited based on individual department needs and/or direction from college administration. Although the locking and unlocking of the campuses is completed through a cooperative effort between Facilities as well as the Campus Security, access to the buildings after hours is routed through the Campus Security at 719-688-1412. During normal operational hours, instructors and employees who need access to classrooms or offices, outside of their regular room or workspace will need to follow room reservation protocol to ensure the room is unlocked for the needed time frame. Anyone who observes a safety issue or other problem related to the maintenance of the buildings or grounds is asked to report it to the Director of Facilities during normal hours of operation at 719-336-1543. After hours, report it to Campus Security at 719-336-1412.

Overview of Campus Safety

Lamar Community College is one of thirteen community colleges in the Colorado Community College System. It is located in Lamar, Colorado, a southeastern plains community of approximately 8000 persons. The College was established in 1937 and now enrolls almost 1000 students (600-650 Full Time Equivalents) annually. It is the educational hub of southeastern Colorado. The College is an "open-door" institution, and it enrolls all students 16 years of age or older, regardless of previous academic experience, who can profit from the College's instructional efforts.

The LCC campus is comprised of administrative offices, classrooms, labs, library, residence halls, and LCC's Wellness Center. The academic and administrative buildings are open to the public, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. All of these buildings have varied levels of access. LCC Campus Safety patrols the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, see the Director of Facilities or contact Campus Safety at 719.336.1192

Residence Halls

Access to residence halls is restricted to residents, their approved guests, and other approved members of the campus community. Each resident has a main entrance door key and a room door key, which allows access to the residence hall in which they live. Guests of residents must be accompanied at all times by the resident they are visiting. Residents are cautioned against permitting strangers to enter the buildings and are

urged to require individuals seeking entry to use their access keys. Campus Safety patrols the residence halls on a regular basis and works with Resident Assistants, Residence Director, and Director of Facilities to enforce security measures.

Security Maintenance

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Facilities Management for repair. Other members of the campus community should promptly report equipment problems to Campus Safety or to Facilities Management.

Collection of Crime Statistics

The crime statistics listed in this document are for crimes reported within each calendar year (January 1 to December 31) and are obtained through a variety of mechanisms. In addition to crimes reported to the LCC Campus Security, crime data is also solicited from the following agencies:

Lamar Police Department
505 S. Main St #1
Lamar, CO 81052

Prowers County Sheriff's Office
103 E. Oak St
Lamar Co 81052

This data includes crimes that occurred on public properties around LCC campuses as well as any crimes on LCC campus that was responded to but did not previously report to the LCC Campus Police.

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

Each year, a notification of availability email is sent out to all current students and employees, which provides a link for the current year's ASR, a summary of its contents, and how to obtain a copy. Prospective students who visit one of our campuses are given a notification of availability form by Enrollment Services. Human Resource Services posts the notification of availability on its bulletin board.

Good-faith Effort

The *Clery Act* does not require local law enforcement agencies to provide institutions with crime statistics. If the institution makes a reasonable, good-faith effort to obtain the statistics, the institution is not responsible for the failure of the local or state police

agency to supply them. The law states that an institution “may rely on the information supplied” by a local or state police agency. The phrase “may rely on” means that an institution is not required to verify the accuracy of the statistics that are provided; however the institution is required to ensure that the statistics received cover the *Clery Act* geography and not other areas.

Daily Crime Log

The purpose of the daily crime log is to record all **criminal incidents** and **alleged criminal incidents** that are reported to the campus police or security department.

A Copy of the Daily Crime Log and be obtained, free of charge, during normal business hours, Monday – Friday, by contacting the Director of Facilities at 719.336.1543.

Emergency Notifications & Timely Warning Procedures



TIMELY WARNINGS & EMERGENCY NOTIFICATIONS: SEPARATE AND DISTINCT REQUIREMENTS

The Clery Act requires institutions of higher education to maintain two types of alerting systems for separate and distinct purposes. Below is a table breaking down the distinctions between these two types of alerts. Use this resource to understand which alert should be sent depending on the circumstances of the incident in question.

	Timely Warning	Emergency Notification
When should this alert be sent?	When Clery crimes reported to a campus security authority or local law enforcement pose a serious or ongoing threat to the campus community	When there is confirmation of an immediate threat to the health and safety of the campus community
Does the location of the incident matter?	Only required for Clery crimes occurring within Clery geography that pose a serious or ongoing threat*	On-campus emergencies only
What should this alert contain?	Date, nature, location of incident; prevention tips; how to report a similar occurrence	Information about the nature of the emergency and what changes one needs to make immediately as a result; evacuation procedures if necessary; assurance that an all-clear will be sent when emergency is over
Who should receive this alert?	Must reach entire campus community	Can be segmented, if appropriate
How is a determination made to send the alert?	Case-by-case analysis if the factors above are present*	Procedure in place to confirm whether a significant emergency exists
Who issues the alert?	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication	Not prescribed by the Clery Act—should be an individual or office with authority and capability to issue campus-wide communication
How should it be disseminated?	Multi-modal system intended to reach the entire campus community; most commonly emails, website updates, and social media posts	Multi-modal system is best to ensure delivery; segmentation of messaging is permitted, if appropriate

*Some institutions have broader policies than the minimum requirements - refer to your own institutional policies to determine if your policy addresses incidents beyond Clery Act crimes or Clery geography.

Emergency Notifications & Timely Warning Procedures

Students, faculty, staff, community members, and visitors are encouraged to report all crimes and public safety-related incidents to LCC Campus Safety in a timely manner. Timely reporting will assist the College in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

It is necessary to notify the campus community about criminal incidents which constitute a serious threat and that have occurred on Lamar Community College properties or in contiguous public properties. As a result, Lamar Community College has developed a timely warning procedure to alert campus community members in order to protect the campus community.

Members of Core Emergency Management Team (CEMT) will review the emergency notification and timely warnings process annually. The College uses the software tool, AppArmor Emergency Notification System for emergency notifications and timely warnings. LCC has designated the Communications Assistant/Transfer Counselor to be the AppArmor Outreach Coordinator as the responsible party for sending notification and warnings. This individual and other designated members of CEMT will receive annual training annually as well. AppArmor Outreach Coordinator will be able to use the AppArmor system during scheduled drills.

To protect the campus community, Lamar Community College has developed a timely warning procedure to alert campus community members about criminal incidents that have occurred on Lamar Community College properties or in contiguous public properties and which constitute a serious threat. Timely warnings differ from immediate notifications in that timely warnings are issued as soon as pertinent information is available instead of after confirmation. Timely warnings also include safety tips relevant to the situation.

Timely warnings are issued through the AppArmor Emergency Notification System. Any member of CEMT can notify the designee to initiate the timely warning. Notifications may take the form of text messages, emails, phone calls, public address system announcements, etc. The Campus Safety Officer, Director of Facilities or CEMT Chair will take into account the nature of the incident, the continuing danger to the campus community, as well as the possible risk of compromising law enforcement efforts to determine whether a timely warning is warranted.

All timely warnings will also include follow-up messages as appropriate, depending on the category of event. LCC is not required to provide timely warnings for crimes reported to a pastor or professional counselor. The LCC PIO will coordinate with the AppArmor Coordinator to ensure this happens.

Emergency Notifications

Immediate Notification Process

Lamar Community College recognizes the need for its students, faculty, staff and visitors to be made aware of legitimate emergencies and dangerous situations. The College will initiate the emergency notification process as deemed necessary, without delay, taking into account the safety of the community.

All current students and staff are included in active list of recipients. Only those members that choose to opt out will not be included. Any LCC Employee can be made aware of threats to the health and safety of the campus community, and has a responsibility to notify Campus Safety Officer, CEMT Chair, or Director of Facilities (CEMT Member). The employee can make the determination if he/she is capable of acting as a first responder to critical incidents on campus.

Through the utilization of AppArmor, various notification templates have been developed and are available for immediate edit. Campus Safety Officer or LCC Administration will determine what information needs to be disseminated. This information will be provided to the AppArmor Outreach Coordinator with any additional directions.

The LCC Campus Security, or Director of Facilities is typically the first department on campus to be made aware of threats to the health and safety of the campus community, as well as being the first responder to critical incidents on campus. Other responding agencies include the Prowers County Sheriff's Office, Lamar Police Department, and Lamar Fire Department, and others depending on the specific emergency situation. The responsibility for confirming and then advising the campus community of any emergency or dangerous situation has been assigned to the members of CEMT. CEMT is the College Emergency Management Team comprised of the President of the College; the Vice President for Administrative Services and Institutional Effectiveness; the Vice President for Academic Services and Student Services; the Executive Director of Human Resource Services; and the Executive Director of Marketing and Communication and others (wording?). The Director of Facilities and CEMT Chair will, without delay, confirm the emergency first. Once the emergency situation has been confirmed, they will then take into account the safety of the campus community, determine which segments of the campus community should be notified, determine what information should be released, if any, and initiate the notification procedure if applicable. Notification may not be immediately made if doing so will compromise efforts to assist the victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency. The Head of Security, Director of Facilities, CEMT Chair, or any member of the CEMT group, may also seek guidance from the Behavioral Intervention Team or other Lamar Community College personnel, as well as outside

agencies like the Prowers County Health Department, in order to confirm the emergency and/or to better ascertain if an emergency notification is warranted to the campus community and/or the community at large.

Notification Systems

LCC utilizes an emergency mass notification system to distribute emergency alerts to the College community. Messages are broadcast at the direction of any member of the CEMT Chair, Director of Facilities, the Campus Safety Officer, or LCC Administration. Messages are published and distributed by the Executive Director of Marketing and Communication, or the ITSS Director or his/her representative.

All LCC staff, faculty, and students are automatically enrolled to receive emergency alerts via email, voice call and text message to their college email accounts, home, cell, and work phones as recorded in the Banner system. College community stakeholders not automatically enrolled are encouraged to register to receive emergency alerts via text messaging. Enrollment in this program is free and may be done through the College website; however, standard text messaging costs may be incurred by the user.

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

Disseminating Information to the Public

The LCC Marketing and Communication Department posts emergency and weather-related messages on their website. In addition, LCC distributes press release to local news outlets on a variety of news-related topics on a regular basis.

Emergency Drills and Exercises

Emergency Drills and Exercises

LCC strives insure the safety of all students, faculty, staff and visitors at all times. LCC conducts fire drill, lock out and lockdown drill once a semester. The following is how LCC conducts the above drills.

- CEMT plan and schedule all drills once a semester
- Physical plant or Campus safety will notify Lamar Fire Dept.
- Lamar Fire Department responds to LCC
- Lamar Fire Dept. conducts the Fire drill in all college owned buildings.

- CEMT will time and evaluate all drills.
- Lamar Fire Dept. will reset all alarms.
- All scheduled activities resume as normal once the drill is complete.
- CEMT will meet and evaluate all drills.

The college will publicize emergency response and evacuation procedures in conjunction with at least one test per year. The AppArmor Emergency Notification System will be used to do this.

Emergency Evacuation, Shelter-In-Place, and Lockdown Procedures

Emergency Operations Plan

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

This plan is made available to the College community on the LCC website at: <http://www.lamarcc.edu/student-life/campus-safety/>

Emergency Procedures Guide

Recognizing the high number of part time employees, adjunct instructors, and turnover among students in our college community, each classroom, office, or work area is equipped with a "flip chart" style Emergency Procedures Guide (EPG). The EPG lists the most common types of emergencies alphabetically and provides clear, bulleted, step-by-step guidance on what specific actions to take during any particular emergency. The ERG is located in every classroom and office.

Evacuation Procedures

Evacuation Procedures are outlined in the LCC Emergency Procedures Guidebook.

General Building Evacuation Procedures

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

- Treat fire alarms as actual emergencies and not drills.
- Quickly gather personal belongings such as coats and car keys.
- Leave the building immediately in a calm, orderly manner through the nearest available exit.
- If there is no one behind you, close doors as you leave.

- Listen for and follow instructions from Campus Police, Campus Emergency Response Team personnel, and/or emergency responders.
- Do NOT use elevators.
- Provide assistance to individuals with functional impairments who may need help evacuating.
- Stay together in a group with your class or work section if possible. Instructors must account for all students. Supervisors must account for all employees in their work sections.
- Move (and remain) at least 150 feet away from the building, and if possible to the upwind side.
- WAIT to be contacted. Do not return to the building or move to another side of the building unless told to do so by emergency personnel.
-

Faculty and Staff Responsibilities

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

Directed Building Evacuation (Non-Fire Emergency)

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

Directed evacuation procedures are the same as general evacuation procedures.

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

Reverse Evacuation

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

Campus Evacuation

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

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

Building Evacuations for People with Disabilities

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

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

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

To evacuate people with mobility impairments:

- Assist and accompany to evacuation site if possible.
- Use a sturdy chair (or one with wheels) to move the person.
- Help carry individual to safety if possible.
- If unable to assist a person with mobility impairment, notify Campus Security or emergency responders.

To evacuate people using wheelchairs:

- Consult the individual before moving him/her.
- Individuals at ground floor locations may be able to exit without help.

To assist people with visual impairment

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

To alert people with hearing impairment

- Turn lights on/off to gain person's attention.
- Indicate directions with gestures.

- If time permits, write a note with evacuation directions.
- Escort the person out of the building if requested to do so

To assist people with service animals

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

Building Evacuation Signage

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

Shelter-In-Place Procedures

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

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

General Shelter-in-Place Procedures

For severe weather:

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

For incidents involving hazardous materials outside the building:

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

Lockdown Procedures

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

remain inside.

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

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

Crime Prevention and Awareness Programs

Lamar Community offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others. Campus Safety and Residence Life/Student Life sponsor crime prevention programs on personal safety and security throughout the year. The programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. For more information, or to schedule a program with Campus Safety, please call: **719.336.1192**

Crime Prevention and Awareness Programs

<u>Name of Program</u>	<u>Date</u>	<u>Location Held</u>	<u>Complied with Section</u>	<u>Topic of Program</u>	<u>Audience Targeted</u>
Workplace Answers	10/18/2019	LCC Campus (On-line)	Yes	Title IX, VAWA, Clery Act	Staff
Workplace Answers	10/18/2019	LCC Campus (On-line)	Yes	Respect & Inclusion Series	Staff
Consequences of Drinking/Driving	3/16/2019	LCC Parking Lot	Yes	Consequences of Drinking and Driving	Students/Staff
What Were You Wearing	4/1/2019	Bowman Building	Yes	Sexual Assault	Students
Clothesline Project	4/3/19	LCC Learning Garden	Yes	Sexual Assault	Student/Staff
Domestic Violence & Sexual Assault Training	10/28/2019 & 10/29/2019	Small Lecture Hall	Yes	Domestic Violence & Sexual Assault	Students

Tips for Your Safety

Members of the campus community are encouraged to assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance (for more information, visit <https://lamarcc.edu/student-life/campus-safety/>)

- Report all suspicious activity to Campus Safety immediately 719.336.1192 or 719.688.1412
- Limit your alcohol consumption and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call Campus Safety or LPD (911) for help at the first sign of trouble.
- Try to avoid walking alone at night. Travel with friends.
- Always lock the door to your residence hall room, whether or not you are there.
- Keep windows closed and locked when you are not at home.
- Do not hold doors open to residence halls or other protected locations.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch the cars and people around you.
- Never leave valuables unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

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

Policy Statements

Lamar Community College does not discriminate on the basis of sex in its educational programs; sexual harassment and sexual violence are considered types of sex discrimination. Other acts may also be defined as forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Lamar Community College issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Lamar Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment to emphasize the dignity and worth of all members of the College community.

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

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

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

Definitions of Sexual Harassment and Misconduct

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

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

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or

- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

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

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

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

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

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

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

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

person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

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

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

Education and Prevention Programs

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

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking pursuant to Colorado law;
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and
- Provides information on the procedures the college will adhere to after a sex offense occurs.

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

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

The College offered the following **primary prevention and awareness programs for all incoming students** in 2018:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Program Requirements</u>	<u>Which Prohibited Behavior Covered?*</u>
Ever-Fi	August	On-line	Yes	Title IV/Domestic Violence, Dating Violence, Stalking

The College offered the following **primary prevention and awareness programs for all new employees** in 2018:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Program Requirements</u>	<u>Which Prohibited Behavior Covered?*</u>
Workplace Answers	Year-Round	Online	Yes	Title IV/ Domestic Violence, Dating Violence, Stalking

The College offered the following **ongoing awareness and prevention programs** for **students** in 2018:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Program Requirements</u>	<u>Which Prohibited Behavior Covered?*</u>
Clothes Line	March	Betz	Yes	Domestic Violence, Dating Violence, Stalking
Walk a Mile	April	Outside Betz	Yes	Domestic Violence, Dating Violence, Stalking

Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical attention, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact Shelly Tombleson– Human Resources, Title IV Coordinator, at 719.336.1572

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Prowers Medical Center, 401 Kendall Drive, Lamar, CO 81052. In Colorado, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted, if the offense occurred within the past 96 hours so that evidence (as may be necessary to the proof of criminal activity) may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents (if they have any) that would be useful to College hearing boards/investigators or police.

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Lamar Community College Campus Safety will assist any victim with notifying local police if they so desire. Lamar Police Department may also be reached directly by calling 911. Additional information about the Lamar Police department may be found online at:

https://www.ci.lamar.co.us/index.asp?SEC=5A3D6A51-09BF-4111-908A-21619E390A1C&Type=B_BASIC

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Shelly Tomblison, Trustees Rm 134, shelly.tomblison@lamarcc.edu, 719.336.1572 and Campus Security (if the victim so desires).

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

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

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

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a

statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

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

	<p>accused will be administratively charged and the outcome of the hearing.</p> <p>12. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>	
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess the need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a “No Trespass” (PNG) and/or “No Contact” directive to accused party if deemed appropriate. 7. Institution will provide student victims with financial aid related services. 	<p>Stalking cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the stalking is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation. Procedures using the <i>preponderance of the evidence</i> standard.</p>

<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a “No trespass” (PNG) and/or a “No “Contact” directive to accused party if deemed appropriate. 7. Institution will provide student victims with financial aid related services. 	<p>Dating Violence cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the dating violence incident is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation. Procedures using the <i>preponderance of the evidence</i> standard.</p>
<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant. 2. Institution will assist complainant with contacting local police if complainant requests AND provide complainant with contact information for local police department. 3. Institution will provide written instructions on how to apply for Protective Order. 4. Institution will provide written information to complainant on how to preserve evidence. 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Institution will provide a “No Trespass” (PNG) and/or a “No Contact” directive to accused party if deemed appropriate. 7. Institution will provide student victims with financial aid related services. 	<p>Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the act of domestic violence is sexually based, it may fall under the institution’s Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution’s Sexual Misconduct and Civil Rights Grievance and Investigation. Procedures using the <i>preponderance of the evidence</i> standard.</p>

Assistance for Victims: Right and Options

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

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

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

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;
- The right to be informed of, be present or not present for, and receive notification of critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2) and 302.5);
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or non-secure correctional facility or program, or absconds from probation or parole.

Further, Lamar Community College complies with Colorado law in recognizing orders of protection by complying with protective orders to assist victims.

Any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc.]

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

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

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any

other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;

- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

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

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

To the extent of the victim's cooperation and consent, College offices, including Human Resources, Title IV Coordinator and Campus Safety will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. V.P. of Academic Services and V.P. of Administrative Services will assist with these accommodations. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are adjudicating/investigating the complaint, or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims on the campus safety department's Daily Crime Log or online. Victims may request that

directory information on file be removed from public sources by request contacting the Director of Facilities at 719.336.1543

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

Financial Aid Services

If a student victim would like information regarding financial aid services, please contact the Financial Aid Director at 719.336. 1591. The College can assist students with information such as how to apply for a withdrawal from classes or about options for addressing concerns about loan repayment terms and conditions

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

Online State and National Resources

On-Campus

Department	Location	Phone
Title IV Coordinator	Trustees Rm 134	719.336.1543

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Local Police	<u>102 E. Parmenter</u>	<u>911</u>
Prowers Medical Center	<u>401 Kendall Dr.</u>	<u>719.336.4343</u>
Domestic Safety Resource Center	<u>109 Lee Ave. Suite 16-1</u>	<u>719.336.4357</u>
Rape Crisis Center	<u>https://thercc.org/</u>	<u>608.251.7273</u>
YWCA Advocacy Group	<u>https://www.ywcapueblo.com/</u>	<u>719.545.8195</u>
LGBTQ Alliance	<u>http://glbtqalliance.com/</u>	<u>866.634.8087</u>
Magistrate	<u>301 S Main St</u>	<u>719.336.7274</u>
Prowers County Courthouse	<u>301 S Main St</u>	<u>719.336.7274</u>

Online State and National Resources:

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

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

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

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities
<https://www.colorado.gov/c-seap> - Colorado State Employee Assistance Program
<http://www.rainn.org> - Rape, Abuse and Incest National Network
<http://www.nsvrc.org> - National Sexual Violence Resource Center
<http://www.nrcdv.org/> - National Resource Center on Domestic Violence
<http://www.thehotline.org/> - National Domestic Violence Hotline
<http://www.survivorproject.org/> - Survivor Project (a resource for Intersex and Trans people)
<http://www.mencanstoprape.org/> - Men Can Stop Rape
<http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/> - Stalking Resource Center
<http://maketheconnection.net/conditions/military-sexual-trauma> - Make the Connection (Support for Veterans)
<http://www.whitehouse.gov/1is2many> - 1 is 2 Many (Focus on teens and young women ages 16-24)
<https://www.notalone.gov/> - Not Alone Together Against Sexual Assault
<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice
<http://www2.ed.gov/about/offices/list/ocr/index.html> - Department of Education, Office of Civil Rights

Adjudications of Violations

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

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

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the College finds it necessary to extend this timeline, they may do so for good cause. The College will provide written notice to the accuser and the accused of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;

- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

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

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

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

- For faculty, disciplinary action will be in compliance with BP 3-20:
- <https://www.cccs.edu/wp-content/uploads/2012/08/BP3-20.pdf> For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations: <https://www.colorado.gov/spb/rules-0>
- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore, the appointing authority will conduct a prompt, fair and impartial discipline process.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore, the responsible party or designee will conduct a prompt, fair and impartial discipline process.

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

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

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate.

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

for the discipline decision. The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such 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 treated as the alleged victim.

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

Appeal

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final. Complainants and respondents can be represented by an attorney or law student (legal counsel) in disciplinary proceedings unless civil or criminal actions concerning that particular incident are pending.

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

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

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the

place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the LCC 2019 Annual Security Report 60 new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee's decision to deny appeal requests is final.

Confidentiality

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

Sanctions and Protective Measures

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

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

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: class schedule modifications, escorts, housing arrangement modifications. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up-to-and-including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state laws.

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

LCC will distribute written information about other accommodations available to victims and that the College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

Response to Sexual and Gender-Based Violence

The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. All forms of sexual violence are violations of LCC's Sexual and Gender-Based Harassment and Interpersonal Violence Policy.

Prohibited Conduct includes sexual and gender-based harassment, sexual assault, sexual exploitation, intimate partner violence, stalking, retaliation, and complicity. If a sexual assault or rape should occur on campus, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

LCC personnel will assist the victim in notifying appropriate law enforcement authorities, if the victim requests the assistance of these personnel. Members of the campus community who believe their safety or the safety of others is threatened or who have experienced or witnessed Prohibited Conduct should immediately report the incident to LCC Campus Safety.

Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 is a federal law that requires institutions of higher education to advise the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state, at which the person is employed, carries on a vocation, or is a student.

Convicted sex offenders must register with the Lamar Police Department. You can view this information, which appears on City of Lamar's website, by accessing:

https://www.ci.lamar.co.us/index.asp?Type=B_DIR&SEC={8BD4FF17-6954-49B5-916C-7D005C728B92}

Prohibition on Retaliation

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

Statement of Non-Discrimination

Statement of Non-Discrimination

Individuals affiliated with Pikes Peak Community College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race (real or perceived), color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

Alcohol, Drug, and Substance Abuse Policies

General

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

Any student, staff, or faculty member who is convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and the severity of the individual offense.

The college will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include but are not limited to probation, suspension, or expulsion from the college, termination of employment, and referral to authorities for prosecution, as appropriate.

Compliance with drug and alcohol policies is a condition of employment for all LCC employees. Employees may be subject to corrective and/or disciplinary action as per

State Personnel Rules and Regulations, up to and including termination. The Executive Director of Human Resource Services sends a campus-wide E-memo each year to inform staff of the college's policy on alcohol and other drugs.

Laws and Statutes

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

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

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

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

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

Substance/Drug Charge Potential Sentence for Possession:

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

Fire Safety

A fire log is available for reviewing during regular business hours 8 am – 5 pm Monday through Friday, excluding holidays. Please contact Director of Facilities at 719-336-1543 to request and obtain a copy of the fire log. The fire log includes information about fires that occur in residential facilities, and contains the following information:

- Date reported
- Location of Fire
- Time of Fire
- Cause of Fire
- Injuries
- Deaths
- Property Damage Value

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a LCC building, community members should immediately notify 911. When calling, please provide as much information as possible about the location, date, time and cause of the fire. Fire evacuation plans have been developed for each residence hall and copies of these plans can be found on the inside of the door of each room. The College also has specific fire safety programs that target employees and contractors working on campus, such as CPR training and fire extinguisher training. Fire safety training can be provided upon request by calling Campus Safety at **(719) 336.1192**.

Fire Drills

Fire drills are conducted twice a year in all residence halls. The first drill is scheduled early in the fall semester and the second drill is conducted during the spring semester. All fire drills are unannounced.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors stay closed for them to work.

Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of LCC policy.

2019 Emergency Response and Evacuation Testing Log							
Date	Description of Exercise	Time Started	Time Ended	Announced/Unannounced	First Responders Invited	Confirmation of First Responders	Evaluation Comments/Follow-up Activities Conducted
10/18/2019	Fire Drill - Todd-Burch Hall	9:30 AM	9:45 AM	Unannounced	Lamar Fire Department	Yes	Poor Evacuation Time - Will conduct another exercise soon
10/22/2019	Fire Drill - Trustees	8:30 AM	8:45 AM	Unannounced	Lamar Fire Department	Yes	Good Evacuation Time - Drill was a success
11/1/2019	Fire Drill - Todd-Burch Hall	9:30 AM	9:45 AM	Unannounced	Lamar Fire Department	Yes	Good Evacuation Time - Drill was a success

Student Housing

Electrical Appliances: Heating, cooking, or air-conditioning equipment may not be used in the rooms. Any such equipment found may be confiscated; this includes Foreman grills, electric skillets, hot plates, open burners, gas cook stoves, full-sized refrigerators, and space heaters. Popcorn poppers, electric coffee pots, dormitory size refrigerators, stereos, VCRs, and televisions are permitted. Microwaves are not permitted in Todd Burch Residence Hall. Microwave ovens are permitted in Prowers House, but they must be mini, dorm-sized microwaves. Standard, kitchen-size microwaves are not permitted. Keep in mind if you choose to have several electrical appliances in your room, **you need to use a surge protector and avoid plugging everything into one outlet.** Overloading the outlets will cause a breaker to trip and is considered a fire hazard.

Open Flames, Space Heaters, Gas Burners, and Coils: Open Flames, space heaters, gas burners, and coils are prohibited in residence halls due to fire hazard. This includes, but is not limited to: incense, candles, space heaters, candle warmers, and toasters. Coffee makers with automatic shut off are allowed.

Tobacco: Smoking and smokeless tobacco is not permitted in any area campus. In addition, smoking is not permitted in/on residence hall entryways, porches, or within 25 feet of the aforementioned locations. Non-compliance at any time of day or night results in disciplinary action. (1-5 Points).

The following are considered tobacco products: cigarettes, cigars, cheroots, stogies, and periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff and snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts, refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or for smoking in a cigarette, pipe, or otherwise, or both for chewing and smoking. "Tobacco" **also** includes e-cigarettes, vape devices of any kind, cloves and any other plant matter or product that is packaged for smoking.

To report fires for CLERY purposes and scheduled fire prevention programs contact:

Terry Comer

Safety Officer

719.336.1543

terry.comer@lamarcc.edu

Student Housing Facilities – Fire Safety Systems

Todd-Burch Hall

- Fire Alarm Monitored
- Strobes and Audible Alarms in Rooms and Common Areas
- Fire Extinguishers located on Each Floor and Common Areas

Prowers House

- Fire Alarm Monitored
- Strobes and Audible Alarms in Rooms
- Sprinklers System

Fire

Fire Statistics Report

Lamar Community College publishes a fire safety report as part of its annual Clery Act Compliance. This report contains information regarding the fire safety practices and standards for LCC, including statistics concerning the number of fires, the cause of each fire, the number of injuries/ deaths related to a fire, and the value of the property damage caused by a fire. To report a fire statistic or to review this report contact:

Campus Safety **719.336.1192**

Director of Facilities **719.336.1543**

V.P. of Administrative Services at **719.336.1517**

A physical copy may be obtained by making a request to the above staff.

Annual Fire Report - 2017

Residential Facilities	Address	Total Fires In Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Todd-Burch Hall	2419 S Main	0	N/A	N/A	N/A	N/A	N/A	N/A
Prowers House	2419B S Main	0	N/A	N/A	N/A	N/A	N/A	N/A

Annual Fire Report - 2018

Residential Facilities	Address	Total Fires In Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Todd-Burch Hall	2419 S Main	0	N/A	N/A	N/A	N/A	N/A	N/A
Prowers House	2419B S Main	0	N/A	N/A	N/A	N/A	N/A	N/A

Annual Fire Report - 2019

Residential Facilities	Address	Total Fires In Each Building	Date	Time	Cause of Fire	Number of Injuries That Required Medical Treatment	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Todd-Burch Hall	2419 S Main	0	N/A	N/A	N/A	N/A	N/A	N/A
Prowers House	2419B S Main	0	N/A	N/A	N/A	N/A	N/A	N/A

Four Categories of Clery Required Crime Statistics

The Clery Act requires LCC to include four general categories of crime statistics:

Criminal Offenses—Murder, Non-negligent Manslaughter, Sexual Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property

Hate Crimes—Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Crime Statistics

How Crime Statistics Are Obtained

The crime statistics listed in this document are for crimes reported within each calendar year (January 1 to December 31) and are obtained through a variety of mechanisms.

Criminal Statistics Report

Reported to LCC Campus Safety: Crime statistics from all incidents reported to LCC Campus Safety. If an incident was reported to both LCC Campus Safety and Lamar Police Department, the statistics would be counted in this column.

Reported to Lamar Police Department: Crime statistics from incidents that were reported to LPD, or other law enforcement agencies, but NOT reported to LCC Campus Safety. These incidents could have occurred on/in on-campus property, non-campus property or public property.

Reported to Non-Police: Crime statistics from incidents reported to officials at the institution who are defined by federal law as Campus Security Authorities because they have significant responsibility for student and campus activities.

Unfounded: When reported to campus security authorities, but omitted from the crime statistics because they were later determined through investigation by sworn or commissioned law enforcement personnel to have been false or baseless when made.

CSA's

Lamar Community College will follow this procedure for assessing and identifying individuals that should be classified as Campus Security Authorities (CSAs). In mid to late June of each academic year, the Vice President for Administrative Services, Vice President of Academic and Student Services, Director of Facilities, and the Campus Security Officer will meet to assess and identify what individuals of the campus should be classified as Campus Security Authorities (CSAs). They will do this through reviewing the LCC Organizational Chart and determine which individuals of the campus that have significant responsibility for student and campus activities. These individuals will be designated as CSAs and notified of their designation and responsibilities associated with this designation.

Current members suggested as of January of 2019.

- President
- Vice President of Administrative Services
- Vice President of Academic and Student Services
- Dean of Academic
- Director of Human Resources
- Director of Facilities
- Campus Safety Officer
- Coordinator of Residence and Student Life
- Coordinator of Recruiting
- Retention Counselor
- College Coaches

The CLERY Act requires us to collect crime reports from a variety of individuals and organizations that are considered CSAs under the law. Individuals that are designated as CSAs will be notified in July of each academic year of their status as a CSA, and their responsibilities, and the process for reporting incidents. They will be provided a form to complete this task by the Campus Safety Officer. In the event they have no incident to report, they will notify LCC Campus Safety by following the procedure outlined below.

This data includes crimes that occurred on public properties around LCC campuses as per the Clery Act definitions, as well as any crimes on LCC campuses that they responded to but did not previously report to the LCC Campus Police. Lamar Community College does not have non-campus organizations and therefore is not required to monitor and record, through local police agencies, criminal activity in which students engaged at off-campus locations. In addition to soliciting information from neighboring law enforcement agencies, each year LCC Campus Security requests, in writing, that the designated Campus Security Authorities (CSAs) report any crimes reported to them. A CSA is defined by the Clery Act as: *“An official of an institution who has significant responsibility for student and campus activities, including, but not*

limited to, student housing, student discipline and campus judicial proceedings.” Each currently employed CSA submits to LCC Campus Security a Crime Statistics Report Form for each crime about which they have been notified and have not previously reported to LCC Campus Security. LCC Campus Security compiles this data for the Annual Security Report (ASR).

Each year, a notification of availability email is sent out to all current students and employees, which provides a link for the current year’s ASR, a summary of its contents, and how to obtain a copy. Prospective students who visit one of our campuses are given a notification of availability form by Enrollment Services. Human Resource Services posts the notification of availability on its bulletin board. In addition, the notification of availability is attached to job announcements. The notification of availability is also posted on the Human Resource Services website employment page for those potential employees who wish to apply online.

Firearms and Weapons Policies

LCC is committed to maintaining a safe and secure environment that supports the academic mission of the college. According to the LCC Firearms and Weapons Policy, members of the LCC community, including students, faculty, staff, as well as visitors to the LCC campus, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the College or in any building under LCC control.

Students should refer to the Code of Student Conduct and the Resident Hall Policies and Procedures to identify other policies regarding firearms and weapons that may apply to them.

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

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

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

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

In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, or high school.

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

Definitions of Crime

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Bias-Related Acts: Behaviors that express hostility against a person, property or group because of their real or perceived age, color, disability, gender identity or expression, marital status, military or veteran status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, or any other unlawful basis in any university-recognized area of student life. Bias acts may be verbal, graphic, or physical in nature. These behaviors often contribute to creating an unsafe or unwelcoming environment for individuals and social identity groups. Acts can qualify as bias acts even when delivered with humorous intent or presented as a joke or a prank.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence: An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose, the

existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes without limitation sexual or physical abuse or the threat of such abuse, but excludes acts covered under the definition of 'domestic violence.'

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

Disciplinary Referrals: Individuals referred to the V.P. of Student Services for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported via LCC incident reports and reports provided directly to OSRR from other members of the LCC community.

Domestic Violence: A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) 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 in which the crime of violence occurred.

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

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

Hate Crime: The District of Columbia's Bias-Related Crime Act of 1989 defines a bias-related crime (i.e., hate crime) as a criminal act and/or attempting, aiding, abetting, advising, inciting, conniving, or conspiring to commit a criminal act (such as arson, assault, burglary, injury to property, kidnapping, manslaughter, murder, rape, robbery, theft, or unlawful entry) based on the actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibility, homelessness, physical disability, matriculation, or

political affiliation of a victim of a criminal act. Hate crimes under various federal laws have similar definitions. Most speech is not a hate crime, regardless of how offensive it may be.

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

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

Larceny/Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle, including cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including 'joyriding.'

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

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

Stalking: Engaging in a course of conduct directed at a specific person, including without limitation by means of following, monitoring, observing, surveilling, threatening, or communicating to or about a person or interfering with a person's property, that would cause a reasonable person to fear for the person's safety or the safety of others

or suffer significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

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

Crime Statistics

	<i>Year</i>	On Campus	Public Property	Non Campus	On Campus Residence Halls
<i>Criminal Offenses</i>					
Murder/Non-negligent manslaughter	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Negligent manslaughter	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Fondling	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Incest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Robbery	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Aggravated assault	2017	1	1	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Burglary	2017	2	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Motor vehicle theft	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arson	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

VAWA Offenses					
Domestic violence	2017	1	0	0	1
	2018	0	0	0	0
	2019	0	0	0	0
Dating violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Stalking	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arrests					
Weapons	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Drug law violations	2017	0	0	0	0
	2018	1	0	0	1
	2019	4	0	0	4
Liquor law violations	2017	0	0	0	0
	2018	0	0	0	0
	2019	21	0	0	21
Disciplinary Actions					
Weapons	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Drug abuse	2017	0	0	0	0
	2018	1	0	0	1
	2019	0	0	0	0
Liquor law violations	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

For the years 2017, 2018, and 2019, there were NO hate crimes reported on the LCC Campus.