



# 2018 Annual Security Report

## Lowry Campus



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## INTRODUCTION

The Community College of Aurora (CCA) provides for the safety and security of all members of its campus community. CCA believes academic freedom can only flourish in an environment free of criminal or other disruptive activity and unsafe conditions. The College is committed to maintaining the campus community as a place of study and work free from abuse, intimidation and harassment and where everyone is treated with respect and courtesy. The College will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders.

CCA is a state-supported institution of higher education, located primarily within Aurora, Colorado. As part of the Colorado Community College System (CCCS), CCA operates two education facilities: the CentreTech Campus located at 16000 E. CentreTech Pkwy, in Aurora, and the Lowry Campus, located at 710 Alton Way, which spans Aurora and Denver. There are no college-recognized fraternity or sorority houses on or off campus.

CCA amplifies its available resources through this cooperative effort in order to support a safe, secure environment on campus. The College insists police officers treat all subjects as individuals and use their access to both college discipline and the criminal justice system to benefit individuals and the community as a whole. Law enforcement agencies can access the College Discipline System at their discretion. The CCA community includes 14,000 students annually, 450 faculty, and numerous staff, visiting guests, and members of the public.

On October 1<sup>st</sup> of each year, CentreTech's Department of Security publishes a new Annual Security Report (ASR). The ASR is created for the previous calendar year. A paper copy of the Annual Security Report for both campuses is available upon request at the CentreTech Campus. Similar to the daily crime log, anyone may request a hardcopy of the ASR from CentreTech's Security Department and receive their copy within two business days.

## **CAMPUS SECURITY**

CCA's security officers have the authority to ask a person for identification and to determine whether an individual has lawful business at CCA. CCA security officers have the authority to issue parking tickets, which are billed to the financial account of students, faculty and staff. Security officers possess the power to detain and restrain individuals when there is an incident that may be criminal in nature and present an immediate threat to the safety or security of students, staff, faculty, or visitors of the college. Criminal incidents are referred to the local police. The College works with police from Aurora and Denver to provide a safe and secure environment for members of the campus community. Aurora and Denver police officers have the authority to enforce federal, state, and local laws. The Aurora and Denver Police Departments maintain close relations with all federal, state, and local law enforcement entities. Criminal cases are filed in the Denver, Arapahoe or Adams County Courts or alternatively into the Aurora or Denver Municipal Courts.

CCA's Department of Security provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others, and informs them about the prevention of crime, through regular programs and literature distribution. The department conducts numerous programs throughout the academic year concerning various crime prevention topics. The following list highlights some of the past programs held at CCA:

- Public Safety Training
- Safety Series: Shots Fired
- Safety Series: Flashpoint
- First Aid/CPR
- How to Deal with Difficult People
- DUI Safety Fair
- Marijuana/Distracted Driving
- Safe Campus Strong Voices
- Alcohol Awareness Week
- Take Back the Night
- Safe is Sexy

## **REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES**

Both CentreTech and Lowry Security Departments work closely with the Aurora and Denver Police Departments. Administrative offices are located at 15001 E Alameda Pkwy, Aurora or 1331 Cherokee St, Denver. The Departments have officers available 24 hours a day and the Departments can be reached by calling Aurora: (303) 627-3100, Denver: (303) 913-2000 or 911 for emergencies. The appropriate police department responds to all campus incidents reported by students, faculty, staff, and members of the general public. Moreover, these agencies are contacted annually and a request for each campus crime statistics is arranged.

Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Aurora or Denver Fire Department and the Aurora or Denver Police Department.

## TO REPORT A CRIME OR EMERGENCY

Students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies to the Aurora or Denver Police Department by dialing 911. Individuals may also report incidents in person at the campus security office at the CentreTech Campus or the Lowry Campus. Members of the campus community are encouraged to report any activity, situation, or conduct that disrupts, adversely affects, or interferes with the function of the College and the pursuit of its educational purpose.

### Campus Security Authorities (CSAs)

The definition of “Campus Security Authority,” according to federal law, is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.”

Should an individual choose not to report directly to the Police Department, they may report the incident to one of the following CCA Campus Security Authorities:

- College President’s Office
- Security
- Vice Presidents
- Student Conduct Officer
- Deans
- Office of Disability and Equity
- Admissions/Enrollment Director
- Human Resources Director
- Club and Organization Advisors

The abovementioned CSAs will report criminal activity to Campus Security. Additionally, in January, each CSA receives a letter requesting them to provide information on any criminal act reported to them for the previous calendar year.

### Anonymously Reporting Crimes

Individuals may report directly to a college CSA by completing the crime reporting form located at <http://www.ccaurora.edu/about-cca/campus-security-safety/online-anonymous-crime-report-form>. Individuals may also report crimes and crime tips anonymously through Safe2Tell. The phone line is not recorded and has no caller ID. In Colorado, Safe2Tell reporting parties are anonymous under the State Law. Please remember details are critical to an effective intervention. The number for Safe2Tell is 1-877-542-SAFE (7233).

For the purposes of making timely warnings and annual statistical disclosures, a voluntary confidential report of a crime can be made to any CSA by any person directly associated with the college. Additionally, members of the CCA community may call 303-360-4790 to make a confidential report of criminal activity.

The college does not employ professional or pastoral counselors but does have a contract with professional counselors for anyone in the college community to visit if psychological assistance is needed. These counselors are not campus security authorities, but the College encourages them to ask persons they are counseling to report crimes on a voluntary and confidential basis for inclusion in the annual crime statistics.

## Monitoring and Reporting of Criminal Activity Off-Campus

While CCA does have student organizations traveling off-campus for events, student organizations are housed on campus. No contract exists with outside businesses to hold regularly scheduled off-campus events, nor does any student organization frequent an off-campus business. If an off-campus crime occurs involving an individual affiliated with CCA, the crime will be reported to the appropriate agencies, though due to the location, it will not be counted as a Clery Act crime for the institution.

## TIMELY WARNINGS

There are multiple circumstances in which a Timely Warning will be issued by the Community College of Aurora. Any condition or incident potentially compromising the safety or well-being of any member of the CCA community will result in an appropriate timely warning being issued. Once the institution receives necessary and pertinent information, it will be sent through the emergency notification system. The message will be crafted in order to afford the campus community with information allowing them to take the needed precautions to protect themselves. The warning will be communicated to the college community in one or more of the following ways: e-mail, emergency text and voicemail messaging system (D2L, AppArmor), notices on the college's website (MyCCA portal), and posters/flyers posted around campus. The President's Office, the Security Department, or the Vice President for Student Affairs will issue the warning.

Depending on the particular circumstances of the condition or incident, especially in any situation that could pose an immediate threat to the community and individuals, the Security office may also post an electronic bulletin notice on the main page of the CCA Website at <http://www.ccaurora.edu>, to provide the college community with additional immediate notification. In such instances, a copy of the notice is posted on each door by security. The electronic bulletin is immediately accessible via computer by all faculty, staff and students.

Any member of the community who is aware of an incident or emergency should immediately notify an employee of the college who will in turn notify the President, Vice President for Student Affairs, or the Security Department so a timely warning can be issued.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURE

The Community College of Aurora has contracted with AppArmor, an emergency notification provider, to send alert text messages to cellular phones and distribute voice messages in the event of an emergency situation which may pose an immediate threat to the health or safety of the campus community. While CCA encourages every member of the college community to participate in the emergency notification system, opting to receive these emergency notifications is voluntary and only one of the ways the college will attempt to alert the campus community to an emergency event. CCA will, without delay, determine the appropriate content of a notification and initiate the notification system unless the notification will, in the professional judgment of authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The content and initiation of the notification system will be determined by the College President, or their designee. For the purposes of this procedure, the College President, in addition to preserving this authority themselves, has appointed appropriate campus officials as safety designees. The identity of these officials is kept in CCA's [Emergency Operations Plan](#). The emergency notification system may be initiated only at the direction of the College President, or their designee, unless the Aurora or Denver Police Department has determined an imminent threat requiring immediate action is posed to the campus community.



Before sending an AppArmor message, the office of the President, Cabinet members, the Assistant Director for Public Relations and PIO, and the Director of Security will convene. Once the emergency is confirmed, this group will determine the appropriate language and the message will be sent through AppArmor. The message will be sent without delay.

The contact information provided for the notification system will not be sold or released to any other party. CCA intends to only use the provided contact information to alert the campus community of emergency situations or an event directly posing a life-safety risk to the campus community. In addition, the emergency notification system will be tested once per term, not to exceed three (3) times per calendar year. CCA does not guarantee the successful delivery of each message to each individual recipient. The service depends on the individual cellular and mobile phone carriers to deliver Simple Messaging System or SMS/text messaging to each recipient. There may be a charge by a user's cell phone provider to receive text messages.

In the event an incident affects only one campus, all students and staff will receive the message. However, in situations where it is necessary to alert students, all will be notified, regardless of the emergency, regardless of their location.

### **Alert Channels**

In the case of an emergency, students, faculty, and staff will be notified through the following channels:

- Intercom system
- Text messages
- Voicemail
- CCA Email
- Posters on doors
- Community College of Aurora official website (<http://www.ccaurora.edu>)

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

CCA campuses are open campuses with facilities available to students and the public. All academic buildings are unlocked during normal academic hours. Admission to any college facility after hours is limited to authorized persons with a building key. Buildings are secured by facilities and security personnel, and parking lots and buildings are periodically patrolled by security officers 15 1/2 hours a day, 6 days a week at the CentreTech Campus or 24 hours a day, 7 days a week at the Lowry Campus.

### **Maintenance Security**

All mechanical problems that could cause physical harm to the public or members of the campus community are given priority. Facilities personnel may be contacted through 303-360-4718, 5 days a week, 10 hours a day. CCA incorporates environmental security design practices in the planning, building and maintenance stages of all physical structures and grounds are part of the CCA's campuses. Lighting and visual blockage surveys are conducted on an as-needed basis by facilities staff, and inadequacies are corrected as soon as practicable.

## **RESPONSIBILITY FOR PREPARATION OF THIS REPORT**

CCA's CentreTech Security Department, in collaboration with the Lowry Security Department as well as the Aurora and Denver Police Department collect crime statistics near or on the campus. Once a year, the CTC Security Department compiles and classifies all of the statistics pertinent to the Clery Act for the



purpose of making this report. This year the Director of Campus Safety and Security compiled the data for the report.

## **ANNUAL DRILLS AND EXERCISES**

For the safety and preparation of CCA's campus community, a fire drill will be conducted during the fall and spring semesters. The CCA Security Department contacts the Aurora Fire Department to schedule these drills twice per year. An e-mail blast is sent to the campus community informing them what actions to take during these drills illustrating the appropriate measures to take during an evacuation.

The Emergency Management Steering Committee, the College's emergency planning team participates in two tabletop drills annually. These drills focus on actions taken by the school where lockdown, lockout, evacuate and shelter in place are necessary precautions.

## **STUDENT DISCIPLINE RECORDS**

Student Discipline Statistics are generated from: Student Conduct Officer records, the Vice President for Student Affairs and Security Department. The student discipline records are compiled by the Office of Intervention and Conduct, which makes a draft available to the CCA security department. This information is incorporated within this Annual Security Report.

## **POSSESSION OF FIREARMS/WEAPONS ON CAMPUS**

State Board for Community Colleges and Occupational Education (SBCCOE) states 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:

1. 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;
2. certified peace officers;
3. 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
4. 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.

## SEXUAL ASSAULT, SEXUAL HARASSMENT, CRIME PREVENTION EDUCATIONAL PROGRAMMING

CCA does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not include dating violence, domestic violence, and stalking. As a result, CCA enforces a non-discrimination policy, and has a comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, when it is reported to a College official. In this context, CCA prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

CCA is a part of Colorado Community College System (CCCS) and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE or Board). 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 CCCS President. As a result, the pertinent CCCS System President's Procedures (SP) on Sexual Misconduct are found at <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>. For CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies.

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

### A. Definitions

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

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

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or

- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

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

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

*Dating Violence*- 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, means a person commits stalking if directly, or indirectly through another person, the person knowingly:

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

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

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

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

## B. Education and Prevention Programs

CCA 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 new incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- a) Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b) Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c) Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- d) 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.
- e) Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f) Provides an overview of information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

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

Safety programs such as awareness programs, bystander intervention, ongoing prevention and awareness campaigns, primary prevention programs and risk reduction are offered to raise awareness for all incoming students and employees, and are often conducted during new 1<sup>st</sup> time student and new employee orientation and throughout each first semester.

CCA provides different awareness programs, bystander intervention, passive programming, ongoing prevention on awareness campaigns, primary prevention programs and risk reduction programs throughout the year. See below for definitions and ongoing programs.

**Awareness programs:** Assists people in need of support and raises awareness of current issues.

**Bystander Intervention:** Solitary individuals will typically intervene if another person is in need of help: this is known as bystander intervention. However, researchers were surprised to find that help is less likely to be given if more people are present. In some situations, a large group of bystanders may fail to help a person who obviously needs help. Bystander intervention is covered in new student orientation as well as other prevention programs.

**Passive Programming:** CCA installed passive programming flyers in protected sleeves in all bathrooms advertise information on Healthy Relationships, How to Report, and information for the Confidential Line a way to safely report situations and to encourage a See Something, Say Something approach to safety.

**Ongoing prevention and risk reduction programs:** Programs geared toward instructing people how to stay safe during emergencies or support on how to handle difficult situations.

**Primary prevention and risk reduction programs:** Currently our primary prevention and risk reduction program is workplace answers, an Human Resources employee training software, as it not only teaches the community about domestic violence, dating violence, stalking and Title IX, but ethics in the workplace.

These programs and others offered throughout the year include strong messages regarding not just awareness and 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 aimed 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 “Take Back the Night.

CCA has developed an annual educational campaign consisting of presentations to include distribution of educational materials to incoming students. The College offered the following primary prevention and awareness programs for new students in 2017:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-f?</u>	<u>Which Prohibited Behavior Covered?</u>
Student Orientation: VAWA, Right to know, Bystander Intervention	Multiple times, dates and location throughout the calendar year	Multiple times, dates and location throughout the calendar year	Yes	DoV, DaV, SA, S

The College offered the following primary prevention and awareness programs for all employees in 2017:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-f?</u>	<u>Which Prohibited Behavior Covered?</u>
Workplace Answers	Several months throughout 2017	Individuals' Offices	Yes	DoV, DaV, SA, S
New Employee Orientation	Multiple times, dates and location throughout the calendar year	A207B	Yes	DoV, DaV, SA, S, DOA

The College offered the following ongoing awareness and prevention programs for all students in 2017:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Complied with Section B a-f?</u>	<u>Which Prohibited Behavior Covered?</u>
Safety Series	02/22/17 and 10/11/17	11-12-CTC 1-2 LC 112	Yes	DoV, DaV, SA, S
National Drug Facts Week	01/17/17 to 01/31/17	Flyers and social media posts, distributed brochures, and Bulletin board postings	Yes	DOA
No More Week	03/01/17 to 03/03/17	Various (Passive Postings)	Yes	DoV, DaV, SA, S
DUI/Marijuana/Distracted Driving & Bystander	03/15/17 and 11/16/17	CTC S100, 11-1	Yes	DOA, S, Bystander training
Rape Awareness Month	12/01/17 to 12/31/17	Various (Passive Postings)	Yes	DoV, DaV, SA, S

Healthy Relationships	02/13/17-02/17/17	CTC: S100 12:30-1:45	Yes	DoV, DaV, SA, S
Domestic Violence Month	10/01/17 to 10/31/17	Various (Passive Postings)	Yes	DoV, DaV, SA
Take Back the Night, No More, These hands don't hurt, Free the Girls	04/06/17	CTC, S100 9:30-7:30	Yes	DoV, DaV, SA, S
Safe is Sexy	11/02/17	CTC S100	Yes	DoV, DaV, SA, S
Alcohol Awareness Week and Impaired Driving Prevention	10/16/17 to 10/20/17	Various (Passive Postings)	Yes	DOA

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

### C. Procedures for Reporting a Complaint

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

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the Medical Center of Aurora. In Colorado, evidence may be collected even if the victim chooses not to make a report to law enforcement. It is important the 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 evidence, as may be necessary and important 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, would be useful to CCA hearing boards/investigators or police. Although CCA 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. CCA's Director of Security will assist any victim with notifying local police if they so desire. The Aurora Police Department may also be reached directly by calling (303) 627-3100 or in person at the District 2 Building (and Police Headquarters) 15001 E. Alameda Parkway, Aurora, CO, 80012. Additional information about the Aurora Police department may be found online at:

[https://www.auroragov.org/residents/public\\_safety/police](https://www.auroragov.org/residents/public_safety/police)



If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, they should report the incident promptly to the Title IX Coordinator, in the Administration Building (16000 E. CentreTech Pkwy, Aurora, CO, 80011) Office A207E or at 303-360-4752, e-mail address [Cindy.Hesse@caurora.edu](mailto:Cindy.Hesse@caurora.edu). If the victim desires to inform Campus Security, they should alert the Director of Security, in the Administration Building (16000 E. CentreTech Pkwy, Aurora, CO, 80011) Office A103I or at 303-360-4722.

While CCA encourages victims to report to the Title IX Coordinator, the Department of Security and local law enforcement, it is the victim’s decision on who they report this crime to. It is the victims right to remain anonymous if they so desire.

The Title IX Coordinator is ultimately responsible to assure, in all cases, behavior is brought to an end, CCA acts to reasonably prevent its recurrence, and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers encompass a hearing process to protect 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 could be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

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

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with the Department of Security or other law enforcement to preserve evidence in the event the victim changes their mind at a later date.

The definition of rape has been updated within this ASR to reflect the FBI’s Uniform Crime Reporting (UCR) definition: 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.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures the College will follow, as well as a statement of the standard of evidence to be used, during any judicial hearing on campus arising from such a report:

Incident Being Reported:	Procedure CCA Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), CCA will provide complainant with access to medical care</li> <li>2. CCA will assess immediate safety needs of complainant</li> </ol>	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution’s Sexual Misconduct and Civil Rights

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

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

#### D. Assistance for Victims: Rights & Options

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

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

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

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;
- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or non-secure correctional facility or program, or absconds from probation or parole.

Further, CCA complies with Colorado law in recognizing orders of protection by: No judicial act can completely protect a student from future violence, but a protective order may help keep an abuser away. If the court believes a student needs protection, the judge will order the other party to stop any violent behavior or threats toward them, not to contact them, visit their home, school or work, or seek them out in public. If a party violates a protective order, they have committed a crime. In the case of a student, faculty or staff member has a protective order, they are instructed to bring a copy of the order to the Department of Security. A complainant may develop a Safety Action Plan, which is a plan for the Department of Security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.

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

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

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

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

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

A verbal emergency protection order may be issued only if the issuing judge finds an imminent danger in close proximity exists to the life or health of one or more persons or 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, CCA offices, including the Department of Security and Human Resources will work cooperatively to ensure the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal CCA 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. The Division of Student Affairs and the Department of Security will assist with 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 investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Department of Security's Daily Crime Log or online. Victims may request the directory information on file be removed from public sources by request to the Director of Security.

### **Financial Aid Services**

If a student victim would like information regarding financial aid services, please contact the Director of Financial Aid, at 303-360-4707, or the Director of Financial Aid Advising, at 303-361-7393 for assistance. CCA can assist students with information such as how to apply for a withdrawal from classes or about options for addressing concerns about loan repayment terms and conditions.

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

On-Campus

Department	Location	Phone
Office of Student Intervention and Conduct	16000 E. CentreTech Pkwy Aurora, CO 80011 (Administration Building)	303-340-7524
Human Resources	16000 E. CentreTech Pkwy Aurora, CO 80011 (Administration Building)	303-360-4733
CCA Security	16000 E. CentreTech Pkwy Aurora, CO 80011 (Administration Building)	303-360-4727
Lowry Security	700 Boston Street Denver CO 80230	303-419-5557

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Aurora Police Department	15001 E Alameda Pkwy Aurora, CO	303-627-3100
The Medical Center of Aurora	700 Potomac St. Aurora, CO 80011	303-695-2600
Comitis Crisis Center	2178 Victor St. Aurora CO 80045	303-341-9160
Cogley Counseling Service (Rape Crisis Center)	1450 S. Havana St. Aurora CO 80012	303-337-4808
LGBTQ Alliance	1301 E. Colfax Denver CO 80218	303-733-7743
Arapahoe County Justice Center	7325 S. Potomac St. Centennial CO 80112	303-649-6355
Denver Police Department	1625 S. University Blvd. Denver, CO 80210	720-913-1300
Denver Justice Center	490 W. Colfax Ave Denver, CO 80204	720-865-7800

## 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:

Organization Name	Website address
Colorado Coalition Against Sexual Assault	<a href="http://www.ccasa.org/">http://www.ccasa.org/</a>
Colorado Coalition Against Domestic Violence	<a href="http://ccadv.org/">http://ccadv.org/</a>
Survivors Organizing for Liberation	<a href="http://solcolorado.org">http://solcolorado.org</a>
Colorado State Employee Assistance Program	<a href="https://www.colorado.gov/c-seap">https://www.colorado.gov/c-seap</a>
Rape, Abuse and Incest National Network	<a href="http://www.rainn.org">http://www.rainn.org</a>
National Sexual Violence Resource Center	<a href="http://www.nsvrc.org">http://www.nsvrc.org</a>
National Resource Center on Domestic Violence	<a href="http://www.nrcdv.org/">http://www.nrcdv.org/</a>
National Domestic Violence Hotline	<a href="http://www.thehotline.org/">http://www.thehotline.org/</a>
Men Can Stop Rape	<a href="http://www.mencanstoprape.org/">http://www.mencanstoprape.org/</a>
Stalking Resource Center	<a href="http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/">http://www.victimsofcrime.org/our-programs/stalking-resource-center/stalking-information/</a>
Make the Connection (Support for Veterans)	<a href="http://maketheconnection.net/conditions/military-sexual-trauma">http://maketheconnection.net/conditions/military-sexual-trauma</a>
1 is 2 Many (Focus on teens and young women ages 16-24)	<a href="https://obamawhitehouse.archives.gov/1is2many">https://obamawhitehouse.archives.gov/1is2many</a>
Not Alone Together Against Sexual Assault	<a href="https://www.justice.gov/ovw/protecting-students-sexual-assault">https://www.justice.gov/ovw/protecting-students-sexual-assault</a>
Department of Justice	<a href="http://www.ovw.usdoj.gov/sexassault.htm">http://www.ovw.usdoj.gov/sexassault.htm</a>
Department of Education, Office of Civil Rights	<a href="http://www2.ed.gov/about/offices/list/ocr/index.html">http://www2.ed.gov/about/offices/list/ocr/index.html</a>

### E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at <https://www.ccs.edu/about-cccs/state-board/policies-procedures/>. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Department of Security will automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges. Students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking are provided with a written explanation of their rights and options, regardless of whether the offense occurred on campus.



The College's civil rights grievance and investigation process, as well as the discipline process, will provide prompt, fair, and impartial investigation and resolution 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 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 to 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 to protect 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/about-cccs/state-board/policies-procedures/>
- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations: <https://www.colorado.gov/spb/rules-0>
- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore the appointing authority will conduct a discipline process as outlined above.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore the appointing authority will conduct a discipline process as outlined above.

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

The discipline process, in all cases, provides:

1. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.
2. Attend a hearing before a properly trained hearing panel or person;
3. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The System or College may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation as explained above.

4. An employee and student conduct decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure”.
5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, and shall be given the rationale for the discipline decision.
6. When a complainant does not consent to the disclosure of their name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

## **Confidentiality**

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

## **Sanctions and Protective Measures**

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

- For students-warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community, suspension, expulsion, or “No trespass” directive (PNG).
- For CCCS employees-warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, termination of employment, or “No trespass” directive (PNG).
- For authorized volunteers, guest(s), or visitors-warning, writing warning, denial of privileges, dismissal from college, or “No trespass” directive (PNG).

Additionally, CCA may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include the following actions: The Department of Security in collaboration with Human Resources will conduct an investigation if the incident occurred on campus. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. While outside Law Enforcement agencies may be notified of such acts when involving students, faculty or staff, an internal investigation will occur.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, 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 may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by CCA.

Compliance with these provisions does not include a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Sex Offender Registration**

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student.

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>. You can link to this information, which appears on CBI's website.

### **Prohibition on Retaliation**

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

## **STUDENT CONDUCT AUTHORITY**

Infractions of College procedure governing student behavior should be handled at the first level of authority when possible. If resolution is not achieved at this level, general campus violations should be directed to the Student Conduct Officer (SCO). Generally, CCA jurisdiction and discipline shall be limited to conduct which occurs on College premises, property owned, all satellite campuses, or at College authorized functions, or which adversely affects the CCA community and/or the pursuit of its objectives. In those instances where a student displays a body of evidence of poor decisions and behavior both in and outside of the classroom, such as academic dishonesty coupled with other student conduct violations, the Vice Presidents for Student Affairs, Vice President of Academic Affairs and Student Conduct Officer shall confer on appropriate action.

### **Student Conduct Procedures**

Upon enrolling at the college, students assume an obligation to conduct themselves in a manner compatible with the college's function as a public educational institution. CCA expects each student to obey the federal, state, and municipal laws as well as college regulations. In addition, students must adhere to the State Board for Community Colleges and Occupational Education Board Polices, the Colorado Community College System President's Procedures, and the CCA student code of conduct explained below.

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty in any aspect or knowingly furnishing false information to the college.

2. Forgery, alteration, or misuse of college documents, records, identification, educational materials, or college property.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
5. Theft of, or damage to, property on the college premises or at authorized college functions.
6. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
7. Unauthorized or fraudulent use of the college facilities, telephone system, mail or email systems, or entry into, or alteration of any college computer records.
8. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
9. Engaging in individual or group conduct that is violent, abusive, indecent, or unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding, abetting, or procuring another person to engage in the aforementioned activities.
10. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.
12. Unauthorized representation of contracting in the name of Community College of Aurora. (A student may not claim to be an official representative of the college for any commercial purpose.)
13. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.
14. Dress or personal hygiene that fails to meet the established safety or health standards of specific classes on college-owned or controlled property or at college-sponsored activities.
15. Engaging in any kinds of hazing action or situation on or off campus that endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.
16. Unauthorized distribution or sale of goods on campus.

17. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)
18. Creating litter, throwing, discarding or depositing any paper, glass or other matter of any kind on the property, except in designated trash receptacles.
19. Violations of college policies regarding parking.
20. Unauthorized presence of pets on campus.
21. Tobacco use is prohibited in classrooms, elevators, college owned vehicles, college grounds and properties. The CentreTech and Lowry campuses are tobacco-free. Smoking is permitted in college parking lots, but must occur not less than 25ft from all entrances/doorways and common walkways.
22. Illegal possession and/or sale of property. (Students involved in such violations are subject to college disciplinary action, as well as arrest and prosecution by legal authorities. Students are required to make full restitution.)
23. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates, and bicycles) in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health and safety of a person or property on the campus.
24. Possession or use of firearms, explosives, dangerous chemical, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)
25. Unacceptable uses of any college-owned computing equipment and/or network including, but not limited to: any use of computers that creates an intimidating, hostile, or offensive environment; knowingly spreading computer viruses; sending harassing, intimidating, offensive, and/or threatening messages; reposting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading, or executing software without appropriate authorization; or any other attempt to compromise network integrity.
26. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in class only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.
27. Influencing or attempting to influence any employee or student of the college by offering favors, including sexual favors, bribes, or threats.
28. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments, or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle;

pressure for sex; requests for sex in exchange for grades or favors, or to avoid poor grades or suspension; other actions of a sexual nature which interfere with school performance or create an intimidating, hostile, or offensive learning environment.

29. Knowingly pursuing malicious, frivolous, or fraudulent charges against a student or staff member without cause.
30. Violating federal, state, and municipal laws, as well as Colorado Community College System policies and college procedures and regulations.

## **Student Conduct:**

A student accused of violating the above code has a right to due process. Anyone may file a complaint with the Chief Student Affairs Officer or designee. College personnel will investigate valid complaints and notify the accused student upon reaching a decision. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed.

Upon completing an investigation, the Chief Student Affairs Officer or designee will issue a decision. Depending on the severity and the number of violations, a student may face disciplinary action. Examples include: warning, probation, being dropped from a class, summary suspension, suspension, expulsion, and many other remedies necessary to resolve the complaint.

The Chief Student Affairs Officer or designee may at any time summarily suspend a student. An immediate action taken by the Chief Student Affairs Officer to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college.

Pursuant to this policy, students who feel the disciplinary action is unfair may file an appeal.

Note: In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period.

Allegations of sexual harassment should be reported and investigated by or under the direction of the Director of Human Resources.

## APPEAL - STUDENT CONDUCT

Chief Student Affairs Officer or designee shall receive all allegations of student misconduct, investigate the complaints and make a Decision. Chief Student Affairs Officer may decide 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 Chief Student Affairs Officer or designee shall issue a Decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written Notice of the Decision and be advised of their right to appeal the Decision by filing a written appeal with the Chief Student Affairs Officer within seven (7) days of service of the Decision. In the case of suspension or expulsion, the sanction shall be imposed no earlier than six days after Service of the Notice unless it is a summary suspension or the sanction is agreed to by the student. If an appeal is requested, suspension and/or expulsion shall not be imposed until the appeal procedures below have been completed.

1. In the event of an appeal, the Chief Student Affairs Officer shall give written Notice to the student and the Impartial Decision Maker which describes the conduct to be inquired into; the Code of Conduct and/or College policies or procedures which were allegedly violated; the date, time and place of the alleged violation; the sanction that is threatened and the date, time and place of the hearing before the Impartial Decision Maker. The Notice shall be given at least seven (7) days prior to the hearing, unless a shorter time is agreed to by the parties.

### Conduct of Hearings

The Impartial Decision Maker shall determine its own hearing procedures, keeping in mind the following guidelines:

- a. Student shall have the right to be heard by the Impartial Decision Maker. In the event that the student is under the age of eighteen or incapacitated, they may have an advisor present to assist them in presenting their case.
- b. Students do not have the right to be represented by an attorney during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only. The Student is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except as provided in #1 above.
- c. Student shall have the right to identify documents, witnesses and other material they would like the Impartial Decision Maker to review before making a final decision.
- d. Hearings shall be conducted in private unless all parties agree otherwise.
- e. A record of the hearing should be maintained by the Impartial Decision Maker.

### Determination by Impartial Decision Maker

The Decision Maker shall make its findings and determinations in closed meeting out of the presence of the Chief Student Affairs Officer and the student charged. Separate findings are to be made as to the conduct of the student, and on the sanction(s), if any, to be imposed. No discipline shall be imposed on the student unless the Impartial Decision Maker is persuaded by a preponderance of the evidence the student committed the alleged conduct and it constituted a violation of the Code of Conduct and/or College regulations; the student should be sanctioned (including modifying the sanction imposed below) and the discipline is reasonable given the violation. The student and the Chief Student Affairs Officer



shall be given written Notice of the decision. The decision shall be issued within five calendar days of the close of the hearing and it shall become final unless a petition for review is filed.

### **Petition for Review**

The Chief Student Affairs Officer or the student may petition the president to review the Impartial Decision Maker's decision by filing a written petition within five (5) days after notification of the decision. If a review is requested, the other party will be given three (3) days to respond to the petition and their response materials will be given to the president to review before a decision on the petition is made.

### **President's Decision**

The president shall review the record of the case and the petition and may affirm or reverse the decision of the Impartial Decision Maker. The record shall consist of the Impartial Decision Maker's written documents and the recording of the hearing and any written materials submitted in support of the Petition for Review. The president shall notify the Chief Student Affairs Officer and the student in writing of his/her decision within fourteen (14) days of service of the Petition for Review. The president's decision is final.

### **Miscellaneous**

1. College disciplinary proceeding may be instituted against a student charged with violation of a law if the violation occurred at the College or College-sanctioned activities or was of such a nature as to impact upon the College which is also a violation of the College's Student Code of Conduct. Proceedings under this Procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. Time limits for scheduling of hearings may be extended at the discretion of the Impartial Decision Maker.
3. The procedural rights afforded to students above may be waived by the student.

### **Academic Dishonesty**

Academic dishonesty includes cheating, falsifying data, and plagiarizing. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) using or copying material from another person's work, e.g., words, phrases, sentences, or entire passages; (b) paraphrasing another person's work, i.e., borrowing but rewording that person's facts, opinions, or ideas; and (c) summarizing another's work, i.e., use of one's own words to condense longer passages into a sentence or two.

## Consequences of Academic Dishonesty

When dishonesty is evident, the following minimum sanctions will be applied:

1. First offense: The student may receive an “F” or “Zero” as the grade for the assignment. The student’s name will be added by the Dean to the college wide academic dishonesty list.
2. Second offense anytime during the academic career: The student may receive an “F” for the course and may be expelled from the class or may be suspended from the college. The student’s name will be added by the Dean to the college wide academic dishonesty list.
3. 3. Third offense anytime during the academic career: The student’s name will be added by the Dean to the college wide academic dishonesty list. The student will receive an “F” for the course and may be expelled from the college.

## Academic Appeals

The student should initiate appeals regarding **final grades** within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the instructor’s department chair. If there still is no resolution, the student can appeal the grade by submitting a written statement to the Division Dean explaining the problem. The Dean will investigate and respond in writing within 15 days.

The student should initiate appeals regarding **academic probation or suspension** within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Vice President of Academic Affairs and request a meeting to discuss the suspension or probation. The Vice President will investigate and respond in writing within 15 days.

The student should initiate appeals regarding **completion of graduation requirements** within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Division Dean in writing explaining the problem. The Dean will investigate and respond in writing with 15 days.

## Grievance Procedures

**Basis:** This Student Grievance Procedure is intended to allow students an opportunity to present an issue that they feel warrants action, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion.

**Non-grievable matters:** The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless there is an allegation that the decision was motivated by illegal discrimination; and disciplinary actions taken pursuant to BP 4-30.

## **PROCEDURES:**

### **1) INFORMAL**

Grievant is encouraged to resolve the issue with the Respondent or his/her supervisor. In the case of grievances based upon one's race, color, creed, national origin or ancestry, disability, age or gender, the Grievant may first contact the college employee responsible for affirmative action to seek informal resolution of the issues. If the complaint alleges facts which might constitute a violation of SP 3-120a concerning sexual harassment, the administrator shall investigate and process the complaint under the procedure. While the Grievant is encouraged to resolve the issues through the informal process, they may at any time elect to go to the formal stage by following the process outlined below.

### **2) FORMAL**

- a) Grievant timely files a written statement of the actions complained of and describes the remedy they are seeking with the Chief Student Affairs Officer or designee. A matter could also be referred to this process by the College president or designee. Once a written grievance is filed or referred, the Chief Student Affairs Officer or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Grievant will be notified of the reasons.
- b) If the matter is determined to be grievable, Chief Student Affairs Officer or designee (which may be an individual or a committee) shall hear the Grievance. A hearing will be held which will give the Grievant, Respondent, and others invited an opportunity to appear and explain what they know about the issues surrounding the grievance. Considering the oral and written statements and documents, the Chief Student Affairs Officer or designee shall issue a Decision within ten (10) calendar days of close of the hearing. The Decision shall be served upon the Grievant and the Respondent personally or by certified mail to the addresses on file in the Admissions office. The Decision shall reject the grievance or grant the grievance and make recommendation(s) to resolve the issue(s). The Chief Student Affairs Officer or designee's decision is final unless a Petition for Review is filed with the president by either party within five (5) calendar days of service of the Decision.
- c) Upon receipt of a Petition for Review, the college president will review the record and issue a written decision within ten calendar days of receipt of the Petition for Review. The president's decision is final.
- d) The Chief Student Affairs Officer or designee may extend the scheduling timelines described above for good cause.
- e) If the grievance is against the Chief Student Affairs Officer or designee, the Chief Academic Officer or other person designated by the president shall perform the duties of the Chief Student Affairs Officer.

## Definitions:

1. Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.
2. Impartial Decision Maker: The individual/committee designated by the college president to hear student disciplinary appeals.
3. Chief Student Affairs Officer or designee: The individual designated by the College President to administer student affairs and be responsible for administering the College's Student Conduct Code and this procedure.
4. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery or mailing by certified mail to the address the student has filed with the College's admissions and records office. If notice is mailed, student shall be given three (3) additional days to respond.
5. Sanctions: One or more of the following may be given when there is a finding that a student has violated the College's Code of Conduct.
6. Warning: A Notice served upon the student advising them that they are violating or have violated College regulations.
7. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
8. Other disciplinary sanction: fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.
9. College suspension or expulsion: An involuntary separation of the student from the College for misconduct apart from academic performance, for a specified period of time.
  - a. Suspension is a separation that shall not exceed two academic terms per suspension for any singular offense or situation. While a student is suspended, they are not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. Once the suspension is lifted the student is eligible for admission or re-admission. Students may be suspended from a class, residence hall, use of a college facility and/or an activity, in the sole determination by an authorized college employee, if the conduct is in violation of the Code. The student is subject only to an appeal to the Chief Student Affairs Officer to ensure that the action was taken pursuant to college policies. Students may be suspended from one class period by the responsible faculty member, longer suspensions can be done only in accordance with college procedures.
  - b. Expulsion is a separation for more than two academic terms. While a student is expelled, they are is not eligible for admission or re-admission at any of the community colleges within the Colorado Community College System. After the expulsion, a student's

eligibility for re-admission is contingent upon their ability to prove the behavior that resulted in the expulsion has been resolved.

10. Summary Suspension: An immediate action taken by the Chief Student Affairs Officer to ensure the safety and well-being of members of the college community or preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption or interference with the normal operations of the college. In the event of a summary suspension, the hearing before the Impartial Decision Maker (if requested by the student), shall occur as soon as possible following the suspension.
11. Day: Refers to calendar day unless otherwise noted.
12. Grievant: Enrolled student, a client or volunteer who is providing a service to benefit the College under the supervision and control of a college employee. A client or volunteer may only grieve a decision which bans them from the campus.
13. Grievance: A grievable offense is any alleged action which violates or inequitably applies written college policies or procedures. The grievant must be personally affected by such violation or inequitable action. A grievance must be brought to the formal stage within 20 calendar days of the date the student knew or reasonably should have known about the action.
14. Remedy: The relief that the Grievant is requesting.
15. Respondent(s): Another student, volunteer, client, faculty member and/or administrator identified by the Grievant as causing or contributing to the grievance.

## CRIME PREVENTION PROGRAMS

### Security and Safety Awareness Campaign

This program is designed to make the campus community aware of campus crime and provide information on reporting and implementing self-security to reduce overall campus crime. Self-help tips and reporting information is provided through posters, brochures and media advertising. This campaign is provided in the fall and the spring semester.

### Campus Escort Program

The Security department provides free escort service available to all students, faculty, and staff. This service is available every day of the fall, spring and summer semesters, except for school holidays. Call 303-360-4727 at CentreTech and 303-419-5557 at Lowry to request an escort. All employees undergo a background check before being hired as security officers/escort.

### Crime Stoppers

This program allows members of the campus community to call a special phone line (which is not recorded and does not have caller ID) and provide information about a crime or suspect. The caller remains anonymous, but if the information received leads to an arrest, the caller may be entitled to an award of up to \$2000. If you have information about a crime or suspect, call 720-913-STOP (7867).

### Video Surveillance

Video cameras are located in various areas throughout the campus. Besides serving as a deterrent to crime, these cameras have assisted law enforcement in identifying suspects in several cases.

## Faculty and Staff Safety Presentations

The Security, Human Resources and Student Intervention and Conduct Office offer presentations to faculty and staff about safety on campus and reporting suspicious activity. Groups participating in this training include the CCA Staff and faculty. These presentations can be scheduled at a time convenient for the group.

## EMERGENCY CONTACT SERVICE

The Vice President for Student Affairs office will serve as the primary referral point for students who need to be contacted due to an emergency. Although any campus personnel are free to deliver emergency messages to students when expedient, the Vice President for Student Affairs office would like to be informed in order to assure appropriate follow up and documentation. Determining messaging for "emergencies" while students are in class will be handled on a case by case basis. It is important to note that we cannot guarantee contact with any student due to their highly mobile behavior, but a good faith effort will be made. We do not message for non-emergent situations. Depending on the type of emergency, a message will be delivered to the faculty member or work supervisor asking for the student to be dismissed and to:

1. Immediately contact the source of the message or;
2. Immediately proceed to the Vice President for Student Affairs office for pertinent information.

## ALCOHOL AND DRUG POLICY

In the State of Colorado it is illegal for any person under the age of twenty-one years to possess, consume, or purchase any alcoholic beverage. Any person under twenty-one years of age who possesses or consumes an alcoholic beverage anywhere in the state commits a crime. Anyone over the age of twenty-one commits a crime if they provide an alcoholic beverage to an underage person. Community College of Aurora prohibits the possession of alcoholic beverages on campus-controlled property without valid use permits or permission of the College. The State of Colorado prohibits the unlawful manufacture, distribution, sale, possession or use of drugs or controlled substances. The Aurora and Denver Police Departments has the authority to enforce all federal, state, and local laws and official college policies. As a public institution and state agency, CCA expects all members of the college community to be responsible for their own behavior within the context of federal and state law and college regulations. CCA is dedicated to instilling positive change in students' lives. The College believes the abuse of alcohol and drugs is counterproductive to this goal and has established campus policies and programs to support the following:

1. Reduced consumption by those who heavily use alcohol.
2. Responsible consumption for those who occasionally drink alcohol.
3. Controlled usage of legal over-the-counter or prescription medications for medical benefit only.

For additional information on Community College of Aurora's drug and alcohol policy, refer to the DRUG-FREE SCHOOLS, CAMPUSES AND WORKPLACES policy publication, available upon request at the Office of Human Resources and online at <https://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention>.

## Smoking

The State of Colorado has a smoke free building policy and CCA is also Tobacco free Campus. If you want to use tobacco products you can only do so in designated areas, which would be the campus parking lots and more than twenty-five (25) feet away from the doorways/entrances to buildings.

## CRIME LOCATION DEFINITIONS

**Noncampus Property** - (1) Any building or property owned or controlled by a student organization that is officially recognized by the campus; or (2) any building or property owned or controlled by the campus that is used in direct support of, or in relation to, the campus' educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus.

**On-Campus Property** - (1) Any building or property on the Core Campus; and (2) any building or property on the Core Campus that is owned by the campus but controlled by another person, is frequently used by students, and supports campus purposes (such as a food or retail vendor). On-Campus Property includes, for example, College buildings, residence halls; College owned/land property; College streets, sidewalks, and parking lots; property leased by the College; properties owned by the College but controlled by a third party.

**Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the Core Campus or immediately adjacent to and accessible for the Core Campus. Public Property includes, for example, city streets and sidewalks in front of private businesses.

## CRIME DEFINITIONS

1. **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
2. **Manslaughter by Negligence:** The killing of another person through negligence.
3. **Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
4. **Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse. This includes incest and statutory rape.
5. **Robbery:** The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
6. **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.
7. **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.



8. Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned including joy riding.)
9. Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.
10. Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
11. Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
12. Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

*Definitions taken from the Uniform Crime Reporting Handbook*

## **RECENT CRIME STATISTICS - LOWRY CAMPUS**

The statistics on the following pages, provided in compliance with the Crime Awareness and Campus Security Act of 1990, as amended, represent the reported crimes and offenses on and near the main campus of Community College of Aurora for calendar years 2015, 2016 and 2017.

## Clery Crimes: Lowry Campus

CRIMINAL OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS HOUSING	Unfounded
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
SEX OFFENSES: Forcible	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
SEX OFFENSES: Non-Forcible	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ROBBERY	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
AGGRAVATED ASSAULT	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	1	0	1	0	0
BURGLARY	2015	0	0	0	0	0
	2016	1	0	0	0	0
	2017	3	0	0	0	0
MOTOR VEHICLE THEFT	2015	2	0	0	0	0
	2016	1	0	0	0	0
	2017	1	0	0	0	0
ARSON	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS: Weapons Violation	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: Weapons Violation	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS: Drug Abuse Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: Drug Abuse Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
ARRESTS: Liquor Law Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	1	0	0	0	0
DOMESTIC VIOLENCE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
DATING VIOLENCE	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
STALKING	2015	0	0	0	0	0
	2016	1	0	0	0	0
	2017	2	0	0	0	0

HATE CRIMES	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	DISABILITY	ETHNICITY/ NATIONAL ORIGIN	Unfounded
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
SEX OFFENSES: Forcible	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
SEX OFFENSES: Non-Forcible	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
ROBBERY	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
BURGLARY	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
ARSON	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
SIMPLE ASSAULT	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
LARCENY-THEFT	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
INTIMIDATION	2015	1	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2015	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0

## Unfounded Reports

In 2014, an additional category of “unfounded” was entered into CCA’s Recent Crime Statistics Chart (see above). There are very limited circumstances in which an institution may remove reports of crimes from their ASR as well as omitting an entry from the Campus Safety and Security Survey. If a complaint is determined to be “unfounded” (false or baseless – meaning the offense neither occurred nor was attempted), then “unfounded” is the disposition that should be recorded for the case in the crime log. UCR protocol stipulates that a decision to “unfound” a complaint can only be made by the investigating police agency. The assignment of this disposition would be appropriate in an instance where the investigation has established that the initial report of the offense was fabricated.

## Appendix A – Policies

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) "Ethyl alcohol" means any substance which is or contains ethyl alcohol.

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

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

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

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

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

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

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

(b) (I) Upon conviction of a first offense, illegal possession or consumption of ethyl alcohol by an underage person shall be punished by a fine of not more than two hundred fifty dollars. The court, upon sentencing a defendant pursuant to this paragraph (b), may, in addition to any fine, order that the defendant perform up to twenty-four hours of useful public service, subject to the conditions and restrictions of section 18-1.3-507, and may further order that the defendant submit to and complete an alcohol evaluation or assessment, an alcohol education program, or an alcohol treatment program at such defendant's own expense.

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

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

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

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

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

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

(c) The person is a student who:

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

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

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

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



## Appendix B – Important Phone Numbers

<b>Organization</b>	<b>Phone or web address</b>
Aurora Mental Health Center Crisis Line (24 hours/day):	303-343-9890
CO Anti-Violence Program (LGBT):	1-888-557-4441 (May have to leave a message)
Child Abuse (Child Protective Services):	911 or 800-799-SAFE (7233)
Domestic Violence and Sexual Assault (24 hours/day):	911 or 303-636-1750 977-739-3895
Alateen and Alanon:	303-321-8788 or 888-4AL-ANON (425-2666)
Alcoholics Anonymous:	303-322-4440
Aurora Hospice:	303-344-0051
Denver Hospice:	303-766-0050
HIV/AIDS Hotline:	1-800-CDC-INFO (1-800-232-4636)
Tri County Health Department:	303-341-9370
Eating Disorders:	866-771-0861
Shelter for Homeless Teens:	720-217-3884
Narcotics Anonymous:	1-888-845-2881 or <a href="http://www.nacolorado.org">http://www.nacolorado.org</a>
The National Suicide Prevention Lifeline:	1-800-273-8555 or <a href="http://www.suicidepreventionlifeline.org">http://www.suicidepreventionlifeline.org</a>
National Organization for Victim Assistance:	1-800-879-6682 or <a href="http://www.trynova.org/">http://www.trynova.org/</a>
Safe2Tell:	1-877-542-SAFE or <a href="http://safe2tell.org/">http://safe2tell.org/</a>
Crime Stoppers:	720-913-7867
RAINN (Rape, Abuse, Incest National Network)	800-656-HOPE (4673)

## Appendix C – Community College of Aurora Lowry Campus On-Campus Property Map



**NOTE:** On October 10, 2018, a correction was made to the 2017 crime statistics in the 2018 Lowry Campus ASR. The crimes were initially reported as occurring on public property but were changed to on-campus property.