



Community College of Aurora
Go Beyond the Book

Drug-Free Schools and Communities Act
Biennial Review, AY 2012 – AY 2014

September 2014


This report was prepared by the Office of the Dean of Students, Angie Tiedeman, Coordinator of Student Conduct & Intervention, Tamara White, Dean of Students, and the Biennial Review Taskforce.

Community College of Aurora
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes:

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education credits:
 - The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - A description on any drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students;
 - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal Law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
2. A biennial review by the institution of its alcohol and other drug prevention program to:
 - Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies or procedures, if they are needed.
 - Ensure that its disciplinary sanctions are consistently enforced.

Community College of Aurora
16000 East CentreTech Parkway
Aurora, Colorado 80011



Dr. Betsy Oudenhoven, President

1/7/15
Date

98-15145-0000
IRS Employer Identification Number

Table of Contents

Introduction	5
Overview of the Drug-Free Schools and Communities Act	5
Overview of Community College of Aurora	5
Annual Policy Notification Process.....	6
Students	6
Employees	7
Health Risks for Drug Usage.....	7
Treatment Programs	8
Alcohol and Other Drug Prevalence Rate	9
Alcohol and Other Drug Policy, Enforcement and Compliance	10
Alcohol and Other Drug Abuse Information and Programs	10
Assessment of Sanctions	10
Alcohol Poisoning and Drunk Students Protocol	10
Department of Security Authority and Jurisdiction.....	11
Alcohol and Other Drug Comprehensive Programming	12
Alcohol and Other Drug Program Goals	12
Alcohol and Other Drug Biennial Review	12
Alcohol and Other Drug Program Inventory	13
Program Effectiveness Analysis.....	13
Recommendations for Improvement	14
Alcohol and Other Drug Strengths, Weaknesses, Opportunities and Threat Prevention Initiative (SWOT) Analysis	14
Strengths	14
Weaknesses.....	14
Opportunities	15
Threats	15
Biennial Review Taskforce	16
Addendum A: Drug-Free Campus, Substance and Alcohol Abuse Prevention Policy	17
Addendum B: Smoking and Using Tobacco Products on Campus Policy	19
Addendum C: Alcoholic Beverages Policy	20

Addendum D: Alcohol and Other Drug pamphlet..... 22

Addendum E: Student Code of Conduct 24

Addendum F: Drugfree Workplace Policy..... 38

Addendum G: Drugfree Schools Policy 40

Addendum H: Health Risks from Drug Usage 42

Addendum I: Alcohol and Other Drug Prevention Programming..... 44

Addendum J: Biennial Review AY 2012-2014 Program Rubric 46

Addendum K: Security Camera System..... 49

Introduction

Overview of the Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education to provide a biennial program review of alcohol and other drug (AOD) prevention programs to be eligible to receive funds or any form of financial assistance under any Federal program. In compliance, Community College of Aurora will conduct a biennial review in all even years, beginning in 2014.

Institutions must also certify to the Secretary of Education the adoption and implementation of programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, CCA has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This report serves as a biennial review of this programming and notification for academic years (AY) 2012-2014.

Overview of Community College of Aurora

The Community College of Aurora (CCA) provides lifelong educational opportunities, prepares the current and future workforce, and promotes excellence in teaching, learning and service to our diverse community. Federal compliance is important to CCA. A biennial report compliance committee was created to help compile information needed for this report. The committee was made up of the Vice President of Student Affairs, the Dean of Students, Director of Human Resources, Director of Campus Safety, Coordinator of Student Conduct & Intervention, and the Director of Outreach and Recruitment. The group began meeting in June of 2014 and evolved into a compliance committee which now meets bi-monthly.

This biennial review report includes: CCA AOD policies (Addendum A – Drug-Free Campus, Substance and Alcohol Abuse Prevention Policy, Addendum B – Smoking and Using Tobacco Products on Campus Policy, Addendum C – Alcoholic Beverages Policy), annual notification, programming, enforcement/sanction, and identified improvements that can be made. Data for this report was collected from annual reports, current policies, procedures, and surveys. The compliance team surveyed the material to determine trends and gaps.

The CCA biennial review can be found on the Student Rights to Know page on the CCA web page at <http://www.ccaurora.edu/students/student-right-know/drug-alcohol-prevention>. It can be found at the following office locations: Security Department, Office of Student Conduct & Intervention, Office of the Dean of Students, and Office of Human Resources. It can also be found electronically on the Conduct drive on the college network. A request can be made to the Dean of Students for a current or past report. Reports will be kept for 7 years. CCA will keep three of the latest reports on file.

Annual Policy Notification Process

Community College of Aurora notifies students and employees of the AOD policy annually. Each semester all enrolled students, including online students, receive an email from the Vice President of Student Affairs with a link to the policy on-line. A pdf copy of the code of conduct is included in the email. This email is sent to all student email accounts and all faculty and staff email accounts. During the AY 2013-2014, email notification was sent to students on August 4, 2013 for the fall term, January 21, 2014 for the Spring term and June 3, 2014 for the Summer term. In the future emails will be sent during the same times of the semester.

Community College of Aurora has several additional mechanisms to inform students and staff about the AOD policy and prevention programs. The CCA website has information displayed on the Right to Know Information page. This information is about health and safety, and drug and alcohol abuse prevention programs. Information about the policy and potential programming is provided during New Student Orientation to first-time, first-year students via a presentation. Human Resources informs all new employees about the policy during the New Employee Orientation. The Annual Security Report (Clery Report) also provides information about the AOD policy and prevalence. The Office of Student Conduct & Intervention office supplies the campus with various paper copies of the Student Code of Conduct. They are available at various locations at both the CentreTech and Lowry Campuses in the Student Activities advertisement display units, Human Resources, and the Office of Student Conduct & Intervention Office. The Student Code of Conduct can also be found on the CCA webpage at <http://www.ccaurora.edu/students/student-right-know/code-of-conduct/student-code>.

Students

Every CCA student receives an email about the AOD policy to their College email account during the first two weeks of each term registered. All first time, first-year students are required to attend mandatory new student orientation. During this orientation, students are provided with written notification and verbal discussion of college policies with an emphasis on AOD.

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances, and illegal drugs. The CCA AOD policies explicitly explain that the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs by any student on college property, or at CCA approved classes, field trips or activities off campus shall be strictly prohibited. Possession of alcoholic beverage containers and/or drug paraphernalia is also prohibited. The misuse of alcoholic beverages is strongly discouraged. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on-campus or at a college approved event off-campus. No student shall furnish any alcoholic beverage to any person under the legal drinking age.

Colorado underage drinking law states people must be 21 to ingest alcohol. This law is enforced through judicial referrals and/or reporting incidents to the Aurora and/or Denver Police Department. A violation of CCA AOD policies by students is a violation of the Student Code of Conduct which may result in a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the campus, or imposition of a lesser sanction. Sanctions may also

include classes, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or other drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

Employees

Community College of Aurora supports the laws and regulations of the United States of America, the State of Colorado, Arapahoe & Denver County, and the City of Aurora. Each student and employee is expected to do the same. CCA utilizes the State Board for Community Colleges and Occupational Education (SBCCOE) policies for AOD (Addendum F – State Board for Community Colleges and Occupational Education Drugfree Workplace Policy and Addendum G – State Board for Community Colleges and Occupational Education Drugfree Schools Policy). Violations of CCA and/or SBCCOE alcohol and drug policies as stated in college policies or employee handbooks/manuals may result in disciplinary action including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on college property or at any of its activities is prohibited. If an employee is convicted of violating criminal laws concerning alcohol or other drug, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination.

Health Risks for Drug Usage

Community College of Aurora recognizes that substance abuse may result in a wide array of serious health and behavioral problems and provides information and programs to inform students and employees about these risks; including information about substance abuse long and short-term effects on the body and the mind (Addendum H – Health Risks for Drug Usage). Alcohol and other drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard. Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties. It is the goal of CCA AOD prevention programming to inform students and employees of these risks.

Treatment Programs

In addition to prevention programming, free on-campus counseling is available to students, by walk-in or appointment. Counseling and referral assistance is available to employees who are troubled by alcohol or substance abuse. They are eligible to participate in the Colorado State Employees Assistance Program (CSEAP). This program is a proactive management tool that employees can use for a myriad of situations. It offers a private source of expert consultation quickly and conveniently. Staff and faculty who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help. CCA employees may also seek assistance through their health insurance companies.

Alcohol and Other Drug Prevalence Rate

Community College of Aurora has a very low occurrence of conduct violations. During the AY 2012-2013 there were no drug and alcohol-related incidents with no fatalities that occurred on campus. There were two drug and alcohol-related incidents and no fatalities that were reported to campus officials during the AY 2013-2014. CCA did not conduct a Core Alcohol and other Drug Survey nor a National College Health Assessment (NCHA-II) Survey relating to AOD Data. There were no AOD related admissions to local emergency room. There were no AOD related ambulance transports/calls for service. CCA did not report any disciplinary referrals due to a drug abuse violation in AY 2012-2013 and two in AY 2013-2014. CCA had no other reported arrests or disciplinary referrals for AY 2012-2013 or AY 2013-2014.

Table 1 shows the types of sanctions imposed by CCA as a result of AOD related violations that occurred on campus or as part of CCA's activities.

Table 1: Type of sanctions	Academic Year	Number of sanctions
Arrests: drug abuse violations	2012 - 2013	0
	2013 - 2014	0
Disciplinary referrals: drug abuse violations	2012 - 2013	0
	2013 - 2014	2
Arrests: liquor law violations	2012 - 2013	0
	2013 - 2014	0
Disciplinary referrals: liquor law violations	2012 - 2013	0
	2013 - 2014	0

Information from CCA Annual Security Report 2013 and 2014.

Alcohol and Other Drug Policy, Enforcement and Compliance

Alcohol and Other Drug Abuse Information and Programs

The college assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Student violators of the college's substance abuse policies are required to meet with the Coordinator of Student Conduct & Intervention, as part of the disciplinary process. The college also provides education through dissemination of informational materials, educational programs, and counseling referrals.

Human Resources provides AOD information during new staff orientation. The College's insurance companies provide employee programs. In addition, the college-wide Wellness Committee promotes healthy choices through programmatic efforts. The Wellness Committee's vision statement is "building a campus community engaged in personal wellness and a vibrant healthy lifestyle." CCA is committed to providing preventative information in a variety of formats.

Assessment of Sanctions

Community College of Aurora has a very small percentage of students who have been referred through the conduct process for AOD violations. The reported incidents are limited. Internal procedures and protocol exist that allow CCA to evaluate consistency in sanction decisions. Non-academic misconduct is tracked through CCA's complaint policy. An Annual Institutional Record of Student Complaints report allows the college to track types of misconduct and the sanctions imposed. This report is used to evaluate conduct decisions and sanctions for consistency. CCA has established AOD protocols to direct disciplinary action. The guidelines are followed, with only rare exceptions to allow for professional discretion. The Coordinator of Student Conduct & Intervention serves as the conduct officer for reported student AOD violations.

Alcohol Poisoning and Drunk Students Protocol

Violation of alcohol and drug policy is considered a violation of Student Code of Conduct. A violation will result in a meeting with the Coordinator of Student Conduct & Intervention to discuss the situation and determine possible sanctions. The Vice President of Student Affairs oversees all student code policies and monitors them with the help of the Coordinator. Discipline, adjudication and sanctions are handled by the Coordinator. CCA staff and faculty will do their utmost to ensure that criminal action against a student is only taken when absolutely appropriate.

While alcohol impacts people differently, upon coming into contact with impaired students, security staff are trained to identify the following characteristics of intoxication:

1. Appearance:

- Slow reaction time
- Glossy eyes
- Heavy sweating
- Disheveled clothing
- Flushed face
- Blood shot eyes

2. Behavior:

- Loud, boisterous and disorderly
- Becoming argumentative
- Heavy breathing
- Highly sociable
- Poor judgment
- Swaying

3. Motor Skills:

- Mental confusion
- Staggering walk/ or inability to walk
- Weakened balance
- Difficulty in paying attention
- Lapse in judgment
- Blurred vision

4. Other Observable Characteristics:

- Rambling conversation
- Odor of alcohol
- Weak sense of hearing
- Slow and clumsy movement
- Aggressiveness

Those found unresponsive, speech that is unintelligible, or students who have vomited, will be considered at risk for alcohol poisoning and transported to a medical facility.

Repeat offenders as well as those who are combative will be dealt with on a case-by-case basis. In most situations, students will be released by security staff if they have arrangements for someone to transport them safely home. However, when the student commits an additional crime, does not communicate reasonably, or injures themselves, outside agencies will be requested. In situations where additional crimes have been committed, that student may be transported to jail or to a medical detox facility.

Department of Security Authority and Jurisdiction

Community College of Aurora Security personnel are limited in their authority to any crime and policy violation that occurs on both CCA campuses. While they may ask anyone on campus for identification, and will make every effort to control and contain the situation, their authority

regarding crimes in progress is restricted to that of a regular citizen. Although any citizen may make a “citizen’s arrest,” this also comes with serious liability concerns to the institution. CCA Security personnel are trained to request outside law enforcement assistance once the situation is deemed dangerous or the subject uncontrollable. CCA Security staff’s authority applies only to campus grounds. While Security may intervene by requesting law enforcement response for an off-campus incident, due to liability issues, they will not physically respond. CCA Security personnel are armed with Armament Systems and Procedures (ASP) batons and Oleoresin Capsicum (OC) spray. These tools are only utilized during incidents where the threat of bodily injury is imminent. Use of force is only used as a last resort and only when the safety of others is in peril.

Alcohol and Other Drug Comprehensive Programming

AOD Programming

Community College of Aurora is a two-year community college that prides itself on being a small, tight-knit community of learners. Care and compassion for one another permeates the culture of the institution. Staff and faculty work-together to assist students in reaching their goals and being productive members of society. The misuse and abuse of alcohol and other drugs has the potential to threaten the culture and goals. As a result, CCA is committed to promoting individual well-being and promotion of healthy, productive choices.

Alcohol and Other Drug Program Goals

The goals for CCA AOD programs include:

1. To promote low-risk/no-risk choices with regards to alcohol and other drugs.
2. To develop and implement programs that promote the well-being of CCA students and staff.

Alcohol and Other Drug Biennial Review

During the AY’s 2012-2014 CCA provided the following AOD prevention programming. (For a complete listing of dates, times and locations of CCA AOD prevention programming please see Addendum I: Alcohol and Other Drug Prevention Programming.)

- 9Health Fair
- Alcohol Awareness
- Ask a Nurse & Flu Shot
- Diabetes Awareness
- DUI Safety Fair
- Psychology Club Meeting-MADD Speaker
- Psychology Symposium
- New Student Orientation Express
- Safe Campus/Strong Voices
- Safety Series: National Campus Safety Awareness

- Student Success Series: ABC's of CCA
- Vendor Day

The biennial review committee is looking forward to being better able to complete the Biennial Review Program Rubric (Addendum J: Biennial Review AY 12-14 Program Rubric) in the upcoming years. CCA is now taking note of the following information and will better equipped to analyze and report on preventative AOD programming in the next biennial review report.

- Assessment of learning outcomes
- Changes in knowledge gained from program/intervention
- Changes in attitudes gained from program/intervention
- Changes in beliefs gained from program/intervention
- Changes in behaviors gained from program/intervention
- Changes in environment/trend data that can be directly attributed to program/intervention

Alcohol and Other Drug Program Inventory

An inventory of CCA alcohol and drug prevention initiatives shows that the initiatives are diverse. Human Resources distributes AOD information and provides information to all new faculty and staff. For students, orientation includes topics related to the AOD policy, security tips, and provides student organization and student activities information to encourage involvement and healthy choices. Alternative events are provided in the Fall, Spring & Summer. National Campus Safety Awareness and public safety training are provided to establish involvement and connection to campus, while promoting alcohol-free choices.

Additionally, preventative information is provided in the bi-monthly Student Bulletin. CCA does active programming with DUI events each semester and alcohol-free alternatives – Campus activities/programs offered throughout the academic year. CCA is a tobacco free campus, except in parking lots. CCA sponsored and promoted the Great American Smokeout, and Safe Spring Break to encourage students to quit smoking. CCA provides counseling services for students through an outsourced local provider (Aurora Mental Health) and CSEAP for employees. CCA has implemented programs to provide students with additional resources in their time of need. One such program is the behavioral intervention team, CARE (Conflict, Assistance, Resources and Empowerment). This team of professional staff members responds to incidents and concern reports filed by students, faculty & staff. CCA has provided a wide array of prevention interventions for both students and staff.

Program Effectiveness Analysis

In future biennial review reports, the committee will be able to conduct a review of past recommendations, goals and objectives. The current data provided on AOD preventative programming is a solid start to begin work on education CCA on the dangers of AOD.

Recommendations for Improvement

The CCA Biennial committee recommends the following for the next two years:

- Update the AOD website to include required information.
- Develop and implement a Student AOD survey.
- Update AOD brochure, post on web and MyCCA. Also provide copies at all new student orientations and new faculty & staff orientations.
- Create template and timeline for an annual notification for all Faculty, Staff and students.
- Create a log to keep record of annual notifications.
- Use online MyCCA portal to provide resources to commuter students.
- Continue enhancement of prevention activities that have demonstrated effectiveness in preventing high-risk drinking or drug use.
- Utilize Wellness Committee for review of employee alcohol/drug policy and efforts focused on alcohol responsibility and drug-free lives.
- Track prevention programs to include information in programming rubric for further analysis.
- Track employee initiatives and outreach for reporting purposes.

Alcohol and Other Drug Strengths, Weaknesses, Opportunities and Threat Prevention Initiative (SWOT) Analysis

The biennial committee discussed the institution AOD prevention initiatives and completed the following SWOT analysis.

Strengths

After an analysis of the institutional, divisional, departmental/office and program level AOD policies, programs and interventions, the committee determined that CCA has strengths that should be highlighted. To help with campus regulations, the campus worked hard to have cameras around campus buildings to help with policy enforcement (Addendum K: Security Camera System). An electronic card access system allows additional monitoring of the campus. In addition to equipment updates, programming increased. Many of the programs are co-curricular with faculty so classes are required to attend, therefore increasing the number of students who gain access to this prevention information. The campus instituted an early alert system that allows faculty to report a concern about a student early in the term. Staff can intervene and assist earlier. We instituted a CARE report system giving staff and faculty an efficient convenient way to report concerns about students. Often these students need additional outside resources to be successful in school. CCA looks forward to reporting significant strengths in future biennial review reports.

Weaknesses

During this analysis it was determined that the campus has some areas to improve. Additional resources could be used for equipment and programming. We currently do not have adequate camera capability at the Lowry campus. Making it difficult to monitor the campus as effectively. The camera equipment we have is not clear and it can be difficult to decipher specific individuals

and camera locations. The Alcohol and other drug prevention initiatives and programming do not have a designated funding source. Additionally, adequate information was not kept on programs to report effectively on their effectiveness.

Opportunities

The committee determined that there are a few key areas that provided opportunities to improve. CCA has an opportunity to increase the amount of professional development and training given to employees and students around AOD. Providing regular trainings would increase the number of people reached through this programming. There are several good resources within the state and CCA could better utilize our colleagues around the state and the state agencies who provide resources for AOD. Additionally, a new program rubric was created to help with tracking information about prevention programs.

Threats

Community College of Aurora has a few threats that need to be addressed in regards to AOD prevention programming. CCA has a significant commuter population. This can be challenging because it can be hard to get information to this population. With marijuana becoming legal in Colorado, how will that increase the amount of marijuana incidents seen on campus? Drug use is still illegal on campus so this provides an opportunity for CCA to do additional preventive programming. Furthermore with the development of additional AOD-related products such as alcoholic energy drinks, synthetic marijuana, it may become more difficult to monitor these products on campus without additional training of staff.

Recommendations for the next Biennium

Community College of Aurora is working hard to improve the prevention programs offered to students and staff. The creation of the compliance team has helped significantly with communication across campus on initiatives and collaboration opportunities. Recommendations for this committee include increased resources for preventative programming, and additional tracking systems. Preventative programming has the potential to impact a variety of constituents across campus. The more departments involved in the planning to more access to students. The compliance team is made up of many different departments and divisions to encourage this collaboration. The area that most of these programs come out of does not currently have a budget to support these types of programs. CCA is working on developing funding opportunities for these preventative programs.

Community College of Aurora is also working on developing processes and procedures that make notification an automatic process at the beginning of the term. For instance the creation of the AOD pamphlet for students and staff will help with providing the same consistent information year after year. CCA is working on other initiatives similar to this that will allow the institution to notify staff and students in a more efficient effective manner.

Community College of Aurora lastly needs to develop systems to more accurately track data for programs. Including demographic information on who attends the programs, but also the impact of the program on the campus. With the development of student learning outcomes for these programs, it will be easier to determine if these outcomes were met and to assess the impact of

the program on the campus. CCA has a great deal of success to look forward to with AOD prevention initiatives.

Biennial Review Taskforce

Members include:

- Tom Dillon, Faculty Representative/CCA Wellness Committee Member
- Kyla Doddridge, Director of Outreach & Recruitment
- Cindy Hesse, Director of Human Resources
- Jeff Simpson, Director of Security
- Elena Sandoval-Lucero, Vice President of Student Affairs
- Angie Tiedeman, Coordinator, Office of Student Conduct & Intervention
- Tamara White, Dean of Students
- Steven Zeeh, Director of Accessibility Services

Addendum A: Drug-Free Campus, Substance and Alcohol Abuse Prevention Policy CCA SA 1.7: Drug-Free Campus, Substance and Alcohol Abuse Prevention

Issued: April 5, 2013

Reissued:

Legal or Other Authority: SBCCOES BP 19-30; CCCS SP 19-30; CCA Leadership Council

GUIDELINES

The Community College of Aurora (CCA) adheres to and supports federal, state, and local laws prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol. Illicit drugs and unauthorized use or possession of alcohol are strictly prohibited on CCA campuses. Any person involved in these activities on campus will be prosecuted to the fullest extent of the law. Further sanctions, including suspension or expulsion from CCA, may be pursued if deemed appropriate.

Marijuana

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

Alcohol and Substance Abuse Prevention

As required by State Board for Community Colleges and Occupational Education Policy [BP 19-30](#) and Colorado Community College System President's Procedure [SP 19-30](#), CCA has adopted and implements a program to prevent the abuse of alcohol and the use of illegal drugs by students and employees. The Annual Security Reports for the CentreTech and Lowry campuses provides a calendar of activities and other information on CCA's alcohol abuse and drug use prevention program.

The *Services* section on the *Campus Life* tab in MyCCA contains additional information and resources on alcohol and substance abuse prevention. Students may also obtain resources and assistance from the Student Life Office.

Addendum B: Smoking and Using Tobacco Products on Campus Policy
CCA SA 1.6: Smoking and Using Tobacco Products on Campus

Issued: March 29, 2013

Reissued:

Legal or Other Authority: Colorado Clean Indoor Air Act of 2006; CCA Leadership Council

GUIDELINES

The Community College of Aurora (CCA) is dedicated to providing a healthy, comfortable and productive environment for students, employees, and visitors. The Colorado Clean Indoor Air Act of 2006 prohibits smoking in public places and buildings, including educational institutions. Consistent with this law, CCA prohibits smoking and the use of tobacco products in college facilities and on the grounds.

Smoking is permitted only in college parking lots and a minimum of 25 feet from all entrances, doorways and common walkways.

Initial violators will receive a warning from security or other CCA personnel about the prohibition of tobacco use on CCA property. Subsequent violations by the same student will result in a referral to the vice president of student affairs or the director of student life. Standard Student Code of Conduct and related procedures will be applied.

Addendum C: Alcoholic Beverages Policy
CCA SA 1.5: Alcoholic Beverages
(Cross-referenced as HR 4.17)

Issued: April 17, 2013

Reissued:

Legal or Other Authority: SBCCOE BP 19-30; CCCS SP 19-30; CCA Leadership Council

GUIDELINES

Consistent with state and federal law, State Board for Community Colleges and Occupational Education Policy BP 19-30 and Colorado Community College System President's Procedure SP 19-30, the Community College of Aurora (CCA) prohibits the unauthorized or unlawful use, distribution or possession of alcohol on college property or as part of college activities. Alcoholic beverages are permitted only in limited circumstances as detailed below and in accordance with applicable state and local laws.

Alcoholic beverages are permitted at approved, college-sponsored events subject to the following provisions:

- Written approval of the college president must be obtained in advance of the event.
- Service or sale of alcohol must be handled in strict accordance with applicable state and local laws.
- Attendees must be of legal drinking age and appropriate age verification must be provided upon request.
- No state funds may be used to purchase alcoholic beverages.

Prohibitions at Student Functions

Alcoholic beverages may not be consumed, served, sold or stored at any CCA student group activity or function, whether held on- or off-campus.

Personal Responsibility

The purchase of alcoholic beverages by individuals attending college-approved activities held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion must be exercised in the selection of the location of such activities based on the nature of the group involved.

Addendum D: Alcohol and Other Drug pamphlet

College Penalties

The College will impose penalties against students who violate the Student Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

Standards of Conduct

The Student Code of Conduct applies to all students at Community College of Aurora, regardless of designation, program, or residence. You can print a copy of the Student Code of Conduct at:

www.ccaurora.edu/students/student-right-know/code-of-conduct

Amendment 64 Information

This amendment changed Colorado law to allow people 21 or over to cultivate, consume and possess limited amounts of marijuana in private, not in public. This amendment does not alter existing policies at community college prohibiting the possession, use, and distribution of marijuana by students, employees, and all other visitors on College property.

Marijuana remains a controlled substance under Federal law and possession, cultivation and use are Federal offenses. Our College has an obligation to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, which require the colleges, as recipients of federal funds, to take measures to combat the use of drugs and alcohol.

The Community College of Aurora supports the efforts of local, state, and federal governments in promoting drug-free America. Drug and alcohol abuse cause numerous problems in the domestic and working worlds. The challenges faced by our country cannot be effectively dealt with unless individuals work collectively in combating the problems caused by drug and alcohol abuse. The effects of drug and alcohol abuse are most damaging to the physiological and psychological systems of the human body. Through active abuse, a person is placing harmful toxins in his/her body which can cause illness and impact one's ability to work and function fully in society. Awareness, education, and intervention all are components of addressing the problems created by substance abuse in our communities and country. Chronic alcohol abuse affects most major organ systems of the body, most notably the cardiovascular system and nervous system. Chronic alcohol abuse over a period years can result in brain damage that can be irreversible. Drug abuse follows a similar pattern of degeneration of the body's major organ systems. Both alcohol and drug abuse can lead to death and are a major cause of automobile fatalities on our roads and highways each year.

The Community College of Aurora adheres to and supports the legislation and laws enacted by the federal, state, and local governments addressing the unlawful possession, use, or distribution of illicit drugs and alcohol. Any person who is involved in these activities on campus will be prosecuted to the fullest extent of the law. Further sanction, such as suspension and expulsion from college, may be deemed necessary.

The Community College of Aurora's mission is to provide educational opportunities for citizens of the Aurora area. The college cannot permit any individual to impede this process for the student enrolled at the college. All students, faculty, and staff of the college must abide by the laws of the state and nation; any infringement of this through the use of drugs and alcohol on campus is strictly forbidden. The college provides referral information about substance abuse for interested students. For more information about programs offered, please contact the CARE Program at (303) 340-7524, Angela.Tiedeman@CCAurora.edu, or visit the Office of Student Conduct, Intervention & Retention, at the CentreTech Campus, Administration Building.

Alcohol & Drug



Prevention, Policy, & Treatment



National Alcohol and Substance Abuse Hotline
1.800.784.6776

National HOPEline Network
1.800.273.8255

Arapahoe House
www.arapahoehouse.org
(303) 657-3700
1290 S Potomac St, Aurora, CO, 80012
Type of Care: Residential & Outpatient

Mental Health Counseling
Sycamore Center - Arapahoe/Douglas
Mental Health Network, (303) 730-8858
5500 S Sycamore St, Littleton, CO

Alcoholics Anonymous
www.aa.org
15210 E 6th Ave Unit 1, Aurora - (303) 343-4994
10242 E 16th Ave, Aurora - (303) 366-3622
16732 E Cliff Ave, Aurora

Mental Health Care and Counseling
(CeDAR) - University of Colorado Health
Sciences Center, 3.5 Day Residential Diagnostic
Assessment (CeDAR) - University
of Colorado Health Sciences Center,
1693 N Quentin St, Aurora, CO, 80045

Community Re-Entry Place Inside/Out
(Transitional Housing Program)
Community Re-Entry Place Inside/Out, (303) 995-6243



Health Risks



Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard. Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Legal Sanctions

Any student convicted of the unlawful manufacture, distribution, purchase, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense. In addition, violation of the student code of conduct could result in legal sanctions for violations of the Student Code of Conduct.

Laws Related to Drug & Alcohol Use and Sale

Community College of Aurora will take immediate action if any student or employee is violating a law related to the use and sale of alcohol and/or drugs.

- The possession, sale, and use of any illegal drug are strictly prohibited on the CCA Campuses. Any violations will be immediately referred to Aurora or Denver Police Departments. Alcohol sale, use, and possession are dictated by Colorado law and CCA Policies and Procedures. CCA will strictly enforce these laws and policies. The following applies to all students, employees, and guests of the College:
- The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by CCA Administrators and licensed by the Colorado State Department of Revenue.
- Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or wine or hard liquor. The furnishing of alcoholic beverages to underage persons is prohibited.
- No person under legal drinking age nor any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area.

Community College of Aurora does not endorse any one treatment program or facility; however, a comprehensive listing of resources for the treatment of alcohol and drug abuse can be found in your local phone book yellow pages under "Alcoholism" and under "Drug Abuse Information & Treatment"

Addendum E: Student Code of Conduct

Student Code of Conduct, Academic Appeal, and Grievance Procedure

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 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 Policies, 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. Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Community College of Aurora disciplinary procedures.

2. Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

3. Deceptive Acts:

Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

4. Conduct that is Detrimental to College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Chief Student Affairs Officer (CSAO) or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

5. Physical/Non-physical Abuse:

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.

- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. **Harassment and/or Discrimination:**
Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
 7. **Sexual Misconduct**
Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>)
 8. **Weapons:**
Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.
 9. **Narcotics/Alcohol:**
Use, being under the influence, manufacturing, possession, cultivating-distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.
Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.
 10. **Dress Code:**
Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
 11. **Leaving Children Unattended:**
Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
 12. **Violation of Laws, Directives, and Signage:**
 - Violations of any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
 - Violations of college traffic and parking rules, regulations, or signage.

- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting disruption to college activities.
- Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and wellbeing of others.
- Violations of college policies, protocols, procedures or signage.

13. Illegal Gambling:

Participation in illegal gambling activities *on* college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

14. Unauthorized Entry and/or Unauthorized Possession:

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. Unacceptable Use of College Equipment, Network or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

16. Unauthorized Pets/Animals:

Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote:

Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct:

Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual **and** as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure:

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure

20. Unauthorized Entry into College Events: Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, the college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to fines, restitution, community service, and/or disciplinary procedures.

Definitions

Code of Conduct: A document developed and published by each college which defines prescribed conduct of students.

Chief Student Affairs Officer (CSAO): 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. The CSAO may delegate student discipline to another individual (designee).

Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator) is the employee(s) designated by the college president to oversee all civil rights complaints.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or emailing the student to their official college email address requesting a delivery receipt notification. If notice is mailed, student shall be given three (3) additional days to respond.

Day: Refers to calendar day unless otherwise noted below.

Sanctions: One or more of the following may be imposed when there is a finding that a student has violated the College's Code of Conduct.

1. Warning: A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.
2. Probation: After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.
3. 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.
4. College suspension or expulsion: An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.
 - a. Suspension is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the suspension is lifted the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSAO or designee in accordance with this procedure.

- b. Expulsion is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

5. Interim Suspension: An immediate action taken by the CSAO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college. In the event of an interim suspension, the hearing before the CSAO or designee shall occur as soon as possible following the interim suspension. If the college issues a permanent sanction, the student shall be afforded appeal rights as discussed

below. If the college does not implement a permanent sanction, the interim suspension will be removed from the student's record.

Procedures

Decision

The CSAO or designee shall receive all allegations of student misconduct and investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a.

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

The CSAO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSAO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSAO or designee within seven (7) days of service of the Decision.

Appeal

In the event of an appeal, the CSAO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSAO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or
2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence

and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

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

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSAO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to SP 4-31a, the appeals officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSAO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSAO or designee for reconsideration (remand) should be pursued;
- Appeals are not intended to be full rehearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSAO or designee merely because they disagree with its finding and/or sanctions.
- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.
- Sanctions imposed are implemented immediately unless the CSAO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.
- Students do not have the right to be represented by an attorney or law student 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 his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.
- Student shall have the right to identify documents, witnesses and other material he/she would like the CSAO or designee to review before making a final decision.
- Any hearing held shall be conducted in private unless all parties agree otherwise.
- A record of the hearing should be maintained by the CSAO or designee.
- If student has a disability and would like to request an accommodation to assist him/her through the discipline process they may do so by informing the CSAO or designee. The CSAO or designee will then work with disability support services to accommodate the request.
- Jurisdiction-College disciplinary proceedings 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 to have an impact on the college and the violation 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.
- Standard of proof-the college will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the college will determine whether it is more likely than not a conduct code was violated.
- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSAO or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.
- The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

Revising this Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

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 Associate Vice President of Instruction 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. Third offense anytime during the academic career: The student's name will be added by the Associate Vice President of Instruction to the college-wide academic dishonesty list (see above). 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 Instruction 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.

Student Grievance Procedure SP 4-31

Basis

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

If the basis of the claim is discrimination and/ or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is a CCCS employee, please refer to SP 3-50a.

Definitions

Complainant(s) is a person who is subject to alleged inequity as it applies to Board Policies, System President's Procedures, or College Procedures. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.

Respondent(s) is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can be a CCCS employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or college.

Grievance: A grievable offense is any alleged action which violates or inequitably applies State Board Policies, System President's Procedures, and College Procedures. The complainant must be personally affected by such violation or inequitable action.

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 discrimination and/or harassment which should be filed under the appropriate Civil Rights Grievance and Investigation Process.

Chief Student Affairs Officer (CSAO): The college employee designated by the college president to administer student grievances. The CSAO may delegate the responsibility over student grievances to another person.

Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification 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.

Day: Refers to calendar day unless otherwise noted below.

Remedy: The relief that the Grievant is requesting.

Filing a Complaint

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

Procedures

Students must timely submit all grievances in writing by accessing the online form available at <http://www.ccaurora.edu/about-cca/right-know/complaint-policy-procedure/form>. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

The CCCS community benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern the institution.

Informal Grievance Process

Complainant is encouraged to resolve the issue with the Respondent through the informal process. The CSAO or designee shall facilitate the informal process. If the informal grievance process is unsuccessful, or if CCCS or the complainant chooses not to pursue the informal process, the CSAO will open a formal grievance case.

Formal Grievance Process

Complainant must timely file a written statement of the actions complained of and describe the remedy s/he is seeking with the CSAO. A matter could also be referred to this process by the College president or his/her designee. Once a written grievance is filed or referred, the CSAO 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 Complainant will be notified of the reasons.

If the matter is determined to be grievable, the CSAO will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. During this hearing, neither party may have a representative, including attorneys or law students. These procedures are entirely administrative in nature and are not considered legal proceedings.

No audio or video recording of any kind other than as required by institutional procedure is permitted.

The CSAO may also contact or request a meeting with relevant college staff, students, or others as part of the investigation.

At the CSAO's discretion, the CSAO may discontinue meetings with anyone that is causing a disruption to the process or is being uncooperative, and will proceed to make a determination based on the information known at that time.

Based on the preponderance of evidence, the CSAO shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSAO within seven (7) days of service of the Decision.

In the event of an appeal, the CSAO shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The CSAO will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSAO to reconsider in light of the new evidence, only.

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

Special Grievance Process Provisions

In the event that the student is under the age of eighteen or incapacitated, s/he may have an advisor present to assist him/her in presenting his/her case.

Students do not have the right to be represented by an attorney or law student 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 his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.

Student shall have the right to identify documents, witnesses and other material he/she would like the CSAO to review before making a final decision.

Any hearing held shall be conducted in private unless all parties agree otherwise. A record of the hearing should be maintained by the CSAO.

If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the CSAO. The CSAO will then work with disability support services to accommodate the request.

If the grievance is against the CSAO, the Chief Academic Officer or other person designated by the president shall perform the duties of the CSAO.

Jurisdiction-College grievance proceedings may be instituted over incidences that occur or are related to College or college-sanctioned activities or was of such a nature to impact upon the college.

Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Standard of proof- The college will use the preponderance of evidence standard in the grievance proceedings, meaning, the college will determine whether it is more likely than not the

complainant was subjected to inequity as it applies to Board Policies, System President's Procedures, or College procedures.

The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of the grievance procedure to engage in retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance.

Revising this Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

Addendum F: Drugfree Workplace Policy

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION DRUGFREE WORKPLACE

BP 3-24

APPROVED: February 9, 1989

EFFECTIVE: February 9, 1989

REPEALED: September 14, 2000

READOPTED: August 25, 2001

REFERENCES: Drug-Free Workplace Act of 1988, 102, Stat. 4304

ISSUED BY:

Joe D. May, System President

Policy Statement

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace.

Scope

This policy applies to all employees at the eleven state system community colleges and on the System central staff.

Sanctions

Observance of this policy is a condition of employment and violation of such will subject the employee to appropriate disciplinary action which may include termination.

Reporting of Convictions

Pursuant to law, any employee who is convicted under any criminal drug statute for a violation occurring in the workplace must notify the college/System president of such no later than five days after the conviction. The college/System president must notify any federal contracting agency under which the employee works within ten days after receiving notice of such conviction. Employees who work under a federal contract must be provided with a copy of this policy statement.

Drug-free Awareness Program

The colleges and central office shall establish a drug-free awareness program which will inform all employees about this policy. The program will also inform employees about the dangers of drug abuse and about available drug counseling, rehabilitation, and employee assistance programs.

Procedures

The System president shall promulgate any procedures which may be necessary to implement this policy.

Addendum G: Drugfree Schools Policy

STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION DRUG FREE SCHOOLS

BP 19-30

APPROVED: July 12, 1990
EFFECTIVE: October 1, 1990
REPEALED: September 14, 2000
READOPTED: August 25, 2001

REFERENCES: Drug Free Schools and Communities Amendments of 1989 (PL 101- 226)

ISSUED BY:

Joe D. May, System President

Policy Statement

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, (the "Act") require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education ("IHE"), state educational agency ("SEA"), or local educational agency ("LEA") must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The IHEs, SEAs, and LEAs which receive federal funds through the Board must comply with the Act.

Scope

This policy applies to all entities which receive federal funds through the Board, including, but not limited to, students and employees at the eleven state system community colleges, the System central office, area vocational schools, local district colleges, secondary schools, and other IHEs, SEAs, and LEAs.

Sanctions

Any SEA, LEA, or IHE which fails to comply with the law risks loss of all federal funds.

Procedures

The System president shall promulgate any procedures which may be necessary to implement this policy.

Addendum H: Health Risks from Drug Usage

Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and other drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard. Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Possible Long-Term Effects

Drug	Other names	Long-Term Effects
<u>Alcohol:</u>	-	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment.
<u>Amphetamines:</u>	<i>uppers, speed, crank</i>	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression.
<u>Barbiturates:</u>	<i>barbs, bluebirds, blues</i>	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment.
<u>Benzodiazepines</u>	<i>Valium, Xanax, Ativan, Dalmane, Rohypnol, benzos, downers, sleepers, tranqs</i>	-
<u>Roofies:</u>	-	impaired judgment, sedation, panic reaction, seizures, psychological dependence, and physical dependence.
<u>Cocaine & Cocaine freebase:</u>	<i>coke</i>	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations Codeine physical dependence, constipation, loss of appetite, lethargy, respiratory depression.

<u>Heroin:</u>	<i>H, junk, smack</i>	physical dependence, constipation, loss of appetite, lethargy, respiratory depression.
<u>Inhalants:</u>	<i>ames, gas, laughing gas, poppers, snappers</i>	psychological dependence, Dpsychotic reactions, confusion, frozen airway, sudden death.
<u>LSD:</u>	<i>acid</i>	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks.
<u>MDA, MDMA, MOMA:</u>	<i>ecstasy, xtc same as LSD</i>	sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
<u>Marijuana:</u>	<i>cannabis, pot, grass, dope, weed, joints</i>	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
<u>Mescaline:</u>	<i>peyote cactus, mesc, peyote</i>	may intensify existing psychosis, hallucinations at high dose
<u>Methaqualone:</u>	<i>ludes</i>	coma, convulsions Morphine <i>M, morf</i> physical dependence, constipation, loss of appetite, lethargy.
<u>PCP:</u>	<i>crystal, tea, angel dust</i>	psychotic behavior, violent acts, psychosis, hallucinations at high dose Psilocybin, magic mushrooms, shrooms may intensify existing psychosis.
<u>Steroids:</u>	<i>roids, juice</i>	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

Provided courtesy of the University of Washington.

Addendum I: Alcohol and Other Drug Prevention Programming

CCA AY 2012-2014 Alcohol and Other Drug Prevention Programming				
Date	Time	What	Location	Type of Program
9/6//2012	2-3p	Student Success Series: ABC's of CCA	Rotunda	Academic
9/12/2012	11a-1p	Vendor Day	Rotunda	Social
9/20/2012	11-1p	Safety Series: National Campus Safety Awareness	Rotunda	Academic
9/18/2012	3:30-4:30p	Safety Series: National Campus Safety Awareness	LCWES 112	Academic
11/6/2012	10-11a	New Student Orientation Express	LCWES 101	
11/6/2012	5:30-7p	New Student Orientation Express	Rotunda	
11/7/2012	3-4:30p	New Student Orientation Express	Rotunda	
11/8/2012	12-1p	New Student Orientation Express	LCWES 101	
11/9/2012	12-1:30p	New Student Orientation Express	A108	
11/13/2012	11-1p	Ask a Nurse & Flu Shot	Classroom Lobby	
11/13/2012	5:30-7p	New Student Orientation Express	Rotunda	
11/14/2012	11-1p	Ask a Nurse & Flu Shot	West Quad Lobby	
11/14/2012	11-2p	Diabetes Awareness	Classroom Lobby	
11/14/2012	3-4:30p	New Student Orientation Express	Rotunda	
11/16/2012	12-1:30p	New Student Orientation Express	A108	
11/17/2012	9-10:30a	New Student Orientation Express	Rotunda	
11/20/2012	5:30-7p	New Student Orientation Express	Rotunda	
11/21/2012	3-4:30p	New Student Orientation Express	A108	
11/23/2012	12-1:30p	New Student Orientation Express	A108	
11/27/2012	5:30-7p	New Student Orientation Express	Rotunda	
11/28/2012	3-4:30p	New Student Orientation Express	Rotunda	
11/30/3012	12-1:30p	New Student Orientation Express	A108	
12/4/2012	5:30-7p	New Student Orientation Express	Rotunda	
12/5/2012	3-4:30p	New Student Orientation Express	Rotunda	
12/6/2012	10-11a	New Student Orientation Express	LCWES 101	
12/7/2012	12-1:30p	New Student Orientation Express	A108	
12/8/2012	9-10:30a	New Student Orientation Express	Rotunda	
12/11/2012	10-	New Student Orientation Express	LCWES	

CCA AY 2012-2014 Alcohol and Other Drug Prevention Programming

Date	Time	What	Location	Type of Program
	11:30a		101	
12/11/2012	5:30-7p	New Student Orientation Express	Rotunda	
12/12/2012	3-4:30p	New Student Orientation Express	Rotunda	
12/18/2012	5:30-7p	New Student Orientation Express	Rotunda	
12/19/2012	3-4:30p	New Student Orientation Express	Rotunda	
12/21/2012	12-1:30p	New Student Orientation Express	A108	
2/27/2013		Psychology Club Meeting-MADD Speaker	CentreTech	
3/14/2013		DUI Safety Fair	Lowry	
4/4/2013	9a-12p	DUI Safety Fair	Classroom Lobby	
4/14/2013	7a-12p	9Health Fair	Rotunda	Service
4/26/2013	10a-12p	Psychology Symposium	F100	
9/25/2013		Safe Campus/Strong Voices	CentreTech	
10/21/2013		Alcohol Awareness	CentreTech	
10/22/2013		Alcohol Awareness	Lowry	

Addendum J: Biennial Review AY 2012-2014 Program Rubric

Biennial Review AY 2012-2014 Program rubric					
Program Title	DUI Safety Fair	Psychology Symposium	Safe Campus/Strong Voices	Psychology Symposium	Alcohol Awareness
Campus/Location	CentreTech and Lowry	CentreTech	CentreTech	CentreTech	CentreTech and Lowry
Date	4/4/2013	4/26/2013	9/25/2013	10/18/2013	10/21/2013
Program/Intervention Description	Tabling event in Classroom Bldg Lobby by grant funded program Auraria Campus Police	Video Presentation of Invisible Flight. Sexual Assault educational programmin g and materials		Informational Event on Driving Sober, Ask a Cop PowerPoint presentation, Drunk Goggles/Super Mario Cart/Walk the line, APD DUI Crash Car exhibit and educational materials.	Informational Event on Driving Sober, Ask a Cop PowerPoint presentation, Drunk Goggles/Super Mario Cart/Walk the line, APD DUI Crash Car exhibit and educational materials.
Description/Explanation of what each alcohol and other drug program/intervention offered is (suggested content could include, what program/intervention is, who offers it, when it is offered, target audiences, whether it is a universal, selected or indicated level of prevention)			This event was a collaboration with Security and Conduct & Intervention Offices. To target Students, Faculty and Staff to provide educational information and material on Sexual Assault. This event was to provide awareness to the issue.		This event was a collaboration with Security and Conduct & Intervention Offices. To target Students, Faculty and Staff to provide educational information and material on the effects of alcohol. This event was to provide awareness to the issue.

Biennial Review AY 2012-2014 Program rubric

Program Title	DUI Safety Fair	Psychology Symposium	Safe Campus/Strong Voices	Psychology Symposium	Alcohol Awareness
If you have several years of data, providing more than the current biennial review data may be helpful to detect trends					
Process Summary Metrics					
Number of times offered	several years		once		Once at CentreTech and Lowry
Number of students/staff/ faculty served			35	32	29
Demographics of students/staff/ faculty served			20		17
Satisfaction Survey results of participants					
Satisfaction/reflections of staff/faculty administering outcomes measured at the program level					
Learning outcomes assessed			Students who participate in the SAFE Campus/Strong Voices will learn information about Sexual Assault and CCA & Community Resources.		The effects and information of alcohol and different substances.
Changes in knowledge gained from program/intervention					
Changes in attitudes gained from program/intervention					

Biennial Review AY 2012-2014 Program rubric

Program Title	DUI Safety Fair	Psychology Symposium	Safe Campus/Strong Voices	Psychology Symposium	Alcohol Awareness
Changes in beliefs gained from program/intervention					
Changes in behaviors gained from program/intervention					
Changes in environment/trend data that can be directly attributed to program/intervention					

Addendum K: Security Camera System

CCA IS 10.10: Security Camera System

Issued: March 29, 2013

Reissued:

Legal or Other Authority: CCA Leadership Council

GUIDELINES

The Community College of Aurora (CCA) uses a security camera system for asset control, to help maintain campus safety and security, and for event recall or review for investigations and other needs as identified by the Human Resources Office or other campus leaders. By definition the system is a security camera system, not a surveillance system. The Campus Security Office does not monitor the camera system at all times and does not use it to watch faculty, staff, students and visitors as a general practice.

Camera View Integrity

CCA's security cameras are located where they are openly visible for purposes of asset control, campus safety and as a deterrent. Anyone caught knowingly tampering with, relocating or repositioning, interfering with or otherwise obstructing a camera or camera view may be subject to corrective or disciplinary action.

Signs, decorations or obstructions of any kind must not be placed where they restrict the intended view of the camera. Plants, signs, balloons, streamers, displays or other types of decorations that move or hang must be to limited areas that avoid obstructing camera views. The Security Office is authorized to remove or relocate any items interfering with the security camera system. Staff members, students or authorized visitors using a campus facility should contact the Security Office with any questions as to whether a sign or decoration might interfere with or restrict a camera view or proper operation of the camera system.

Video Storage

CCA's security camera storage system has the capacity to maintain 20 days of video recordings for review purposes. The video storage devices are designed to overwrite previous recordings when the available disk space is full. Due to inherent variations within the physical recording environment, the daily amount of video storage will fluctuate.

Recorded video is maintained on the Security Office storage device unless it has been over-written or saved to an alternative storage device for investigative purposes. Saved recordings are maintained with an incident report by the Security Office. Access to the security camera system storage devices is restricted, and is monitored and managed by the Security Office.

Public View of Video Monitor Screens

View of the video monitor screens by the public and unauthorized employees is restricted. While conducting a video review or during routine maintenance, the monitors will be blocked from view to the public by means of shades, closed doors and/or screen shields.

Persons involved in an investigation may be called as needed to witness or identify persons involved in a situation. Witnesses should only be asked to review the portion of a video recording that pertains to their involvement based on legal and privacy protections. The director of security will determine what portion of a video recording a witness or involved person may view.

Authorized Requests for Video Review

Access to video recordings is restricted and will be provided to authorize requestors in select circumstances as noted below. In the course of any investigation and video review, care will be taken to protect the privacy and confidentiality of witnesses, bystanders and accused parties as appropriate in the process of bringing resolution to the situation.

Employee under Investigation

The college president, a vice president or the human resources director are authorized to request a video review for the purpose of an employee investigation. The director of security or designee will either conduct the video review and share the findings with the requestor or schedule a viewing with the requestor. A copy of the video recording will be catalogued with the electronic copy of the incident report on the hard drive of the Security Office computer, with findings and other viewing details noted on the incident report.

Missing Property

A dean, director, department chair or executive-level leader at the college is authorized to request a video review in instances where property under their control is missing or has been used or moved without their consent. The video review will be conducted by the director of security or designee and the results shared with the requestor for follow up and resolution. The results of the review will be documented in an incident report and catalogued with an electronic copy of the video recording.

Theft, Criminal Mischief, Suspicious Incidents

Any staff member or student may request a video review for theft, criminal mischief or suspicious incidents. Each request will be evaluated on its merits and pursued as appropriate. The results of the video review may be shared with the requestor unless it appears there is an impropriety associated with the request or if one is discovered during the video review. The Security Office will follow-up on the reported incident and complete an incident report as appropriate based on findings from the video review.

Routine College Operations

The Security Office will conduct video reviews as part of routine college operations at the discretion of the director, assistant director or designee. These reviews may stem from a wide range of requests. Each request shall be evaluated on its own merits and pursued where deemed appropriate. The results of the video review may be shared with the requestor unless it appears there is an impropriety

associated with the request or if one is discovered during the video review. In those instances, the director of security will evaluate the request or results and handle the disposition. Incident reports will be completed where appropriate.

