

RMCAD 2013 Annual Security Report

Crime Statistics

RMCAD Crime Statistics			
Offense	Year	On-Campus Property	Public Property
Aggravated Assault	2012	0	0
	2011	1	0
	2010	0	0
Arrests: Drug Abuse Violations	2012	0	1
	2011	0	0
	2010	0	0
Arrests: Liquor Law Violations	2012	0	10
	2011	0	0
	2010	0	0
Arrests: Weapons: Carrying, Possessing, etc.	2012	0	0
	2011	0	0
	2010	0	0
Arson	2012	0	0
	2011	0	0
	2010	0	0
Burglary	2012	2	0
	2011	0	0
	2010	3	0
Disciplinary: Drug Abuse Violations	2012	0	0
	2011	0	0
	2010	0	0
Disciplinary Referrals: Liquor Law Violations	2012	0	0
	2011	0	0
	2010	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2012	0	0
	2011	0	0
	2010	0	0
Motor Vehicle Theft	2012	0	0
	2011	1	1
	2010	1	1
Murder / Non-Negligent Manslaughter	2012	0	0
	2011	0	0
	2010	0	0
Negligent Manslaughter	2012	0	0
	2011	0	0
	2010	0	0
Robbery	2012	0	0
	2011	0	0
	2010	0	0
Sex Offenses, Forcible	2012	0	0
	2011	0	0
	2010	0	0
Sex Offenses, Non-Forcible	2012	0	0
	2011	0	0
	2010	0	0

Policy Statements

Timely Warning

In the event that a situation arises, either on or off-campus, that in the judgment of the Senior Vice President of Campus Operations or the Manager of Campus Security, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the College e-mail, phone voice messaging, and the computer screen information activation system to students, faculty and staff.

Depending on the particular circumstances of the crime, and in all situations that could pose an immediate threat to the community and individuals, the Campus Resource Center may also send an announcement of the immediate threat via the campus phone voice messaging system.

Anyone with information warranting a timely warning should report the circumstances to the Security Office, by phone at 303.567.7271 or in person at the dispatch center located in Texas 125. Additionally, reports can be made to the Campus Resource Desk 303.753.6046. In an emergency situation, always dial 9-1-1 first and follow the operator’s instruction.

Preparation of Disclosure of Crime Statistics

The Chief Safety Officer along with the Compliance Officer prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be found on our website at www.rmcd.edu. Each year, a direct link to this report will be provided to all current students and employees via email. This report is prepared in cooperation with the Lakewood Police Department and the Security Office. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Lakewood Police Department, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations) and local law enforcement agencies.

Each year, an e-mail notification is sent to all enrolled students that provides a direct link to access this report. Copies of the report may also be obtained at the Security Office located in Texas 125. All prospective employees may obtain a copy from Human Resources in Robinson 107 or by calling 303.225.8552.

Reporting Criminal Offenses

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Security Office in a timely manner. To report a crime contact Campus Police at 303.567.7271 (non-emergencies), dial 9-1-1- (emergencies only), or by using the Code Blue telephones located in the Robinson parking lot, staff/faculty parking lot, Neusteter parking lot, and in the Student parking lot. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to security personnel.

In addition you may report a crime to the following people:

Title	Phone Number	Location
Assistant Dean of Students	303.999.5468	Robinson 104
Director of Student Services	720.270.2677	Texas 202
Dean of Academic Affairs	720.474.4182	Robinson 219

RMCAD security personnel will investigate a report when it is deemed appropriate. All RMCAD crime reports and additional information uncovered during an investigation are forwarded to the Human Resources Office and to the Assistant Dean of Students for review if the crime involves a student. These offices may determine that further institutional action is required that could include termination or expulsion.

Counselors and Confidential Crime Reporting

Campus “professional counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics report. The counselor may choose to report crimes committed, either on-or-off-campus, on a case-by-case basis if s/he deems the crime to be serious or of a disturbing nature.

Colorado law makes it the duty of every person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities. It is the policy of RMCAD, that faculty, staff and student employees who are informed about a sexual assault or other crime should contact the Security Office. If the alleged perpetrator is a student, a supervisor is required to contact the Assistant Dean of Students. If the alleged perpetrator is a faculty or staff member, a supervisor should call the Director of Human Resources.

RMCAD defines counselors as:

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Security and Access to Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. RMCAD maintains a strict visitor sign-in policy. Reminders of this policy are sent out regularly to employees and students. Additionally, high traffic areas are monitored via security cameras. During non-business hours access to all College facilities is by admittance via security personnel only.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the

Library, Tri-boro and the Carpenter buildings. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. The College does not have housing facilities.

Security personnel constantly monitor the grounds via foot, bike, golf cart and car. Access to buildings are monitored and controlled after hours. Walking safety escorts are available to anyone who requests this service. At least one security officer is on patrol from 7:30 a.m. to 3:00 a.m. During the hours of 12:00 p.m. - 4:30 p.m., two officers are on patrol.

Additionally, the Safety and Security Committee meets on a monthly basis to discuss incidents, safety or security concerns and improvements to existing processes. The Security Manager regularly attends neighborhood meetings to keep abreast of activity happening in the local area.

Campus Law Enforcement

Security personnel patrol campus property and report crimes to the Lakewood Police Department. Security personnel on campus are not law enforcement officers but possess the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Security personnel have the authority to issue parking and speeding tickets. While these individuals do not possess arrest power, they do have the authority to conduct a “citizens arrest” (pursuant to Colorado Statute Title 16-3-201) where warranted. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Security Office at RMCAD maintains a highly professional and close working relationship with the Lakewood Police Department. All crime victims and witnesses are strongly encouraged to immediately report any crime to the campus Security Office and the Lakewood Police Department. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Security Awareness Programs and Crime Prevention for Students and Employees

During orientation in September and January students are informed of services offered by security personnel. An oral presentation outlines ways to maintain personal safety and what to do in dangerous situations. Students are informed about crime on-campus and in the surrounding neighborhood. The Department of Student Life regularly hosts student workshops including self-defense and assault awareness. Employees are able to attend these workshops. In addition, at least once per term the College conducts active lockdown drills where both employees and students participate. Threat assessments are conducted on a perpetual basis. The College’s Student Success and Outreach Committee monitors students who may be a potential threat and intervenes as needed. The Academic Choices for Excellence Program provides mentoring for at-risk students.

Criminal Activity Off-Campus

The College has no officially recognized student organizations that operate off-campus.

Alcohol and Drugs

The College complies with the laws of the State of Colorado regarding the possession, sale and consumption of alcohol. Students and employees may be held responsible for the following alcohol-related offenses:

- Minor in Possession of Alcohol: It is unlawful for any person under the age of 21 years to acquire,

have in his/her possession or consume any alcoholic beverages.

- Open Container: It is unlawful for anyone to carry or consume alcoholic beverages while operating a motor vehicle, regardless of age.
- Contributing to the Delinquency of a Minor: It is unlawful for a person of legal age to purchase, serve or otherwise supply alcoholic beverages to any person under the age of 21 years.

Federal and State laws prohibit the possession, use or sale of drugs not prescribed by a physician or available for regular retail sale. RMCAD has been designated “drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by security personnel. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. Detailed information regarding the College’s alcohol and drug abuse policies and education programs is outlined in the Student and Employee Handbooks.

Prevention and Education Programs

In order to assist employees and students with alcohol and drug counseling, treatment and assistance, the College provides information to access resources.

Metro Crisis Services

Emergency Mental Health and Substance Abuse Intervention Services for Colorado
1.888.885.1222

Jefferson Center for Mental Health:

24 hour emergency 303.425.0300

Toll free 800.201.5264

Suicide Hotline 1.800.273.TALK (8255)

Employees who are struggling with substance abuse are encouraged to speak with the Office of Human Resources who will assist in finding the appropriate counseling, providing other resources to the employee or in answering questions about the Americans with Disabilities Act. In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through the Office of Student Life and the Counseling Office. Students are also encouraged to make an appointment with the Counseling Office to discuss treatment and additional community resources. Students may contact the Dean of Academic Affairs at 303.567.7303, the Assistant Dean of Students at 303.999.5468 or the College Counselor at 303.225.8573 with questions, concerns or to seek assistance. Additionally, the College posts the information on the Dome for both online and on-ground students.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

RMCAD will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

Emergency Response and Evacuation Procedures

The College, upon confirmation of an emergency or dangerous situation, will make every effort to immediately notify the campus community. In the event of an emergency, notification may be delivered via phone/intercom, email, or Computer Screen Activation System. The College reserves the right to determine which emergency situations call for which type of notification(s). The College is unable to guarantee the successful delivery of any notification to any individual recipient, nor does receipt of notification guarantee life safety in the event of an emergency.

Confirmation of an emergency or dangerous situation is determined by the the Senior Vice President of Campus Operations in conjunction with the Security Manager and Executive Team. The College recognizes that certain situations may call for immediate action and that collaboration may not always be possible. In this instance, any member of the Executive Team or Security Team may declare a state-of-emergency and begin the proper protocols. In the event that these individuals can not be reached in a timely fashion, both the Dean of Academic Affairs and the Assistant Dean of Students are empowered to begin emergency protocol. If neither are available the decision is delegated to the next highest-ranking individual on campus, likely a director or chair. Emergency and evacuation procedures are displayed in every office or classroom on campus¹.

The entire campus community will be notified by email or intercom system when there is at least the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. Security personnel will determine how much information is appropriate to disseminate and at what point in time. If it is deemed that notification will compromise efforts to assist the victim, contain or respond to the emergency, or otherwise mitigate the emergency, notification will not be issued. The College will disseminate emergency information to individuals and/or organizations outside of the campus community by contacting law enforcement.

Securing the Premises

Exercises such as lockdown drills are conducted at least once per term. This enables security and facilities personnel to practice and hone necessary skills to quickly and efficiently secure the premises. Facilities secures each building while security assesses danger. A central command-center is established and is notified as each building is locked down. The Lakewood Police Department is notified immediately upon confirmation of a dangerous situation.

Reporting an Emergency

In the event of an emergency dial 9-1-1 and follow the operator’s instruction.

The following table outlines specific responsibilities of individuals or departments during an emergency or evacuation.

Department/Individual	Responsibility
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¹ See Appendix A for emergency and evacuation procedures on display throughout campus

Senior Vice President of Campus Operations (SVPCO)	Determines threat level, initiates emergency protocols
Executive Team	Works in conjunction with SVPCO and Security Manager to assess a threat whenever possible, initiates emergency protocols in the absence of SVPCO, follows emergency protocols
Security Manager	Communicates threats to the SVPCO, ensures emergency protocols are followed, initiates emergency protocols in the absence of the SVPCO and Executive Team
Security Office	In the absence of the Security manager: communicates threats to the SVPCO, ensures emergency protocols are followed, initiates emergency protocols in the absence of the SVPCO and Executive Team
Dean of Academic Affairs	In the absence of the individuals above: communicates threats to the SVPCO, ensures emergency protocols are followed, initiates emergency protocols in the absence of the SVPCO and Executive Team
Assistant Dean of Students	In the absence of the individuals above: communicates threats to the SVPCO, ensures emergency protocols are followed, initiates emergency protocols in the absence of the SVPCO and Executive Team

Sexual Offenses and Offenders

RMCAD hosts, through the Office of Student Life, regular self-defense and assault awareness trainings taught by qualified individuals in relevant industries or law enforcement. Additionally, the College offers counseling and education, as well as workshops intended to promote awareness through the Offices of Student Life and Counseling.

In the event sexual assault, domestic violence, dating violence, and/or stalking occurs on-campus or is experienced by a member of the RMCAD Community, the College, once made aware, will follow its established investigation procedures and will take the appropriate disciplinary action wherever necessary (as found in section 4.3 of the Student Handbook). Additionally, the College may contact law enforcement.

Any acts of sexual assault, domestic violence, dating violence, and/or stalking experienced by a member of the RMCAD Community and that occurs on-campus should be reported to the Dean of Academic Affairs at 303.567.7303, the Assistant Dean of Students at 303.999.5468, the CRC at 303.753.6046 or Campus Security at 720.252.6150. Students are educated on the College's Sexual Misconduct policy and procedure during orientation, including the importance of preserving evidence. This information is also provided to the students in section 4.2.0. of the Student Handbook.

Also outlined in the Student Handbook, institutional personnel will assist the student in contacting law enforcement depending on the student's wishes. This includes making the student aware of what is involved in making a police report. The College is obligated to work with students who experience acts of sexual misconduct to address class scheduling, studio use, work-study location and scheduling concerns following an alleged sex offense. The College shall provide, in writing, documentation of any solutions of the aforementioned. Any member of the RMCAD Community who experiences sexual misconduct will be provided with a written explanation of their rights and options.