

REVISION Fall 2016

# Rocky Mountain College of Art & Design 2016 Annual Security & Fire Safety Report

In compliance with the Jeanne Clery Disclosure  
of Campus Security Policy and Campus Crime  
Statistics Act

## Message from the Director of Student Affairs

Dear Rocky Mountain College of Art & Design Community,

Safety and security of our beautiful and inspiring, historic campus is of the utmost importance.

Rocky Mountain College of Art & Design (RMCAD) employs 2 civilian security officers charged with monitoring and patrolling the campus; they work to keep the campus a safe place to create, study, evolve and play. RMCAD also utilizes other College administrators to ensure adherence to policy and law.

Maintaining a safe and secure campus is a collective effort. RMCAD's Annual Security and Fire Safety Report is produced in compliance of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and provides information you can use to help keep yourself and your property safe. Please read this report and educate yourself regarding awareness of your surroundings, prevention of crime and reporting of suspicious incidents to police. Knowledge is power.

RMCAD Security are on campus from 7:00am-10:00pm Monday through Friday, 9:00am-5:00pm Saturday and Sunday. Patrolling the campus by foot, bicycle, and vehicle, RMCAD Security works diligently with RMCAD's faculty, staff, and surrounding agencies to ensure prompt and coordinated law enforcement responses to safety concerns.

Your safety and security are enhanced when you are well informed and take appropriate action to keep yourself safe. The College hosts regular safety workshops and self defense courses intended to prepare the community to respond in moments of emergency. You may review this report on the College website - <http://www.rmcad.edu/> - You will also receive bulletins regarding crime on campus via RMCAD email.

We want to hear your questions, suggestions, observations and concerns. Together, we can ensure that our campus community remains safe. You may request a printed copy of this report by contacting Yves Navant, the Director Of Student Affairs at [ynavant@rmcad.edu](mailto:ynavant@rmcad.edu)

Sincerely,

**Yves Navant**

Director of Student Services

Conduct Officer

Title IX Coordinator

## Emergency and Safety Contacts

Emergency: 911

RMCAD Security Office: 303.567.7271  
campussecuruity@rmcad.edu

RMCAD Front Desk: 303.753.6046

Director of Student Affairs: 303.999.5468  
Conduct Officer and Title IX Coordinator ynavant@rmcad.edu

Manager of Security: 303.810.5155  
campussecuruity@rmcad.edu

## Clery Act Requirements

### What is the Clery Act?

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

To ensure compliance with the Clery Act, RMCAD must meet certain obligations required by federal law. These obligations include: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

#### i. Policy Disclosure

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

#### ii. Records Collection and Retention

RMCAD is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security report, and keep a daily crime log open for public inspection.

### iii. Information Dissemination

To provide members of the campus community with information needed to make informed personal safety decisions, RMCAD must provide: 1) a “timely warning” of any Clery Act crime that represents an ongoing threat to the safety of students and employees; 2) develop and maintain a log of all crimes reported to RMCAD Security and ensure public access to the crime log during normal business hours and; 3) publish an annual security and fire safety report, make the report available to all current students and employees, and ensure the annual security and fire safety report is made available to prospective students and employees.

## **Reporting Crimes and Other Emergencies**

### A. Statement Addressing How to Report a Crime or Emergency on Campus

#### i. Emergencies

In case of an emergency, call 911 to reach Lakewood Police to report criminal incidents or emergencies on campus and to reach fire, ambulance and rescue services. After notifying Lakewood Police for assistance and dispatch, call RMCAD Security at 303.567.7271 to notify College officials.

Call RMCAD Security to report all non-life threatening crimes, suspicious persons, non-immediate concerns about your personal safety and disturbances at 303.567.7271

Emergency push-button telephones are located strategically throughout the campus, and in parking lots, for reporting crimes in progress, medical emergencies or immediate concerns about your personal safety. Tall, yellow pillars with blue lights identify the emergency telephones. These phones will connect you with a 911 dispatcher.

#### iii. Accidents

In order to prevent accidents on campus, please be aware of pedestrian traffic and other vehicles and bicycles on campus grounds while driving or riding your bicycle on campus. If you have an accident on campus or in one of the campus parking lots, call RMCAD Security at 303.567.7271.

#### iv. Response

RMCAD Security is available between the hours of 7:00am-10:00pm Monday through Friday, and 9:00am-5:00pm Saturday and Sunday to answer your calls. RMCAD Security policies and procedures require immediate responses to emergency calls. RMCAD Security works closely with the Cities of Lakewood and Edgewater and

Jefferson County first responders (police, sheriff, fire, ambulance) to coordinate effective responses to emergency calls. Priority response is given to crimes against persons and incidents involving personal injuries. Upon receipt of non-emergency calls, RMCAD Security will either dispatch an officer or ask the victim to file an incident report.

All RMCAD Security incident reports involving students are forwarded to the Director of Student Affairs for review. The Director of Student Affairs is vested with authority to sanction students for violations of RMCAD policy and inappropriate behaviors on and off the campus. Conduct related sanction options include disciplinary probation, suspension and expulsion.

## B. Statement Addressing Anonymous and Voluntary Confidential Reporting

If you are not comfortable identifying yourself, RMCAD Staff also offer anonymous reporting in person or via email, where appropriate. Anonymous reports and tips are reviewed by RMCAD Staff and, if appropriate, investigated by College officials. Anonymous reports may be sent to The Director of Student Affairs at [ynavant@rmcad.edu](mailto:ynavant@rmcad.edu), the College Personal Counselor at [gkepller@rmcad.edu](mailto:gkepller@rmcad.edu), and/or the Manager of Security at [mcastillo@rmcad.edu](mailto:mcastillo@rmcad.edu).

## C. Statement Encouraging Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to RMCAD Security and/or RMCAD Staff in a timely and accurate manner. Colorado Revised Statute 18-8-115 (Duty to report a crime – liability for disclosure) states:

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

Crimes should be reported to RMCAD Security and/or RMCAD Staff for inclusion within the annual crime statistics if they occurred within RMCAD's defined Clery boundaries.

Such crimes may be used to aid in the provision of timely warnings or safety advisories to the RMCAD community.

Crimes reported to RMCAD Security and/or Staff that fall outside the department's jurisdiction will be referred to the appropriate law enforcement agency. RMCAD Security and/or RMCAD Staff will help connect the reporting party to the appropriate agency.

## D. Statement Addressing Counselors and Confidential Crime Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their names and/or do not want to pursue action through the criminal justice or RMCAD judicial systems. Pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to RMCAD Authorities for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

**Pastoral Counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to report a crime to RMCAD Security and/or Staff or law enforcement for inclusion in the annual disclosure of crime statistics. However, RMCAD does not have a procedure that requires pastoral and professional counselors to inform the persons they counsel of procedures for reporting crime voluntarily and confidentially for inclusion in RMCAD's crime statistics. RMCAD's Personal Counselor may, if violent crime, harm to self or others, or sexual misconduct are divulged, report incident to College officials on a need-to-know basis. This may be done to provide support to affected parties, document and address the incident and to ensure a continually safe community. In the event this reporting occurs only those administrators and authorities with a strict need-to-know will be involved, ensuring the privacy of any proceeding investigation.

Certain other RMCAD departments whose members include Campus Security Authorities and Student Life and Services Staff may also accept anonymous reports of a crime from a victim. The Clery Act, however, requires these departments to report the crime to the Director of Student Affairs (serving as the Title IX Coordinator) and RMCAD Security. This reporting allows RMCAD to maintain accurate records on the number of incidents that take place, determine if there is a pattern of crime with regard to a

particular location, method, or assailant and alert the campus community of an ongoing threat if needed.

## Crime Alerts (Timely Warnings)

### A. Statement Addressing the Issuance of Timely Warnings

RMCAD is responsible for developing and disseminating Timely Warning notices to members of the RMCAD community. The President, Academic Deans, and Director of Student Affairs or their designee will determine if a Timely Warning should be issued. The decision will be made on a case-by-case basis, considering a variety of factors. These factors include:

- Whether the incident poses a **serious or continuing threat** to the RMCAD community, as determined at RMCAD's sole discretion;
- If the **suspect has been apprehended**;
- **Timeliness** of the reported crime to RMCAD; and,
- Whether a **pattern of crimes** exist that places RMCAD students or employees at risk of becoming victims of a similar crime.
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In general, Timely Warnings will be issued when the following three conditions are met:

1. One of the following statutorily designated crimes is reported to RMCAD:
  - **Homicide** – Murder and non-negligent manslaughter
  - **Sex Offenses** – Forcible and non-forcible
  - **Robbery** involving force or violence
  - **Aggravated Assault**
    - The decision to release a Timely Warning for an Aggravated Assault depends on the facts of the case and the information known by RMCAD. For example, if an assault occurs between two students who have a disagreement, there may be no continuing threat to other RMCAD community members. As such, a Timely Warning would not be distributed.
  - **Burglary and/or Motor Vehicle Theft**
    - In general, Timely Warnings will not typically be issued for single incidents. A Timely Warning may be distributed if a series of incidents poses a continuing threat to the RMCAD community.
  - Major incidents of **Arson**
  - **Hate Crimes** involving bodily injury
  - **Domestic Violence, Dating Violence, or Stalking**
    - Timely Warnings will only be issued when there is a serious or continuing threat to the RMCAD community at-large.

2. The reported crime occurred at a Clery-reportable location, which is defined as:
  - on campus;
  - on public property within or immediately adjacent to the campus boundaries; or,
3. The reported crime presents a **serious or continuing threat** to RMCAD students, faculty and staff.

Designated RMCAD staff will work with the Executive Team in the development and dissemination of the Timely Warning. Timely Warnings will generally be disseminated via email to the RMCAD community. RMCAD students, faculty and staff will receive timely warning e-mail notices through their Rocky Mountain College of Art & Design e-mail accounts.

For a list of past Timely Warnings, visit the Security Office on campus, in the Texas Building, first floor.

## **Emergency Response, Notifications and Evacuation Procedures**

When an emergency occurs on campus, RMCAD strives to provide students, faculty and staff with the critical information needed to protect themselves. To be able to provide this information to the RMCAD community, RMCAD students, faculty and staff are encouraged to check their RMCAD email accounts at regular intervals for bulletins and announcements regarding campus safety, as well as information regarding safety initiatives and workshops intended to educate the community on personal and community safety practices and awareness.

### **A. Statement Addressing Emergency Response and Evacuation Procedures**

#### **i. Policy Statement**

It is the policy of RMCAD to ensure a safe environment for students, faculty, and staff. In compliance with the Higher Education Opportunity Act, RMCAD maintains emergency procedures available to students, faculty, and staff, and will issue this information in the event of an emergency that affects the safety of of the RMCAD campus.

#### **ii. Scope**

RMCAD operates in a location-bound campus and in an online environment. RMCAD's security protocols and policies apply primarily to the College's immediate campus location including adjacent locations under the Clery Act. RMCAD may also issue



warnings to campus students, faculty, and staff in regards to events in the broader Lakewood and Denver community if such information is deemed to be helpful to the campus community. RMCAD does not maintain a policy of issuing warnings of events outside of the immediate campus community, and as such, students attending the College remotely may not be issued warnings regarding security events in their area.

The following area is considered reportable in the Annual Safety Report as defined by the requirements of the Clery Act.

1. The RMCAD campus, including:
  - a. The area beginning at the sidewalk on Pierce St, East to the fence in front of the New York Building (see note below), South to the fence marking the boundary with the JCRS shopping center, and North to the fence marking the boundary with the adjacent fields;
  - b. The Texas, Spivak, Rude, Shore, Rotunda, Neusteter, Robinson, Tri-boro, Carpenter, EPC, Diamond, and Mary Harris buildings;
  - c. The “quad” located in the center of campus between the buildings;
  - d. The streets located on campus as defined above;
  - e. The parking lot located behind the Robinson building; and,
  - f. The parking lot located to the South of the Texas building extending to the fence between the JCRS shopping center.
2. Adjacent public property:
  - a. The public sidewalk in front of campus and between Pierce St and, Pierce St.

The following locations are *outside* the limits defined by the Clery Act and not included in this report:

1. The JCRS shopping center located off Colfax Ave,
2. The sidewalk on the opposite side of Pierce St in front of campus,
3. The New York Building (not owned by RMCAD and not accessible from campus) and,
4. The fenced off fields on the North side of campus.

RMCAD does not have on-campus housing (dorms) and does not have a written agreement with any student housing location. As such, crimes occurring in off-campus locations where some RMCAD students live are not reportable under the Clery Act.

### iii. Situation

Events that do not pose a security risk, but would interrupt classes or the regular usage of campus property (such as a snow closure or a power outage), would not be reported via a campus safety warning. In such instances, RMCAD students, faculty, and staff would be issued a notification via email by Campus Operations.

RMCAD will issue a warning to the campus community if and when a confirmed significant emergency or danger poses a risk to the safety and security of the College’s community. RMCAD personelle will use their best judgement to determine when a warning should be issued. Although it is not possible to predict every situation that might

occur, the following is a general guideline as to what situations would likely result in a campus-wide alert:

1. Immediate risk of physical violence or harm, including, but not limited to:
  - a. Active shooter,
  - b. Armed intruder,
  - c. Bomb threat,
  - d. An individual on campus exhibiting significant disturbed/disturbing behavior;
2. Terrorist threat or likely terrorist incident;
3. Disease outbreak;
4. Widespread contamination or spill of hazardous materials;
5. Severe weather that threatens safety;
6. Natural disaster;
7. Fires on campus or the immediate area;
8. Civil unrest which may jeopardize the learning environment or campus safety.

There are situations when warnings issued by RMCAD may interfere with the efforts of emergency first responders or compromise the efforts of State and Local law enforcement. Additionally, warnings may sometimes complicate efforts to assist victims of a security incident. In these rare cases, the Director of Student Affairs will work with RMCAD's Executive and Security Teams to determine whether or not to issue a campus-wide warning. The team will document the discussions of these decisions if and when they are made.

#### iv. Assumptions and Limitations

Any communication policy is subject to limitations and must be engaged in with certain assumptions. The assumptions and limitations inherent in RMCAD's policy include:

1. No single notification method will reach everyone, everywhere, every time and as such the email warning will be accompanied by an emergency screen take over of campus computer lab workstations, and verbal communication between campus staff, faculty, and students.
2. 100 percent delivery of notification to each member of the campus population cannot be guaranteed.
3. Other information sources outside the institution's control may generate erroneous or conflicting information (i.e. unaffiliated social media sites, word of mouth).
4. Regular testing of emergency notification systems is required to ensure proper functionality and operator skill.
5. Notification systems must account for communication impairments.
6. Several notifications are considered passive notifications requiring an action by recipients. Some recipients will not take this action and, therefore, not all recipients will receive notifications during the desired timeframe.
7. There is no mechanism to ensure that RMCAD community members review their RMCAD email or other methods of communication regularly.

8. Several notification methods rely on the functionality of third party vendors that are outside of the institution's control (i.e. cell phone service providers, electricity).

## B. Confirmation of an Emergency or Dangerous Situation

### i. Origination of Reports

Reports of emergency or dangerous situations can originate from various sources including:

- Reports from first responders,
- Reports from established warning points,
- Reports from other campus departments,
- Reports from citizens through 911.

For all of the processes listed below, RMCAD's Campus Security and/or relevant College Agents will confirm if there is a significant emergency or dangerous situation on campus.

Confirmation of these situations will occur through several different processes:

#### *(1) Criminal Nature*

Emergency or dangerous situations that are criminal in nature will be considered confirmed if a member of Campus Security, or other College Agent, observes the situation as it is occurring and contacts Law Enforcement. For situations that are criminal in nature that are not apparent or not directly observed by Campus Security or College Agent(s), Campus Security and/or College Agent(s) will make confirmation. The appropriate staff (Director of Student Affairs, Executive Team) will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus. RMCAD staff may consult with additional departments and policy-level personnel as practicable without jeopardizing life safety.

#### *(2) Other Emergency or Dangerous Situations*

Confirmation of non-criminal situations will be determined after campus emergency management, law enforcement or policy-level personnel review readily available information.

#### *(3) Established Warning Points*

Established warning points are considered entities with subject matter expertise on particular hazards that may affect campus. When a warning is issued by one of these entities, it is considered confirmed; however, additional consultation with campus officials will occur as is practical without jeopardizing life safety.

<b>Established Warning Point*</b>	<b>Hazard</b>
<b>Police Districts in the Denver Metro area (including Lakewood and surrounding areas)</b>	<b>Criminal activity</b>
<b>National Weather Service</b>	<b>Warnings for weather events, flood events and wildfires</b>
<b>Urban Drainage Flood Control District</b>	<b>Warnings for flash flood events</b>
<b>Denver County Public Health</b>	<b>Communicable disease/public health emergencies</b>
<b>West Metro Fire Department</b>	<b>Structure fire and hazardous material events</b>

**\*This table is not all-inclusive, but represents a sampling of established warning points.**

## ii. Population Notified/Segmented Notification

In the situations when a single facility/area is involved, facility alarms, public address systems, phone trees, and other available technologies may be utilized to provide warning. Campus personnel may also provide warning if needed and feasible. Should a segmented emergency notification be issued, on-going assessments of the situation will occur and a campus-wide notification will be sent as necessary. RMCAD will determine the appropriate segment or segments of the campus community to receive a notification.

## iii. Emergency Notification Content

The content of an emergency notification will depend on the situation and the notification method; however, the following information will be included in all initial emergency notifications regardless of the situation or method:

- A description of the situation (i.e., flash flood warning, dangerous situation)
- Relevant safety instructions (i.e., move to higher ground, seek locked shelter)

A third element of where to get additional information will be included in the initial notification if feasible. Because of text character limits or the immediate availability of information, the third element of where to get information may not always be included in the initial emergency notification.

### *(1) Pre-scripted Emergency Notifications*

To the greatest extent possible, the institution will develop and utilize pre-scripted emergency notifications that have been collaboratively developed and agreed upon by RMCAD Security, the Director of Student Affairs, and the Executive Team. The

development of pre-scripted notifications facilitates faster dissemination. Pre-scripted notifications are developed primarily for the Timely Warning alert system, and will be sent via email.

During situations for which a pre-scripted notification has not been developed, or when the responsible official determines different content is needed, the guidelines listed above will be followed to craft these notifications. The following departments have the authority to develop the content for an Emergency Notification message: RMCAD Security, the Executive Team, Behavioral Intervention Team, and/or College Communications.

### *(2) Additional Content Considerations*

As feasible, after the situation description, relevant instructions, and additional information sources are provided, the following content should be considered for inclusion:

- Campus operating status (open, closed, etc.);
- Information update frequencies;
- Additional instructions that are not specific to life safety.

### *(3) Follow Up Information*

As deemed appropriate by the responsible institution official, follow-up messages deemed necessary during an emergency may be distributed to the campus community and an “all clear” notification may be distributed at the conclusion of a significant emergency or dangerous situation. Any follow-up notifications and the “all clear” message will be sent using either some of, or all of, the same communication methods used to send the original emergency notification. These follow up notifications should include campus operating status, if relevant.

## iv. Concept of Operations

The primary method of issuing an emergency notification is the Timely Warning email system. The campus recognizes the need for public safety partners in the broader community to have situational awareness of emergencies that occur on campus and, as such, select members of the broader public safety community work with RMCAD Agents to ensure prompt communication of College emergencies. Because RMCAD’s campus is small, word-of-mouth communication is expected to play a large role in communicating important information to students, faculty, and staff.

Timely Warning emails may be used in conjunction with other campus warning systems such as the posting of Emergency Bulletins on screens in all campus computer labs and offices, and pre-recorded messages on campus phones. Other warning systems that will be used as appropriate include Jefferson County public warning sirens, vehicle public address systems, building public address systems, and local television and radio news stations.

Bulletins posted to the College website will be the primary point of information dissemination for the broader community, including parents, neighbors and other members of the larger community.

### *(1) Initiation of Notification*

Upon confirmation of a significant emergency or dangerous situation, the following process to initiate an emergency notification will be used:

#### Decision Criteria for Emergency Notifications

- a. Life Safety Considerations
  - i. What is the potential for injury or death?
  - ii. What is the potential for damage?
  - iii. What is the potential for interruptions to critical services?
- b. Situation
  - . What is the impact to the campus?
  - i. Is the situation stable, what is the potential for the situation to worsen?
  - ii. What is the urgency of the situation?
- c. Audience
  - . Who needs to receive the notification?
- d. Limitations
  - . Are there any known limitations of the notification systems?

### *(2) Initial Emergency Notification Responsibilities*

#### RMCAD Security

RMCAD Security is responsible for initiating emergency notifications regarding criminal incidents that warrant an emergency notification rather than a timely warning notice because there is an immediate threat to the health and safety of the community, such as an active shooter on campus.

#### Behavioral Intervention Team(BIT)/Emergency Management

RMCAD's Behavioral Intervention Team (BIT) consists of the Director of Student Affairs, and the Personal/Mental Health Counselor. In conjunction with Campus Operations, the BIT is responsible for determining when to communicate:

1. Timely Alerts and Warnings,
2. all emergency notifications that are not criminal in nature,
3. communications to initiate additional notification methods (RMCAD website, External Media Contact)
4. sending campus alerts that include sexual misconduct, crime, harassment, and/or stalking (in conjunction with the Lakewood Police Department),

The BIT is responsible for providing the necessary content to Campus Operations to send the official notifications.

#### Campus Operations/Marketing

Campus Operations/Marketing is responsible for maintaining and disseminating emergency notifications using:

1. RMCAD's website (<http://www.rmcad.edu>),
2. social media sites operated by RMCAD,
3. internal campus email systems.

Whenever possible, the RMCAD Campus Operations/Marketing staff and BIT/Emergency Management staff will assume the responsibility of sending initial emergency notifications in order to allow RMCAD Security to focus on assignment of staff and other first responders to the emergency, information gathering and dissemination to support officer safety and effective emergency response and other duties. However, because RMCAD Security is often the first campus entity to receive confirmation of a significant emergency or dangerous situation, they may need to initiate emergency notifications in some circumstances.

### *(3) Additional Emergency Notifications*

After the initial notification, RMCAD's BIT or the Campus Operations/Marketing staff will assume responsibility from RMCAD Security for additional campus messaging.

## v. Emergency Response Organization

The College maintains an Emergency Action Plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular departments or positions. RMCAD departments are responsible for developing emergency response and continuity of operations plans for their areas and staff.

## vi. Emergency Response Education

Information about emergency response procedures is provided at the beginning of each semester at student orientation, and it is re-emphasized throughout the year on a campus-wide basis. Other relevant advisories are issued as needed, such as those posted at the start of inclement weather season. Information on how to receive emergency notifications is also located in the campus closure policy, which is provided electronically to the entire campus community on an annual basis. Additionally, every campus building is equipped with an emergency evacuation sign that illustrates the emergency evacuation route.

## vii. Statement Addressing Testing Emergency Response

In compliance with federal law, the RMCAD Timely Warning system, Emergency Blue-Light phones, campus lab bulletin system, webpage and campus emergency information messaging are tested at least once a year. Testing of the emergency response system is typically announced through internal campus e-mails and by faculty and staff. In addition to the emergency notification system test, the campus conducts

tabletop exercises and participates in drills and exercises with community partners when possible. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

## viii. Statement Addressing Evacuation Procedures

Campus Operations is responsible for organizing and conducting emergency evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

At the sound of a fire alarm, or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify West Metro Fire by dialing 911. Other tips for response in a fire situation include:

1. Remain calm.
2. Do not use elevators; use the stairs.
3. If you are unable to self-evacuate without the use of elevators, proceed to a temporary gathering place away from imminent danger and out of first responder traffic; often, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and immediately inform RMCAD Security or West Metro Fire Department of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building.
5. Keep all walkways clear for emergency vehicles.
6. Make sure all personnel are out of the building.
7. Do not re-enter the building until notified it is safe to do so by emergency responders.

## **Crime Statistics**

### **A. Scope**

The Clery Act requires reporting of crimes occurring on campus, external sites controlled by RMCAD, and adjacent off-campus locations.

The RMCAD Campus is defined as:

1. The area beginning at the sidewalk on Pierce St, East to the fence in front of the New York Building (see note below), South to the fence marking the boundary



with the JCRS shopping center, and North to the fence marking the boundary with the adjacent fields;

2. The Texas, Spivak, Rude, Shore, Rotunda, Neusteter, Robinson, Tri-boro, Carpenter, EPC, Diamond, and Mary Harris buildings;
3. The “quad” located in the center of campus between the buildings;
4. The streets located on campus as defined above;
5. The parking lot located behind the Robinson building; and,
6. The parking lot located to the South of the Texas building extending to the fence between the JCRS shopping center.

Public property adjacent to the RMCAD campus (defined above) and included in this report are limited to:

1. The public sidewalk in front of campus and between Pierce St and,
2. Pierce St.

The following locations are *outside* the limits defined by the Clery Act and not included in this report:

1. The JCRS shopping center located off Colfax Ave,
2. The sidewalk on the opposite side of Pierce St in front of campus,
3. The New York Building (not owned by RMCAD and not accessible from campus) and,
4. The fenced off fields on the North side of campus.

RMCAD does not have on-campus housing (dorms) and does not have a written agreement with any student housing location. As such, crimes occurring in off-campus locations where some RMCAD students live are not reportable under the Clery Act.

## **B. Statement Addressing Preparation of Disclosure of Annual Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to RMCAD Security, the Office of Student Conduct and other Campus Security Authorities as defined by the Clery Act, the Lakewood and Edgewater Police Departments and Jefferson and Denver County Sheriff’s Offices for statistics concerning adjacent property. Crime statistics are gathered for buildings and property within the core campus that are owned or controlled by RMCAD and used for educational and institutional purposes. Other geography included for crime statistics purposes includes areas on public property within or immediately adjacent to the campus boundaries, and in buildings outside the core campus and designated as “non-campus” locations that are owned or controlled by RMCAD at time of reporting, used for educational purposes and frequently used by students. See Emergency Response, Notifications and Evacuation Procedures, Section A(ii) for a description of these properties.

By October 1st of each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the website address for accessing crime statistics and

information regarding how interested persons can request a printed copy. RMCAD's most current Annual Security and Fire Safety Report is posted at -<http://www.rmcad.edu/> -

Additionally, information about the Annual Security and Fire Safety Report is made available to all applicants who apply for a position on the RMCAD campus. Clery Act information for current employees and our annual statistics are located on the College website at - <http://www.rmcad.edu/> -

## **B. Statement Addressing Criminal Activity Off Campus**

RMCAD does not own, control, or have any written contracts with off-campus student housing and as such this report does not include crimes that occur in apartment complexes where RMCAD students happen to stay.

RMCAD is also required to report crimes that occur at non-campus buildings or property that are owned or controlled by student organizations officially recognized by RMCAD. As such, RMCAD annually requests crime reports from the city of Lakewood Police Department.

RMCAD maintains excellent working relationships with all area law enforcement agencies including the Cities of Lakewood and Edgewater Police Departments, the Jefferson County Sheriff's Office, the Colorado State Patrol, the Colorado Bureau of Investigation (CBI) and the local field office of the Federal Bureau of Investigation (FBI). These working relationships are maintained through periodic communication among agency administrators and by regular contact between line officers and investigators cooperating on specific cases.

RMCAD Security and an appropriate branch of law enforcement handle all criminal matters on RMCAD property. If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus but involving RMCAD students, that law enforcement agency may notify RMCAD; however, other agency policies do not require such notification. Students in these cases may be subject to arrest by the local agencies and subject to RMCAD disciplinary action through the Office of Student Conduct. Information about the Office of Student Conduct may be found in the Student Handbook.

In general, prospective students, employees and visitors to RMCAD should know that, as with any community, criminal activity occasionally occurs both on- and off-campus and it is important to take reasonable precautions at all times. RMCAD Security can assist any member of the RMCAD community in determining an appropriate point of contact for police matters that occur on campus. Contact Security at 303.567.7271 for assistance. For additional local, off-campus information, you may contact the Lakewood and/or Edgewater Police Departments or the Jefferson County Sheriff's Office.

## **C. Statement addressing the Daily Crime Log**

As required under federal law, RMCAD Security maintains a daily crime log (commensurate to a police blotter), which is made available at in the Security Office in the Texas Building, first floor. The daily crime log is normally updated each business day and contains all crimes reported to RMCAD Security. The daily crime log is a secondary means of distributing information to the RMCAD community about crimes and crime trends on campus. The Crime Log entry includes all crimes reported to the campus security that occur within RMCAD jurisdiction. The log records the nature, date and time reported, date and time occurred, general location, and disposition of each offense.

## D. Crime Statistics

### i. Excluded Crimes

Not all behavioral instances are reportable under Clery Act guidelines. In general, non-reportable offences include:

1. Group B offences if not classified as a hate-crime, including:
  - a. Larceny (theft),
  - b. Simple assault,
  - c. Intimidation,
  - d. Destruction, damage, and vandalism of property;
2. Drug and liquor law violations unless law enforcement was involved;
3. Civil citations issued;
4. Individuals referred to disciplinary action based solely on RMCAD policy;
5. Drunkenness or public intoxication by persons over the age of 21;
6. unfounded crimes; and,
7. crimes committed outside the Clery Act boundaries established in this Safety Report (see Section A above).

### ii. Tables

#### Criminal Offences

Category of Offence	Instances on-campus* 2016	Instances on-campus* 2015	Instances on-campus* 2014	Instances in off-campus adjacent property* 2016	Instances in off-campus adjacent property* 2015	Instances in off-campus adjacent property* 2014
Murder and non-negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0

Forcible sex offence	0	0	0	0	0	0
Non-forcible offence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

\* For definitions of the on-campus and off-campus boundaries, see Section A. Scope above.

## Hate Crimes

Category of Offence as Hate Crime	Instances on-campus* 2016	Instances on-campus* 2015	Instances on-campus* 2014	Instances in off-campus adjacent property* 2016	Instances in off-campus adjacent property* 2015	Instances in off-campus adjacent property* 2014
Murder and non-negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offence	0	0	0	0	0	0
Non-forcible offence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

## Group B Offences Classified as a Hate Crime

Note: *the following crimes are only reportable under Clery if they are motivated by bias and counted as a Hate Crime.*

Category of Group B Offence as Hate Crime	Instances on-campus* 2016	Instances on-campus* 2015	Instances on-campus* 2014	Instances in off-campus adjacent property* 2016	Instances in off-campus adjacent property* 2015	Instances in off-campus adjacent property* 2014
Larceny (theft)	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

\* For definitions of the on-campus and off-campus boundaries, see Section A. Scope above.

## Arrests and Referrals for Disciplinary Action

Note: *The Clery Act only requires reporting for the following crimes if law enforcement was involved, but not if the offender was just referred for disciplinary action under RMCAD's policies and procedures outlined in the Student, Faculty, and Staff Handbooks.*

Category of Offence	Instances on-campus* 2016	Instances on-campus* 2015	Instances on-campus* 2014	Instances in off-campus adjacent property* 2016	Instances in off-campus adjacent property* 2015	Instances in off-campus adjacent property* 2014
Carrying or Possessing a Weapon	0	0	0	0	0	0
Drug Abuse	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

\* For definitions of the on-campus and off-campus boundaries, see Section A. Scope above.

## Security Awareness, Crime Prevention and Education

### A. Statement Addressing Security Awareness Programs for Students and Employees

RMCAD Student Life provides a number of services and programs to the campus community to ensure the safety and security of our campus affiliates. Our services strive to emphasize proactive measures in order to minimize the need for reactive responses. We must all take responsibility for our own safety and the safety of others. Promptly and accurately reporting any and all criminal acts, dangerous situations and suspicious behaviors greatly assists in the provision of a safe campus community.

The following are descriptions of RMCAD Student Life security awareness programs provided to RMCAD affiliates on at least an annual basis:

- **Student Orientation & Faculty Orientation:** Tips on personal safety while on campus and in the surrounding community, information on registering vehicles and computers on campus, and information regarding local laws and regulations.
- **Mental Health Emergency Response Training:** Individual or department based training regarding actions you should take if you encounter a mental health, or disturbed/disturbing individuals; this training applies also for responding to presumably non-fatal drug related situations.
- **Self Defense Workshops:** offered once each 8-week session, Student Life hosts Self-Defense workshops intended to empower College agents to protect themselves, be aware of their surroundings and extricate themselves from dangerous situations.
- **Fire and Emergency drills:** RMCAD Campus Operations, RMCAD Facilities Department and Security collaborate to educate the College Community on fire safety throughout the school year.
- **Campus Lock Down drills:** RMCAD Campus Operations, RMCAD Facilities Department and Security collaborate to educate the College Community on campus lockdown procedures in the event of a campus-wide crisis (active shooter, dangerous situation, threat to the College Community) throughout the school year.

## B. Statement Addressing Crime Prevention Programs

### i. Walking Escort Service

RMCAD community members may contact RMCAD Security at 303.567.7271, or the Campus Resource Center at 303.753.6046 during hours of operation, to request an escort to their vehicle on campus or to and from buildings throughout the designated campus grounds. Security is available between the hours of 7:00am-10:00pm Monday through Friday, and 9:00am-5:00pm Saturday and Sunday.

### ii. Visitor Sign In

All visitors to the RMCAD campus must sign in to the front desk, located on the first floor of the Texas building. All guests must receive a visitors badge upon sign in, badge will be returned upon departure from campus. Failure to comply will result in guests being escorted off campus by members of RMCAD Security or law enforcement when necessary and appropriate.

### iii. Vehicle Registration

RMCAD requires College Agents and community members to register your vehicle with Campus Operations. The free registration discourages theft and aids in identification if your vehicle gets stolen, is involved in an accident, or is the subject of theft or damage. In addition, any personalization on your vehicle (stickers, markings, etc.) should be documented and kept in case your vehicle is involved in any of the aforementioned.

### iv. Active Harming Response Training

Active harming incidents have occurred at a number of locations in recent years, and RMCAD is not immune to these types of situations. While the odds of this type of incident occurring at RMCAD are small, the consequences are so potentially catastrophic it makes sense that all RMCAD students, staff, faculty and visitors should consider the possibility of such an incident occurring here.

RMCAD provides in-person safety training for interested campus departments. If you have questions, please contact the Student Life Coordinator at 720.618.4271.

## C. Missing Student Policy

Reports of missing on-campus students should be made to RMCAD Security. Reports of missing students who live off-campus should typically be made to the law enforcement agency in that jurisdiction. No waiting period exists for RMCAD to document information and report an individual as missing. RMCAD will cooperate with law enforcement to ensure all reasonable and necessary investigation, notification, dissemination of information, coordination of resources and searches are conducted to resolve missing person cases or missing / abducted juveniles, wherever necessary and appropriate.

RMCAD will ensure:

1. The listed missing person's emergency contact, if registered, is contacted within 24 hours by a representative of RMCAD and is made aware of the missing student's status;
2. If the student is under 18 years of age and not emancipated, RMCAD will notify the custodial parent or legal guardian and any other designated contact within 24 hours of the student being determined missing; and,
3. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, RMCAD will inform the local law enforcement agency with jurisdiction in the area that the student is missing within 24 hours.

## D. Statement of Policy Regarding Sex Assault, Domestic Violence, Dating Violence, and Stalking Programs and Procedures

In accordance with federal law, RMCAD does not discriminate on the basis of sex/gender in its educational programs and employment. Sexual assault, dating violence, domestic violence, and

stalking are forms of sex/gender discrimination and are violations of criminal law in addition to prohibited offenses by RMCAD.

For more information regarding RMCAD's relevant policies, see:

**Student Conduct Code of Conduct Policies & Procedures 2016-17:**

RMCAD Student Handbook, Section 4, pages 23-30

**Sexual Harassment Response and Reporting Protocol:**

RMCAD Student Handbook, Section 1.23, page 11

**Discrimination and Harassment Policy and Procedures, Reporting and Title IX Statement:**

RMCAD Student Handbook, Section 1.9, pages 6-7

i. Primary and On-Going Prevention and Awareness Programs

RMCAD engages in educational programming to prevent and bring awareness about sexual assault (which includes, but is not limited to) rape, domestic violence, dating violence and stalking.

*(1) Programming Content*

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

1. Identifies sexual assault, domestic violence, dating violence, and stalking as prohibited conduct by RMCAD policies and state criminal law;
2. Defines what behavior constitutes sexual assault, domestic violence, dating violence, and stalking pursuant to RMCAD policies and state criminal law;
3. Defines what behavior and actions constitute consent to sexual activity pursuant to RMCAD policies and state criminal law;
4. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than the bystander;
5. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks; and,
6. Provides an overview of the information that follows below in this policy statement.

ii. Description of Programs

*(1) New Student Orientation*

RMCAD has developed regular educational campaigns consisting of workshops that include presentation of educational materials to new students and presenting educational programs throughout the year.

Specifically, RMCAD requires all incoming students to participate in orientation programs:



Student's Rights and Responsibilities (including information on sexual assault, dating and domestic violence, stalking and support services).

### *(2) Office of Counseling*

The Personal Counselor in collaboration with the Director of Student Affairs offers coaching and direction on all of our topic areas and how to support people who may be impacted by difficult life events. Topic areas included, but are not limited to: physical assault, hazing, bias motivated incidents, grief and loss, discrimination, harassment, sexual harassment, intimate partner abuse, sexual assault and stalking.

## E. Procedures Victims Should Follow and Reporting Options

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

### i. Preservation of Evidence

Bathing, smoking, changing clothing or cleaning the bed/linen/area where a sexual assault occurred may reduce the ability to collect forensic evidence to support that criminal activity occurred. If a victim elects to change the clothing they were wearing at the time of the assault, they should put all of the clothing into a paper (not plastic) bag. The preservation of evidence can be important for the purposes of obtaining a protection order or the successful prosecution of a crime; however, forensic evidence collection may still take place regardless if a victim of sexual assault has followed these steps.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to RMCAD Agents and law enforcement investigations.

After an incident of sexual assault the victim should consider seeking medical attention as soon as possible. *St. Anthony's Hospital 11600 W 2nd Pl, Lakewood, CO 80228 (720) 321-0000, has a Sexual Assault Nurse Examiner (SANE) program that collects forensic medical evidence.* In Colorado, evidence may be collected even if you chose not to make a report to law enforcement. Colorado law contains provisions to ensure the collection and preservation of forensic evidence in sexual assault cases. A victim of a sexual offense shall not bear the cost of a forensic medical examination that includes the collection of evidence that is used for the

purpose of evidence collection even if the victim does not want to participate in the criminal justice system or otherwise cooperate with the law enforcement agency, prosecuting officer, or other government official.

## ii. To Whom Victims Should Report Information To

The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic violence, dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

### *(1) Confidential Reporting*

If a victim is not sure about making a police report or initiating a College investigation, the victim can receive free, confidential information and support by calling the Office of Personal Counseling, which serves as Victims Assistance at Rocky Mountain College of Art & Design, at 303.225.8573 or mobile at 720.585.4183, by e-mail at [gkepller@rmcad.edu](mailto:gkepller@rmcad.edu), in person in the Rotunda Building on the RMCAD Campus, Room 101.

### *(2) RMCAD Title IX Violation Reporting*

If a victim would like to initiate a RMCAD Title IX investigation into an incident of sexual assault, domestic violence, dating violence, or stalking, they should report the incident to the Director of Student Affairs & Title IX Coordinator, Yves Navant (by phone at (303) 999-5468, or by e-mail at [ynavant@rmcad.edu](mailto:ynavant@rmcad.edu)).

The Title IX reporting process is not a confidential process, and will initiate an investigative process.

RMCAD will provide resources to persons who have been involved in an incident of sexual assault, domestic violence, dating violence, or stalking. Appropriate disciplinary procedures will be taken against parties who violate this policy.

### *(3) Law Enforcement Reporting*

The victim has the option to contact RMCAD Security by calling 303.567.7271 or in person at 1600 Pierce Street, Texas Building – First Floor, Lakewood, CO 80214.

## iii. Options Regarding Notification of Law Enforcement and Campus Authorities

Whether or not criminal charges are filed, the college or a person may file a complaint under the College's Sexual Harassment Policy or the RMCAD Policy on Discrimination and Harassment. For more information, refer to the RMCAD Student Handbook, Faculty Handbook and Employee Handbook. The policy for students is located within the RMCAD Student Handbook 2016-17, Section 1.23, page 11.

Reports of sexual assault, domestic violence, dating violence, or stalking made within the primary reporting jurisdiction of RMCAD will be referred to the Director of Student Affairs/Title IX Coordinator for investigation regardless of if the victim chooses to pursue criminal charges.

Names of victims of a sexual assault will only be released with the victim's consent in accordance with state law.

Federal and state law requires some faculty and staff positions to report certain criminal activity to law enforcement. RMCAD also strongly encourages all members of its community to report any criminal activity to law enforcement.

Additional resources on campus, who can provide assistance in notifying law enforcement authorities if the victim so chooses, include: the President, the Personal/Mental Health Counselor, the Manager of Security and/or Dean of Curriculum & Program Development, and Dean of Faculty & Instruction.

Reports of criminal activity that occurred on the RMCAD campus may be made directly to RMCAD Security at 303.567.7271. Reports of criminal activity that occurred elsewhere in the Cities of Lakewood or Edgewater can be made directly to Lakewood and/or Edgewater Police.

Victims can also decline to notify any or all of these authorities at any time.

#### iv. Orders of Protection, No Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court

Victims who are interested in obtaining an Order of Protection, or any other order issued by a criminal, civil, or tribal court, must pursue those options on their own behalf. Restraining orders are obtained through the Jefferson County Courts, at 100 Jefferson County Pkwy · (303) 271-6215

RMCAD complies with Colorado law in recognizing orders of protection. Any person who obtains an order of protection from Colorado or any other state should provide a copy to RMCAD Security and the Director of Student Affairs.

#### v. Victim Confidentiality

For students who are victims of crime, the College complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) in regards to record keeping. These record-keeping protections are also applicable to any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

RMCAD students may request that directory information be withheld from public release by contacting the Office of the Registrar, Robinson Building, 1600 Pierce Street, Lakewood, CO, 80214. The Office of the Registrar can be contacted via email at registrar@rmcade.edu

RMCAD recognizes that employees might have unique circumstances that justify removing an employee's name from campus phone directories (the hard copy and online versions and via the switchboard). However, this need must be balanced against the legitimate business need of the campus to ensure that all employees are accessible to the campus community. For more information, contact the Department of Human Resources at (303) 225-8552.

## vi. Victim Accommodations

Sometimes experiencing a sexual assault, domestic violence, dating violence, and/or stalking can compromise concentration, ability to focus on school, or feeling able to get to class. The Office of Student Affairs can discuss options for managing academic issues while maintaining privacy, and provide assistance with identifying other options under the policy.

Regardless of whether a victim elects to pursue a criminal complaint through law enforcement or RMCAD, RMCAD will assist victims of sexual assault, domestic violence, dating violence, and/or stalking by providing assistance and accommodations, and will provide each victim with a written explanation of these options. For example, if reasonably available and relevant, a victim may be offered changes to academic, transportation, and working situations, such as alternative transportation options and adjustment to course schedules. RMCAD must make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Victims should communicate accommodation requests to the Director of Student Affairs & Title IX Coordinator.

## vii. Victim Services and Resources

*Disclaimer: Note that the following contact information was current as of the date of publication of this report, but may not remain accurate. It is recommended that individuals verify this information.*

### **On-Campus**

President:	303.225.8567 sage@rmcad.edu
Director of Student Affairs: Conduct Officer and Title IX Coordinator	303.999.5468 ynavant@rmcad.edu
Personal Counselor	303.225.8573 720.585.4183 (mobile) gkepler@rmcad.edu
Dean of Curriculum & Programs	303.567.7307 npatton@rmdad.edu
Dean of Faculty & Instruction	3720.525.87102 rfladry@rmcad.edu
Manager of Security:	303.810.5155

campussecurity@rmcad.edu

### **Local Off Campus Community**

Lakewood Police Department  
445 S Allison Pkwy, Lakewood, CO  
80226  
(303) 987-7111

Jefferson County Sheriff's Office  
200 Jefferson County Pkwy.  
Golden, CO  
80401-2697  
(303) 277-0211

Saint Anthony's Hospital  
11600 W. 2nd Place, Lakewood, CO  
80228  
720-321-0000

Metro Crisis Line  
(for mental health emergencies)  
1.888.885.1222

### **National and State Off Campus Resources**

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

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

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

<http://coavp.org/> - Colorado Anti-Violence Program (LGBTQ survivors of sexual or domestic violence)

<http://womenofcolornetwork.org/> - Women of Color Network (minority women survivors of sexual or domestic violence)

<http://www.wingsfound.org/> - WINGS Foundation (survivors of childhood sexual abuse)

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

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

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

### viii. RMCAD Procedure for Disciplinary Action

The RMCAD disciplinary process provides a prompt, fair, and impartial investigation and resolution process. The proceedings ensure a process that protects the safety of victims and promotes accountability. All investigations and subsequent findings as applicable use the “preponderance of the evidence standard,” which means whether it is more likely than not that the conduct occurred.

RMCAD investigators will determine the most appropriate means for addressing the report or complaint, which may include informal and formal options. The accuser (“Complainant”) and the accused (“Respondent”) are entitled to the same opportunities to have an advisor of their choice present during the disciplinary process. The advisor may be an attorney or any support person. The Complainant and Respondent are not permitted to directly question each other and are not required to be present together at any point. The Complainant and the Respondent each have the right to identify witnesses and provide other information relevant to the investigation.

Once a formal investigation is complete, the investigator will issue an investigative report, which is reviewed by a standing review committee. The standing review committee reviews the report to assess the thoroughness and fairness of the investigation and determine if the conclusions reached in the report are reasonable. The review committee may review any information contained in the investigative file, may consult with the investigator, or may recommend that further investigation or a new investigation be done by the same or another investigator. The review committee may not conduct its own investigation. After the standing review committee has approved the investigative report it is considered final. Investigative findings related to sexual assault, dating violence, domestic violence and/or stalking cannot be appealed. Both the Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any formal investigation.

For student Respondents, a copy of the investigator’s written report as approved by the standing review committee shall be provided to: (1) the Complainant; (2) the Respondent; (3) Director of Student Affairs, the Office of Student Conduct; (4) Academic Deans (5) the Personal/Mental Health Counselor if appropriate. If RMCAD finds the student Respondent responsible for violating a provision of Code of Student Conduct, the student Respondent will be referred to the Office of Student Conduct for sanctions. For employees, a copy of the investigator’s written report as approved by the standing review committee shall be provided to (1) the Complainant; (2) the Respondent; (3) the Respondent’s supervisory upline; (4) Academic Deans (5) Director of Student Affairs/Title IX Coordinator; and (5) the President. If RMCAD determines that the employee Respondent has violated the College’s Sexual Harassment Policy or the Campus Policy on Discrimination and Harassment, the Respondent will be subject to sanctions imposed by the Respondent’s disciplinary authority in consultation with the Title IX Coordinator.

### ix. Possible Protective Measures or Sanctions

Protective measures for victims may be available and put into place on an interim basis pending the final outcome of disciplinary procedures regarding sexual assault (which includes, but is not limited to) rape, domestic violence, dating violence, or stalking.

In the case of an accused student, the Director of Student Affairs & Title IX Coordinator (Office of Student Conduct), and/or their designees will determine appropriate interim protective measures, which could include, but are not limited to: an order of no contact and/or class schedule relocation.

These remedies may be applied to one, both, or multiple parties involved. Violations of these directives and/or protective measures will constitute related violations that may lead to additional disciplinary action.

Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by RMCAD.

Pursuant to the Student Conduct Code Policies and Procedures 2016-17 (located within the Student Handbook), students who violate the provisions of the Code, which includes provisions that prohibit sexual assault (which includes, but is not limited to) rape, domestic violence, dating violence, and stalking, will be sanctioned by the Director of Student Affairs: the Office of Student Conduct or their designee. These sanctions may include one or more of the following:

1. Expulsion
2. Suspension
3. Exclusion from Some/All Campus Facilities
4. Restriction or Denial of College Services
5. Delayed Conferral of Degree
6. Recommendation for Revocation of Degree
7. Warning/Written Reprimand
8. Probation
9. Educational Sanctions
10. Additional Sanctions

Any student found responsible for violating the provision on non-consensual sexual intercourse will likely receive a sanction of suspension or expulsion. Any student found responsible for violating the provision on non consensual sexual contact, sexual exploitation, sexual harassment or protected class discrimination or harassment will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous conduct code violations. The Director of Student Affairs reserves the right to broaden or lessen any range of recommended sanctions in the event of mitigating factors or egregiously offensive behavior.

If it is determined that an employee has violated the College's Sexual Harassment Policy or the Campus Policy on Discrimination and Harassment, which includes provisions that prohibit

sexual assault (which includes, but is not limited to) rape, domestic violence, dating violence, and stalking, the employee will be subject to appropriate employment sanctions imposed by the employee's disciplinary authority that include, but are not limited to:

1. Termination of Employment
2. Salary Reduction
3. Demotion
4. Mandatory Training
5. Termination of Employment Contract
6. Paid or Unpaid Leave
7. Job Duty Modification
8. Exclusion from Some/All Campus Facilities
9. Ineligibility for Rehire
10. Additional Sanctions

#### x. Sex Offender Registration Policy

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Law enforcement information concerning registered sex offenders at RMCAD may be obtained from Colorado Bureau of Investigation during normal business hours. To view the State of Colorado sex offender registry, see <http://sor.state.co.us>.

### F. Drug and Alcohol Policy

#### i. Statement Addressing Possession, Use, and Sale of Alcoholic Beverages and Legal Drugs

##### *(1) Alcohol and Drug Use at RMCAD*

RMCAD is committed to excellence in all aspects of personal and academic life. Alcohol and legal drug abuse and misuse is a significant impediment to achieving this excellence. Therefore, RMCAD permits only responsible, legal consumption of alcohol. Administrators, alumni, faculty, guests, staff and students must adhere to all applicable state and local laws and RMCAD policies related to the possession, sale and use of alcoholic beverages.

Recreational use of legal drugs is forbidden on the RMCAD campus and at all RMCAD-sanctioned events.



RMCAD complies with all federal, state and local laws concerning alcohol and illegal drugs. As a RMCAD student, you are responsible for acquainting yourself with the laws and RMCAD policies regarding alcohol and illegal drugs.

### *(2) Standards of Conduct*

The information contained within the Student Conduct Code 2016-17 (“code”) applies to all students at RMCAD regardless of designation, program, or residence. The code is available within the Student Handbook, Section 4, pages 23-30.

To obtain a paper copy of the publication, contact the Office of Student Conduct at 303-999-5468.

The code governs:

1. Student conduct that occurs on or as it relates to RMCAD property or at official functions and RMCAD sponsored programs conducted away from the campus. RMCAD property is defined as land, buildings and facilities in possession of or owned, used or controlled by RMCAD or funded by RMCAD budgets.
2. Student conduct that occurs off RMCAD property is subject to this policy if it: (1) adversely affects the health, safety or security of any member of the RMCAD community or the mission of RMCAD; or (2) involves any records or documents of RMCAD.
3. For purposes of this policy, RMCAD’s mission is broadly defined to include both its academic goals and the importance of developing civic responsibility by our students.

RMCAD Security enforces all state and local underage drinking laws related to the possession, use and sale of alcoholic beverages. Students can have fun, but in a responsible way so that fun does not endanger others. In effect, a student would not face suspension for first-time illegal possession or consumption of alcohol, but RMCAD would hold accountable any student who provided alcohol or other drugs in violation of state and federal laws and as a result caused harm to or potentially endangered another person. Instances of underage possession of alcohol are not reportable under the Clery Act if law enforcement personnel are not involved.

### *(3) Laws Related to Alcohol Use and Sale*

The sale of alcoholic beverages is prohibited except in designated areas at times and dates licensed by the Colorado State Department of Revenue. Persons under 21 years of age cannot legally possess or consume alcohol. The furnishing of alcoholic beverages to underage persons is prohibited. No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

The College’s alcohol service and alcohol events policy is available within the Student Handbook, Section 1.2, page 3.

## ii. Statement Addressing Illegal Drugs

The sale, manufacture, distribution, use, and/or possession of illegal drugs are prohibited. Students accused or suspected of violating RMCAD's drug policy may be referred to the Office of Student Conduct for disciplinary action. RMCAD Security enforces all federal and state drug laws and all RMCAD policies regarding drug use, possession, sale, etc. *Please note that the 2012 passage of Colorado's Amendment 64 (legalization of small amounts of marijuana) does not affect any drug law as it pertains to those under the age of 21. The consumption of marijuana in campus buildings and outdoor areas of campus is prohibited by federal law and RMCAD policy.* However, instances of persons of legal age possessing marijuana on campus are not reportable under the Clery Act, although such persons may be referred for disciplinary actions based on institutional policy.

Contact the Office of Student Conduct at 303-999-5468 for more information concerning RMCAD drug policy and disciplinary procedures, as well as students' rights within the disciplinary procedures.

In accordance with the Safe and Drug-Free Schools and Communities Act, the Department of Human Resources sends information annually to all campus employees regarding the campus drug and alcohol policy.

RMCAD offers a variety of drug- and alcohol-abuse supports and referrals for students and employees. For information on these programs and other resources, contact the Personal/Mental Health Counselor at 720.585.4183.

## G. Campus Facilities and Facility Security

### i. Campus Buildings

As a member of the campus community, students, faculty, and staff, in addition to RMCAD guests and visitors, have access to most campus buildings and facilities during regular hours on weekdays and for scheduled events in the evenings and on Saturdays and Sundays, excluding most holidays. RMCAD Security is responsible for locking and unlocking designated RMCAD buildings and for patrolling campus grounds and buildings. If you need assistance in gaining authorized entry outside of business hours to a RMCAD building or room and no other help is available, you may call RMCAD Security at 303.567.7271.

### ii. Campus Building Security

RMCAD Security officer personnel regularly patrol the exterior and interior of campus buildings throughout the hours of 7:00am-10:00pm Monday through Friday, and 9:00am-5:00pm Saturday and Sunday. These employees report door lock and security hardware failures to Facilities Management on an as-needed basis.

### iii. Security Considerations in the Maintenance of Campus Facilities

#### (1) Lighting

Exterior campus lighting is essential in creating a safe campus environment. Motor vehicle parking lots and structures, main pedestrian walkways and bike paths and most campus building exteriors are lighted throughout the night. Security personnel advise the Facilities Management staff on an ongoing basis of any lighting outages that occur. Exterior lighting receives periodic inspections to identify any unreported lighting failures. These failures are assigned a high priority and are normally repaired within 24 to 48 hours.

*(2) Trees, Vines, and Shrubs*

The campus groundskeepers (who are part of the Campus Facilities team) trim trees, vines, shrubs and other vegetation on a regular basis to enhance campus security. Pedestrian walkways, building entrances, windows and lighting fixtures are kept free from obstructing vegetation. Building inhabitants are encouraged to report any specific concerns regarding vegetation to the Facilities Management staff at 303-225-8599.

## H. Campus Counseling, Mental Health and Other Resources

**Counseling Services: 303.225.8573 and 720.585.4183 (mobile)**

RMCAD Counseling Services offers free individual and group counseling and workshops for all currently enrolled RMCAD students. All contacts are private. Walk-in services without appointment may be available, but appointments are encouraged. RMCAD Counseling provides free consultation about any student of concern to students, staff, faculty and parents. Appointments with RMCAD Counseling can be made by contacting Greg Keppler at [gkeppler.rmcd.edu](mailto:gkeppler.rmcd.edu)

Need to talk to someone after hours? Contact Metro Crisis Line at 1.888.885.1222.