

RmCAD

ROCKY MOUNTAIN COLLEGE OF ART + DESIGN

CAMPUS SAFETY + SECURITY HANDBOOK

September 2026

Contents

Clery Act.....	3
Safety + Security Department.....	4
RMCAD Identification Card	4
Campus Access Policy	4
Reporting Security Incidents Including Criminal Activity	5
General Campus Safety and Security Policies	5
Alcohol and Drug Use Policies	5
Firearms & Weapons	7
Crime Prevention and Awareness	8
General Safety Tips	8
Bystander Intervention.....	9
General Security Off-Campus	10
Identity Theft	11
General Security On-Campus.....	12
Safety is the Goal	12
Prevent Office Theft.....	13
Timely Warning Policy	13
Emergency Notification System.....	14
Severe Weather	15
Emergency Evacuation Procedures	16
Immediate Action for Crime Victims	16
Classroom Emergencies.....	16
Automated External Defibrillator (AED)	17
Discrimination, Harassment, Sexual Violence and Interpersonal Violence Policies	17
Sex Offender Registry and Access to Related Information	32
Parking and Traffic Policies	32
Anti-Hazing Policy	33
Annual Disclosure of Crime Statistics	35

CLERY ACT

The Jeanne Clery Act requires the college to gather statistical data on specific offenses that occur in specific geographical areas. Attempts are classified as offenses. These offenses are:

1. Criminal Homicide
 - a. Murder & Non-negligent Manslaughter
 - b. Negligent Manslaughter
2. Sex Assault
 - a. Rape
 - b. Fondling
 - c. Incest
 - d. Statutory Rape
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson
8. Domestic Violence
9. Dating Violence
10. Stalking

The college must also report statistics for the following categories of arrests or referrals for disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Abuse Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

1. Simple Assault
2. Larceny-Theft
3. Intimidation
4. Destruction/Damage/Vandalism of Property

In addition, the college must report the location of each of the offenses listed above. The Clery Act geographical reporting definitions are:

Campus:

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (a) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Building or Property:

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

SAFETY + SECURITY DEPARTMENT

RMCAD's Safety + Security department is located on the first floor of the Texas Building. The department provides safety services including, investigating all crimes committed on campus, enforcing college policies and procedures, providing crime prevention/community services programs, enforcing parking policies, and maintaining crowd control for campus special events. The department liaises with local, state, and federal law enforcement agencies in implementing and coordinating campus law enforcement operations.

Safety + Security officers do not possess arrest authority; law enforcement is handled by the Lakewood Policy Department whose officers have arrest authority on campus. The department understands the overall academic mission of the college and strives to play a vital role in enhancing that mission. Concern for our community's well-being, a desire to provide service and assistance whenever possible, and a constant desire to support the academic environment are all factors inherent in the department's daily operations and policies.

ROLE AND AUTHORITY

RMCAD's department provides security information, assistance, and service to aid campus faculty, staff, students, and guests in the protection process. Safety + Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business on RMCAD's campus. Therefore, it is imperative that students, faculty, and staff keep appropriate identification – particularly RMCAD's issued ID – with them at all times.

Safety + Security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety + Security officers do not possess the authority to make arrests. The Safety + Security department maintains a professional working relationship with the Lakewood Police Department, Jefferson County Sheriff's Department, and others. However, RMCAD does not hold formal agreements with these agencies, such as a written memorandum of understanding, to investigate alleged criminal offenses.

No person or location is 100 percent safe. RMCAD uses patrolling officers to observe and detect crimes and threats on the campus. The Safety + Security department's function is primarily informational and advisory. Safety + Security personnel are not police officers and are not empowered as such. The primarily protective means used involves restricting campus access and use to only those authorized students, staff members, and employees, or their guests, for reasonable and safe purposes. The inspection and maintenance of locks, doors, windows, lights, and alarms are coordinated by both the Safety + Security department and the Facilities department.

RMCAD strongly encourages the prompt and accurate reporting of all crimes or public safety incidents to the Safety + Security department when a victim or witness to crime elects to make a report. Prompt reporting will assure rapid investigation and permit the issuance of timely warning notices when necessary.

RMCAD IDENTIFICATION CARD

Students, staff, and faculty members must have their RMCAD identification card and issued lanyard displayed on their person at all times while on campus. The student/staff ID serves not only as a visible indicator that the person is allowed on campus, but serves as their access card to the various buildings and offices.

CAMPUS ACCESS POLICY

During all hours of operation, students, faculty and staff are required to use their ID badge for access through security doors.

During business hours, visitors to RMCAD will be admitted only through the Texas main entrances. All guests and visitors must be escorted at all times while on campus unless otherwise authorized by an appropriate authority. Students, staff, and faculty are authorized guests in accordance with the appropriate policy manual.

It is essential that all students, faculty, and staff strive to keep RMCAD facilities secure from unwelcome intruders. Students, faculty and staff should never loan their ID badges to anyone or admit anyone into a RMCAD facility who does not have a RMCAD ID badge for any reason. Should an individual without a RMCAD identification card approach you with a request to admit him/her into the RMCAD facility, politely deny the request and report the incident to Safety + Security department staff immediately.

REPORTING SECURITY INCIDENTS INCLUDING CRIMINAL ACTIVITY

It is essential all security incidents occurring on campus or within the vicinity of campus be reported to the Safety + Security department:

RMCAD Safety + Security Department
Phone: 303-567-7271
Email: campussecurity@rmcad.edu
Campus + Security Operations Manager, Terry Griffis
Head of Legal + Compliance, Jenna Langer

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus + Security Operations Manager or this individual's authorized delegate can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or perpetrator, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

GENERAL CAMPUS SAFETY AND SECURITY POLICIES

There are two important elements in creating and maintaining protective programs and systems: an understanding by students and employees of campus crime and safety hazards, as well as methods of communication and actions to reduce or eliminate security and safety threats and hazards.

Therefore, it is the policy of RMCAD that all students and employees are to report criminal acts and safety hazards or occurrences known to them. The proper reporting procedure for everyone, in the event of any concern, is to contact the Security department at (303) 567-7271 or campussecurity@rmcad.edu. In the event of an immediate threat, danger, injury, or criminal occurrence, you are advised to call the local police/fire/emergency medical service in your jurisdiction. Usually, these emergency services can be contacted from any telephone by dialing 9-1-1 or the local police/fire emergency numbers.

In all instances of criminal occurrence, loss of property, assault, threat, injury, or attempted crime, the Safety + Security department must be contacted as soon as possible to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action.

ALCOHOL AND DRUG USE POLICIES

RMCAD has established rules and regulations on the use and abuse of drugs and alcohol on college property and at college events. RMCAD has adopted the Drug-Free Schools and Campuses Policy, which is in compliance with the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86.

The unlawful manufacture, distribution, dispensation, possession, or use of drugs as well as the abuse of alcohol – including but not limited to participating in or facilitating underage drinking – are prohibited in and on RMCAD owned or controlled property and as a part of any activities. No RMCAD employee or student is to report to work or school while under the influence of drugs or alcohol.

Any person found to be in possession of or under the influence of drugs or alcohol on campus or at any RMCAD sponsored event is subject to immediate suspension and possible expulsion. The enforcement of federal, state, and local laws pertaining to underage drinking, possession, use, and sale of drugs, or any other criminal occurrences shall be referred to the law enforcement agency possessing such jurisdiction dependent on the particular circumstance.

More specifically, the following is prohibited:

- The unlawful possession, manufacture, distribution, sale, purchase, or use (or misuse) of alcohol by those under the age of 21.
- The unlawful manufacture, distribution, sale, or purchase of alcohol by those over the age of 21.
- The possession, manufacture, distribution, sale, purchase, or use (or misuse) of marijuana of any kind, in any amount.
- The unlawful possession, unauthorized manufacture, distribution, sale, purchase, or use (or misuse) of a controlled substance.
- Verbal threats or disruptive, disorderly, or threatening behavior while under the influence of alcohol or drugs.
- Being in an intoxicated condition.
- Carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of age.
- Driving under the influence of alcohol, illegal drugs, or legal drugs if they impair the ability to operate a motor vehicle is illegal.

LEGAL, DISCIPLINARY + FINANCIAL IMPLICATIONS

A comprehensive list of state regulations may be found on the Colorado Revised Statutes (CRS) publication website. The following is a partial list of state laws and penalties regarding the sale and use of alcohol, tobacco, and other drugs.

Colorado Revised Statute, Title 12: Professions and Occupations
Fermented malt beverages: CRS 12-46
Alcohol beverages: CRS 12-47
Liquors – special event permits: CRS 12-48
Medical marijuana: CRS 12-43.3
Colorado Revised Statute, Title 18: Criminal Code
Illegal possession or consumption of ethyl alcohol by an underage person: CRS 18-13-122
Furnishing cigarettes or tobacco products to minors: CRS 18-13-121
Unlawful administration of gamma hydroxybutyrate (GHB) or ketamine: CRS 18-13-123
Uniformed controlled substances act of 1992, offenses and penalties: CRS 18-18-4
Sentencing in criminal cases: CRS 18-1.3
Driving Under the Influence (DUI & DWAI)
Colorado Revised Statute, Title 42: Vehicles & Traffic
Alcohol and other drug offenses: CRS 42-4
Penalties & procedure: CRS 42-17

FINANCIAL AID

Previously, students who had been convicted under federal or state law for the possession or sale of illegal drugs would be suspended from Title IV (federal) aid eligibility if the offense occurred while the student was receiving Title IV aid, per the Higher Education Reconciliation Act of 2005. In December 2020, the Department of Education removed penalties for students with drug convictions. A drug conviction no longer results in a loss of federal student aid, however, RMCAD is still required by federal law to provide this information. The Department of Justice may place a processing hold on the Free Application for Federal Student Aid (FAFSA) for some students who have been convicted of possession or sale of illegal drugs based on prior judgments. To resolve the hold, a student must call the Department of Education at 202-377-3889 or email applicationprocessingdivision@ed.gov. This information is also provided upon submission of the FAFSA if it is applicable to the student.

DISCIPLINARY SANCTIONS

RMCAD will impose disciplinary sanctions on students who violate its policies relating to alcohol, marijuana, and/or controlled substances. Violations will be addressed through the college's conduct process. Sanctions may include but are not limited to: warning, probation, fines, loss of privileges, suspension, or expulsion, and referral for prosecution.

Violations of these policies by employees may result in warning, termination, and referral for prosecution. The college may require the completion of a rehabilitation program as part of a disciplinary sanction. Failure to comply with or adhere to RMCAD imposed sanctions may result in further punitive action or intervention by law enforcement.

HEALTH RISKS

Alcohol abuse and drug use problems have become a national health concern. Both alcohol and drugs are chemicals, and potentially harmful to a person. The following are common health risks associated with alcohol and drug use and additional information is provided below.

- Slowing down of brain function, judgment, alertness, coordination, and reflexes.
- Attitude and/or behavioral changes such as uncharacteristic hostility, or increased risk-taking such as driving recklessly.
- Alcohol taken with other drugs can intensify the drug's effects; alter the desired effect of the drug; and cause nausea, sweating, severe headache, and convulsions.
- Addiction or chemical dependency.
- Memory blackout.

RESOURCES

The problems associated with the abuse of alcohol and drugs are preventable and treatable. Treatment settings may vary from an individual outpatient setting to a therapeutic inpatient community. Medical attention may be necessary to address acute and chronic, mild and/or potentially fatal complications of substance abuse.

The National Institute on Alcohol Abuse and Alcoholism provides research-based information and resources on the health effects of alcohol.

The National Institute on Drug Abuse (NIDA), part of the National Institutes of Health, provides research-based information and resources on the health effects of drugs and controlled substances.

In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through 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.

The U.S. Department of Health & Human Services oversees the Substance Abuse and Mental Health Services Administration (SAMHSA). In addition to providing comprehensive online information and resources, SAMHSA operates a national hotline, the Treatment Referral Routing Service (1-800- 662-HELP), and an online treatment locator (findtreatment.gov). This service is free, confidential, and available 24/7/365 in English and Spanish, for individuals and family members facing substance use disorders.

FIREARMS & WEAPONS

It is the policy of RMCAD that weapons are prohibited on campus. Firearms and ammunition are strictly prohibited from the campus under all circumstances and may not be transported or conveyed onto RMCAD property. This includes any weapon within the confines of a motor vehicle. Prop weapons that are to be used for class purposes are permitted under very specific rules and guidelines. Students should coordinate with their instructor for the proper procedures for the approval of any prop weapons.

CRIME PREVENTION AND AWARENESS

A key element of campus crime prevention is student, faculty, and staff member awareness and participation to actively help ensure that our campus remain safe for all. RMCAD relies on the eyes and ears of the entire RMCAD community to immediately report all suspicious activity to extension

RMCAD prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. To reinforce this standard, new students and new employees must attend orientation sessions, in which attendees are advised of security processes and procedures established by RMCAD. A common theme of RMCAD's awareness and crime prevention program is to encourage students and employees to be aware of their responsibilities for their own security and the security of others.

Periodically during the academic year, RMCAD presents crime prevention and awareness sessions on personal safety and residence security. In addition, information is disseminated to students and employees through crime prevention awareness initiatives, which may include security alerts, videos, and articles. Programming includes topics such as:

- Crime & Crime Prevention
- Relationships 101
- Self-Defense
- Keeping Yourself & Your Stuff Safe
- Run Hide Fight
- Security Tips

These educational programs promote the awareness of various crimes, including but not limited to rape, acquaintance rape and other forcible and non-forcible sex offenses.

When time is of the essence, information is released to the RMCAD community through security alerts posted prominently throughout campus, through email, voice and SMS text.

RMCAD's Security department does not provide security services to off-campus residences. Criminal activity off campus is monitored and investigated by the duly authorized law enforcement agency with jurisdiction for that area.

GENERAL SAFETY TIPS

PERSONAL SAFETY

- Always be aware of your surroundings.
- Try to stay in well-lit areas.
- Walk confidently at a steady pace on the side of the street facing traffic.
- Walk close to the curb. Avoid doorways, bushes, and alleys.
- Wear clothes and shoes that give you freedom to move.
- Do not walk alone at night and always avoid areas where there are few people.
- Be careful when people stop and ask you for directions; always reply from a distance.
- If you are in trouble, attract help in any way that you can. Scream, yell for help, or yell - "FIRE!"
- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- If ever attacked, go to a safe place and call the police. The sooner you make the report, the greater the chances the attacker will be caught.

HOME SAFETY

- Check the identification of any sales or service people before letting them in.
- Do not let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.

- If you come home and find a door open or signs of a forced entry, do not go in. Call the police from the nearest phone.
- Keep written records of all furniture, jewelry, and electronic products.
- If possible, keep these records in a safe deposit box or fireproof safe.
- Secure sliding glass door locks.
- Do not hide spare keys in mailboxes, planters, or under doormats.

VEHICLE SAFETY

- Close all windows, lock all doors, and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car's engine running even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any antitheft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms; check with several established companies and decide what level of security fits your needs.

TRAVEL SAFETY

- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times.
- Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Do not leave packages or valuables in plain sight in your car;
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant, or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire, police, or medical assistance arrives. This is a favorite ploy of kidnappers and sexual battery offenders.

BYSTANDER INTERVENTION

Bystanders play a critical role in the prevention of sexual and relationship violence as well as all crime. They are often the largest group of people involved - outnumbering both the perpetrators and the victims. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will happen, they may see an assault or potential assault in progress, or they may have knowledge that an assault has already occurred. Regardless of how close to the incident they are, bystanders have the power to stop assaults and to get help for people who have been victimized.

RMCAD desires to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence, realizing that we are all responsible for each other in addition to ourselves. RMCAD simultaneously recognizes the risks associated with bystander intervention, and accordingly seeks to provide methods to reduce the risk of harm to all relevant parties.

RMCAD employees and students are expected to alert appropriate officials in the event of any health or safety emergency – specifically including those involving the abuse of alcohol or drugs and violent crimes – even if violations of the Student Code of Conduct may have occurred in connection with such an emergency. Because fear of possible disciplinary actions may deter requests for emergency assistance, the college has adopted the following protocol to alleviate concerns and promote responsible actions.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students and employees are generally expected:

1. To contact emergency responders by calling 911 to report the incident.
2. To remain with the individual(s) needing emergency treatment and cooperate with emergency responders, so long as it is safe to do so.
3. To meet with appropriate college officials after the incident and cooperate with any college investigation.

Other examples of bystander intervention may include:

1. Cautiously confronting people who seclude, hit on, try to make out with, or have sex with people who are incapacitated;
2. Speaking up when someone discusses plans to take sexual advantage of another person;
3. Calling the police or security when a person is yelling at another and it is not safe for you to interrupt;
4. Interjecting yourself into a conversation where another person seems unsafe;
5. Refusing to leave the area (or call police/ security) if a person is trying to get you to leave so they can take advantage of another;
6. Speaking up when others use racist, sexist, homophobic, or other harmful language;
7. Offering to drive an incapacitated friend home from a party;
8. Ensuring friends who are incapacitated do not leave the party or go to secluded places with others.

RMCAD will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged policy violations that may have occurred by the reporting student/employee prior to or contemporaneously with the emergency situation. In some such situations, this may mean that no disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented and educational, community, and health initiatives – as well as contact with a student's parents or family – may be required. The protocol does not preclude or prevent action by police or other legal authorities. Failure of students or employees to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of college rules, regulations or policies.

GENERAL SECURITY OFF-CAMPUS

- Lock doors at all times (residence and vehicle).
- Do not prop doors open.
- Exercise, travel, or jog with a friend or partner.
- Be aware of unusual or suspicious people or conditions. Do not be afraid to report suspicious people or vehicles. You may prevent a crime!
- Stay in well-lit areas.
- Call the local police (9-1-1) if danger is suspected or if you are threatened.

Good locks on windows and doors make it difficult for assailants and burglars to get in. Make sure you always use the security measures available.

When you are at home, pull down your shades or curtains when it is dark out. If you let someone in and then have second thoughts, be assertive and demand that the person leave – or leave yourself. Call a friend or neighbor to come over. Pretend you are not alone; mention a friend or family member asleep in the next room. Anyone who refuses to leave is a trespasser, and you should call the local police (9-1-1) to have him or her removed.

Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on all night. When away from home for the night, or when you expect to return after dark, leave an interior light on in a room or two, with shades drawn. Leave a television or radio on to give the impression that someone is at home. Install a peephole in your door, if your landlord approves.

When someone is at your door, never open it until you know who is there. Repair and sales people, police, and survey takers carry identification. Ask to see it, and if you have any doubt or question, call the company to verify the person's identity before you permit entry. Most apartment complexes have a "No Solicitation" policy. Talk to your complex manager.

The following are more general security tips:

- If someone wants to use the phone, make the call for him or her without opening the door.
- Get to know your neighbors so you can get help if necessary. Be familiar with who is coming and going in the neighborhood.
- List initials and last name only on your mailbox or door. Consider not listing your address in the phone book.
- Avoid giving out information about yourself or making appointments with strangers over the phone.
- If you lose your wallet or purse, see the following pages for tips on preventing identity theft and helpful numbers to call.

IDENTITY THEFT

- Don't be a victim
- Protect your good name from bad people.
- If your wallet or purse is ever stolen, call the police.
- Call to cancel your credit cards:
MasterCard 800-307-7309
Visa 800-336-8472
American Express 800-528-4800
Discover 800-347-2683
Federal Trade Commission 877-ID-THEFT and/or 877-FTC-HELP (to report ID theft)
- Social Security Administration 800-772-1213 (to replace your card)

Important Web sites for safety tips and other information: www.consumer.gov/idtheft (report identification theft)

A Security Fraud Alert may be added to alert potential creditors to confirm your identification before granting credit in your name. Security alerts are generally added when you suspect that your identification information is being, or could be used, in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.

Here are the three national credit reporting organizations

Experian Information Solutions, Inc.
www.experian.com
P.O. Box 2002, Allen, TX 75013
888-397-3742
Security Fraud Alert 800-311-4769

TransUnion (formerly TRW)
www.transunion.com
P.O. Box 2000, Chester, PA 19022
800-888-4213
Security Fraud Alert 800-680-7289

Equifax Credit Information Services, Inc.
www.equifax.com
P.O. Box 740241, Atlanta, GA 30374
800-685-1111
Security Fraud Alert 800-525-6285

For other nonemergency information, service, or reporting, call the RMCAD Safety + Security department at (303) 567-7271.

GENERAL SECURITY ON-CAMPUS

All students and employees are to report criminal acts and safety hazards or occurrences known to them as soon as possible. All students and employees may report safety concerns to the RMCAD Safety + Security department at (303) 567-7271. If a student or employee is off campus and a safety issue arises, he or she should call the police, fire, or emergency medical service in that jurisdiction. These resources may be contacted by dialing 9-1-1.

The following list has safety tips that students and employees should use while traveling to and from campuses. Lock all doors in your vehicle at all times.

- While on campus, do not prop any doors open.
- Park in areas where there is adequate lighting.
- Use the buddy system and/or escort service provided while traveling to and from your car and/or to other site facilities, if at all possible.
- Report all unusual or suspicious people or conditions to site coordinators, risk management, and security personnel.
- Read all safety bulletins in order to be alerted to potential safety hazards, risks, or concerns.
- You must wear your RMCAD-issued campus ID card at all times while on campus. Report any individual not wearing proper identification.
- Be alert to individuals loitering or hanging around.
- Have your keys out and ready to open your vehicle door when exiting any building.
- Minimize carrying packages, wearing expensive jewelry, and/or carrying large amounts of cash while working and/or commuting.
- Report any area, such as hallways, entrances, garages, or grounds that are not well-lit to your Instructor, the Facilities Department, or the Safety + Security department.
- Always ask for identification before admitting individuals to secured work areas.
- Avoid giving out personal data over the phone.
- If you feel uncomfortable, trust your intuition, do not enter an area with a stranger.
- If your vehicle is disabled (e.g., a flat tire) when you leave work/school, seek help by phone or at the nearest business. Attackers will often disable victims' cars in order to make the drivers more vulnerable.
- Check the back seat and underneath your vehicle before unlocking and entering the vehicle.
- If you are traveling by bus, use care when getting off the bus in an isolated area. Make yourself aware of the area and any individuals who may be following you when you exit or enter the bus. If you are a victim of a crime, immediately report the crime to the local police department as well as to RMCAD Security.

This is not an all-inclusive list; however, RMCAD's primary concern is the safety of its students, faculty and staff. These tips are designed to alert the RMCAD community to safety concerns and issues. Students are encouraged to use common sense at all times. If something does not appear to look right, it is probably not right—trust your intuition. Students should report unusual or suspicious situations immediately and proceed with caution.

SAFETY IS THE GOAL

Prevention measures can reduce the risk of attack, but they are not 100 percent effective. What can you do if you are attacked? There is no ready answer because each situation is different. Recent studies show that an immediate aggressive response will be twice as likely to increase the possibility of escape, but can aggravate the situation. Submitting does not guarantee that violence will not occur, however.

Evaluate the situation for possible ways of escape. If one method does not work, try another. Often, victims have tried several different escape ideas before one worked.

The following preventive measures will help minimize your chances of being attacked:

- If you are going out, tell someone where you are going and when you will return.
- Always lock your doors, and do not lend the key. Keys can be duplicated.
- Do not walk alone at night. Take a friend with you.
- Stay in well-lit areas.
- Photocopy all important papers that you carry in your purse or wallet, including your driver's license.
- Keep the photocopy in a safe place. This information will be invaluable if you lose your license or credit cards.
- Do not offer a ride to any person you do not know, even if the person claims to be a student.
- Report to the Facilities or Safety + Security department any malfunctioning corridor, hallway, or exterior lighting.

PREVENT OFFICE THEFT

Prevention measures can reduce the risk of attack, but they are not 100 percent effective. What can you do if you are attacked? There is no ready answer because each situation is different. Recent studies show that an immediate aggressive response will be twice as likely to increase the possibility of escape, but can aggravate the situation. Submitting does not guarantee that violence will not occur, however.

- | | |
|----------|--|
| W | Who is that stranger? |
| A | Ask “May I help you?” and “Whom are you here to see?” |
| T | Take time to secure valuables |
| C | Call the Security department |
| H | Help your office neighbors |

TIMELY WARNING POLICY

In the event that a situation arises, either on-campus or off-campus, that, in the judgment of RMCAD, constitutes a serious and/or continuing or on-going threat, a campus-wide “timely warning” will be issued.

It is important to note that the college may not issue a timely warning for every crime reported but must, at minimum, follow Clery Act guidelines. Whether a timely warning is issued is determined on a case-by-case basis by RMCAD Management in conjunction with all the facts surrounding the crime(s), including such factors as:

- The nature of the crime. The timely warning will focus on those crimes and offenses specifically required for reporting according to the Clery Act (e.g. homicide, sexual offense, robbery, burglary, arson, etc.) and/or seriousness of the crime.
- The continuing danger to the campus community. The timely warning should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- The possible risk of compromising law enforcement efforts. The college will consider law enforcement efforts when issuing a timely warning, consulting with public authorities regarding the issuance of further warning so as not to compromise an ongoing investigation or other law enforcement efforts.
- Community safety and awareness. When issuing a timely warning, the college will include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

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, or
 - on public property within one mile of campus that is reasonably contiguous to campus boundaries.
3. The reported crime presents a serious or continuing threat to RMCAD students, faculty, and staff.

Timely Warnings will generally be disseminated via email, phone, and text message to the RMCAD community. RMCAD students, faculty, and staff will receive timely warning email notices through their RMCAD email accounts, and through text if they have opted into receipt of notification.

EMERGENCY NOTIFICATION SYSTEM

When an emergency occurs on campus, RMCAD strives to provide students, faculty, and staff with the critical information needed to protect themselves. The Clery Act requires that RMCAD disseminate emergency notifications when there is an immediate threat to the health and safety of students and/or employees on campus. Emergency notifications will be communicated through the same email, phone, and text message channels as timely warnings. Within emergency notifications, one can expect response and/or evacuation procedures as well as the nature of the dangerous situation.

To be able to provide this information to the RMCAD community, RMCAD students, faculty, and staff are encouraged to check their RMCAD email 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.

It is the policy of RMCAD to ensure a safe environment for students, faculty, and staff. 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 the RMCAD campus. RMCAD's security protocols and policies apply primarily to the College's physical campus location including adjacent locations as defined by the Clery Act. RMCAD may also issue warnings to campus students, faculty, and staff in regard to events in the broader Lakewood and Denver community if such information is deemed important 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.

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) will be issued a notification via email, phone, and/or text message through the same channel as timely warnings and emergency notifications. RMCAD will issue a warning to the campus community if a confirmed significant emergency or danger poses a risk to the safety and security of the college's community. RMCAD personnel will use their best judgment 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:

- Immediate risk of physical violence or harm, including, but not limited to:
 - Hostile intruder,
 - Bomb threat,
 - An individual on campus exhibiting significant disturbed/disturbing behavior
- Terrorist threat or likely terrorist incident
- Disease outbreak
- Widespread contamination or spill of hazardous materials
- Severe weather that threatens safety
- Natural disaster
- Fires on campus or the immediate area
- Civil unrest which may jeopardize the learning environment or campus safety

Upon receipt of a report of a crime or emergency, the Head of the Safety + Security department will immediately assess, based on their judgment, whether the situation warrants contacting 911 and/ or following the emergency response and evacuation procedures and what type of notification should be made to the campus community.

The Head of Safety + Security will determine (without delay, and taking into account the safety of the community) if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, and if evacuation is necessary, determine what segment of the campus community to notify and the content of the notification, and to initiate the notification system. The Head of Safety

+ Security will initiate notification system unless doing so will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Head of Safety + Security or their designee will contact local law enforcement, campus security officials, and local news sources to determine as much information as possible. In the event of a significant emergency, RMCAD will issue a warning via one or more of the following means of communication: voice and/or text messages to cell/mobile, email, and home phones, technology alerts, visual alerts, and verbal alerts to immediately inform individuals on campus of the need to evacuate or shelter in place and the procedures to follow. RMCAD will follow this process for subsequent notification to update the campus community on the status of the emergency and to give the “all clear” when the situation is resolved.

RMCAD tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, RMCAD reminds the campus community of the emergency response and evacuation procedures by including a copy of this policy in the test announcement.

For all reported crimes, the Safety + Security department, within two business days of the incident, will document all then-available and relevant information including the date, time, location, and description of the incident for purposes of compiling this Annual Report.

Reminder for students and staff and faculty members: It is important that you update your emergency contact information whenever your contact numbers change.

SEVERE WEATHER

TORNADO

Tornados, the most violent atmospheric storms, can form anywhere at any time. You must have a survival plan for everywhere you may be. Discuss these plans with your family and friends and then make safety plans. It could save a life.

- On Campus: Stay away from windows. Go to an interior room and get on your knees. Put your head on the floor facing an interior wall. Fold your arms over the back of your head.
- Outside: If you are outside when a tornado comes, get in a shelter or solid building. If no shelter is available, lie in a low area or on the ground. Don't lie in a drainage ditch or stream bed. Flash floods frequently accompany tornados.

LIGHTNING – BEFORE THE STORM

The surest way to avoid being struck by lightning is simply to put off outdoor activity.

- Check the latest weather forecast.
- Look out for darkening skies, flashes of light, or increasing winds.
- If you hear thunder, you are close enough to be struck by lightning; seek shelter immediately.
- Take Cover
- Find shelter in a building or car (not a convertible); keep the windows closed.
- Avoid trees, telephone poles, and metal objects such as golf clubs, umbrellas, lawn tools, fences, and bicycles.
- Get off lawns and fields; if stranded, get away from water and find shelter.
- If boating or swimming, get to dry land and find shelter immediately.
- If trapped in the woods, take cover under shorter trees—see below for body stance.
- If caught outdoors, squat low to the ground and place your hands on your knees with your head between them. Do not lie flat—this will make you a bigger target.

IF SOMEONE IS STRUCK

- A person struck by lightning carries no electrical charge and can be handled safely.

- Call for help immediately.
- Check the person for burns, breathing, and pulse.
- Give first aid, mouth-to-mouth resuscitation, and CPR if needed. Contact your local Red Cross to learn these rescue techniques.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency, the college's notification system will be deployed to alert the campus community of the necessary actions needed to remain safe. Some basic guidelines are:

- Be familiar with the evacuation routes for your building. These are posted near the entrances.
- Stay calm.
- Follow the instructions of RMCAD security officers and the police.
- If you believe security and the police are not aware of the situation, call 9-1-1 or security.

IMMEDIATE ACTION FOR CRIME VICTIMS

If you have become the victim of a crime, please take the following steps:

- Immediately report the crime, call 9-1-1 and then the Safety + Security department (303-567-7271).
- Do not leave the area until you have spoken with a security and/or police officer about the incident. However, your safety is the primary concern; if you feel safer leaving the area, do so and call security and the police as soon as possible.
- Write down a description of the suspect, noting gender, race, clothing, and/or any other identifying characteristics. If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
- Preserve evidence; do not touch or move anything.
- In case of sexual misconduct, do not launder clothing or take a shower and preserve all clothing. There may be valuable transfer evidence on your clothing or body. Immediately seek medical treatment at the nearest hospital.
- Note that it is imperative to preserve evidence, as doing so may assist in proving an alleged criminal offense occurred and be helpful in obtaining a protection order.

CLASSROOM EMERGENCIES

It is essential that you identify the emergency exits when you are in any classroom or lab. In the case of a life threatening emergency dial 9-1-1. In an emergency, you can contact Security by dialing 303-567-7271.

- **For Medical Help:**
 - Call 9-1-1 and give emergency personnel your EXACT location—what address, building, floor, room number, etc.; the type of injury (bleeding, fracture, etc.);
 - Stay on the line—Police or fire personnel will request that you wait. Help will be sent, then you will be asked for additional information.
 - Once emergency medical services (EMS/fire rescue) have arrived and treated the victim, it will be the victim's choice whether or not they want to be transported.

If You Are Rendering Help to the Injured:

- Do not move the victim (unless he or she is in a dangerous area).
- If someone else is available and competent enough to use a phone, direct them, in no uncertain terms, to dial 9-1-1 and to come back and advise once they have done so. If no one else is available, dial 9-1-1 yourself before initiating any first aid.
- Restore breathing and/or heartbeat—(CPR, if trained).
- Keep others away from the victim.
- Use direct pressure to control a bleeding wound.
- Know your own limitations on the type of aid you can render.
- Do not overreact.
-

- **In the Event of a Fire**
 - Pull the nearest fire alarm pull station.
 - Evacuate with all other building occupants to a safe, secure distance from the building. Coordinate with emergency responders in assuring that all building occupants are accounted for.
 - Call 9-1-1 for the fire department, and give them your location
- **When a Police Officer is Needed**
 - Call 9-1-1 (if emergency)
 - Keep other people away from the scene.
 - Ensure your own personal safety and the safety of those around you. Do not approach any area where there is any suspicion of a risk or danger.
 - Do not touch or disturb anything.
 - If possible, get a description of the suspect, vehicle, and the license plate number.
 - Attempt to keep others safe and calm.

As with all other emergencies, after calling 9-1-1, call RMCAD's Safety + Security department at 303-567-7271.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

An AED is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by applying an electric shock that stops the arrhythmia, allowing the heart to re-establish an effective rhythm. In the event a person is having a medical emergency, please call 9-1-1 first, and then call RMCAD's Safety + Security department at 303-567-7271. The Safety + Security department will dispatch Security Officers to assist and to guide fire rescue and EMS to your location.

DISCRIMINATION, HARASSMENT, SEXUAL VIOLENCE AND INTERPERSONAL VIOLENCE POLICIES

Rocky Mountain College of Art + Design (RMCAD) is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, physical or mental disability, pregnancy or related conditions, age, sex, sex characteristics, sexual orientation, gender identity or expression, ancestry, familial status, spousal affiliation, medical condition, military veteran status, or any other characteristic protected by local, state or federal law.

RMCAD does not discriminate on the basis of sex in its educational programs and activities, including admissions and employment, as required by Title IX and its implementing regulations at 34 C.F.R. Part 106.

RMCAD shall promptly respond to and equitably investigate complaints regarding prohibited conduct that may violate this policy in order to eliminate, prevent, and remedy the adverse effects of such conduct within College-related programs or activities.

The following grievance procedures shall apply to all complaints, whether oral or written, of sex-based harassment, a form of sex discrimination meaning sexual harassment and other harassment on the basis of sex including quid pro quo harassment, hostile environment harassment, and the specific offenses of sexual assault, domestic and dating violence, stalking, and related retaliation in order to take action to address, prevent, and remedy sex-based discrimination.

RMCAD strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of an investigation. Retaliatory conduct violates not only College policy and Title IX but may also violate state and other federal law. While RMCAD shall not tolerate making an intentionally false complaint, simply because the complaint is found to not be a violation of this policy does not necessarily mean the complaint was made in bad faith.

Individuals that believe they have been the victim of retaliation should promptly report the misconduct to the Title IX Coordinator or the Office of the President.

SCOPE OF THIS POLICY

This policy governs the conduct of students, faculty, and staff, who are members of RMCAD community as well as persons who participate or attempt to participate in RMCAD's education programs or activities. Sex-based harassment complaints must include conduct that occurred within the context of RMCAD's educational programs or activities. This may extend to certain off-campus locations, where RMCAD has substantial control over the Parties, such as College-recognized activities and College-sponsored academic conferences.

RMCAD may, but is not obligated to, dismiss sex-based harassment claims under this policy for any of the following reasons:

1. RMCAD is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in RMCAD's education programs or activities and is not employed by RMCAD;
3. The Complainant voluntarily withdraws any or all allegations in the complaint, the Title IX Coordinator declines to initiate a complaint under 34 C.F.R. Part 106, Section 106.44(f)(1)(v), and RMCAD determines that without the Complainant's withdrawn allegations, the conduct remaining, if any, would not constitute sex discrimination under this policy or Title IX; or
4. RMCAD determines that the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under this policy or Title IX.

However, this does not prevent RMCAD from taking action to address the dismissed claims. RMCAD shall take all complaints of misconduct and discrimination seriously and investigate the matter, which may occur through RMCAD's Discrimination Grievance/Complaint Procedures.

PROHIBITED CONDUCT

Prohibited conduct defined in this policy can be committed by any individual, regardless of their gender. Prohibited conduct can occur between individuals of the same or different gender, gender identification, gender expression, or sex characteristics. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. When RMCAD determines whether alleged conduct violates this policy, it shall consider all of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred.

Sex-based harassment is a violation of Title IX and shall not be tolerated at RMCAD:

1. Quid pro quo harassment means an employee, agent, or other person authorized by RMCAD to provide an aid, benefit or service under RMCAD's education programs or activities explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. Hostile environment harassment means unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from RMCAD's education programs or activities. Whether a hostile environment has been created is a fact-specific inquiry which includes consideration of the following:
 - a. The degree to which the conduct affected the Complainant's ability to access the recipient's education programs or activities;
 - b. The type, frequency, and duration of the conduct;
 - c. The Parties' ages, roles within RMCAD's education programs or activities, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
 - d. The location of the conduct and the context in which the conduct occurred; and
 - e. Other sex-based harassment in RMCAD's education programs or activities; or
 - f. Specific offenses (see below).

Sex-based Harassment is deemed especially serious when submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any College programs or activities; or submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

KEY DEFINITIONS

SEXUAL HARASSMENT means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity. An example, may include, but is not limited to, unwelcome sex or gender-based jokes or comments, which are made in-person or conveyed electronically.

Sexual Harassment is deemed especially serious when submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any college program or activity; or submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

SEXUAL ASSAULT is the commission of an unwanted sexual act, further defined as:

1. Non-consensual sexual contact: the deliberate touching of a person's intimate parts (including genitalia, groin, breast, or buttocks), or clothing covering any of those areas without consent, or using force to cause a person to touch his or her own or another person's intimate parts, and/or
2. Non-consensual sexual intercourse: penetration (anal, oral, or vaginal) by a penis, tongue, finger, or an inanimate object that occurs without consent, however slight the penetration, whether by an acquaintance or by a stranger, that occurs without indication of consent of both individuals, or that occurs under threat or coercion.

Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent. Under federal and state law, sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), and threat of sexual assault.

SEXUAL VIOLENCE refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of prohibited behaviors fall into this category, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

CONSENT refers to words or actions that show a knowing and voluntary agreement to engage in mutually agreed upon sexual activity.

1. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another.
2. Consent to one form of sexual activity can never imply consent to other forms of sexual activity.
3. Consent is not the lack of resistance; there is no duty to fight off a sexual aggressor.
4. Consent can be withdrawn at any time, as long as the withdrawal is clearly communicated by the person withdrawing consent through words or actions.

5. A person shall not knowingly take advantage of another person who has an intellectual or physical disability, who is incapacitated by the use of drugs or alcohol, or who is not conscious or awake, and thus is not able to give consent as defined above.
6. A person shall not physically or verbally coerce another person to engage in any form of sexual activity to the end that consent as defined above was not given.
7. Certain states have designated a minimum age under which a person cannot give consent. In the state of Colorado, the age of consent is 18 years old.

STALKING is a course of conduct directed at a specific person that would cause a reasonable person to fear for their or other's safety, or to suffer substantial emotional distress. Stalking includes harassment and cyberstalking, either of which includes a course of conduct that causes substantial emotional distress to the impacted party and serves no legitimate purpose.

DOMESTIC VIOLENCE includes asserted violent misdemeanor and felony offenses committed by the impacted party's current or former spouse, cohabitant, co-parent, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

DATING VIOLENCE is violence, including sexual or physical abuse or the threat of such abuse, by a person who has been in a romantic or intimate relationship with the impacted party. The existence of such a relationship will be gauged by its length and type, frequency of interaction, and the reporting party's statement of such a relationship.

RIGHTS OF THE PARTIES

Upon the receipt of a sex-based harassment complaint, RMCAD shall provide the Complainant and Respondent with a written explanation of their rights and options as described below:

1. The right to have all accusations of sex-based harassment treated with seriousness and dignity;
2. The right to have any claims, which fall within the scope of this policy, investigated and adjudicated through RMCAD's Sex-Based Harassment Policy and Grievance Procedure and, where appropriate, duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred, and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities;
3. The right to be free from pressure that would suggest that individuals (1) not report crimes committed against them to civil and criminal authorities or to the campus Security and disciplinary officials; (2) report crimes as lesser offenses than the individual perceives them to be; (3) are obligated to notify law enforcement authorities;
4. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident;
5. The right to have access to counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services established by RMCAD or other entities;
6. The right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants after a complaint is reported;
7. The right to available options that may be provided by RMCAD for changes to transportation, working, academic and/or living situations, if requested, while an informal resolution or formal investigation is ending, including the option to issue a no-contact order. These steps shall be taken regardless of whether the Complainant chooses to file a formal complaint;
8. The right to be informed of disciplinary proceedings, be present at and participate in those proceedings, and be informed of the outcome of such proceedings;
9. The same right to assistance, or ability to have others present, that is afforded to the other Party.

TITLE IX COORDINATOR

RMCAD's Head of Compliance serves as the institution's Title IX Coordinator and coordinates RMCAD's compliance with Title IX. All reports of potential violations of this policy, including all oral or written complaints made to an employee, agent or other person authorized by RMCAD to provide an aid, benefit, or service under RMCAD's

education programs or activities who are not designated as confidential employees (Confidential Resources), should be made to RMCAD's Title IX Coordinator. Confidential Resources who receive oral or written complaints are required to maintain those communications as privileged and confidential. Accordingly, Confidential Resources should not and cannot report potential violations of this policy when acting within the scope of their duties.

The Title IX Coordinator's contact information is as follows:

Jenna Langer
Head of Compliance
1600 Pierce St.
Lakewood, CO 80214
303-753-6046
jlanger@rmcad.edu

In addition to RMCAD's Title IX Coordinator, College personnel have been designated to assist in the implementation of this policy and grievance procedure. All employees and staff shall receive Title IX training, including information on RMCAD's obligation to address sex discrimination, the scope of conduct constituting sex discrimination, the definition of sex-based harassment, and all applicable notification and information requirements. In addition to the foregoing, all members of the Title IX Team shall also receive Title IX training on the investigation and grievance process, how to serve as an impartial member, the meaning and application of the term "relevant" in relation to questions and evidence, the information resolution process, and the specific responsibilities of their positions.

Inquiries regarding the application of RMCAD's Title IX Policy may be referred to the Title IX Coordinator, the U.S. Department of Education, Office for Civil Rights, or both.

The U.S. Department of Education, Office for Civil Rights' contact information is as follows:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
OCR Email: OCR@ed.gov
OCR Hotline: (800) 421-3481

CONFIDENTIALITY

Any investigation related to a complaint under this policy shall be conducted impartially and with respect for the privacy and confidentiality requests of all individuals involved, to the extent possible under the circumstances.

All reports, proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law, even if the victim does not specifically request confidentiality. A victim's personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as this Annual Security Report. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. RMCAD will maintain as confidential any accommodations or protective measures provided to the victim; however, in some cases, RMCAD may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. The determination of the need to disclose such information will be made by the Title IX Coordinator in coordination with legal counsel. The victim will be notified regarding which information will be shared, with whom it will be shared and why prior to RMCAD sharing the information.

No student, faculty or staff member will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the RMCAD community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

CONFIDENTIAL RESOURCES

Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.

Internal Confidential Resources include:

Health + Wellness Lead Counselor

Phone: 303.225.8573

Rotunda Building

counselor@rmcad.edu

External Confidential Resources include:

The Blue Bench (Formerly RAAP)

Hotline: 303.322.7273

Spanish: 303.329.0031

TTY: 303.329.0023

www.thebluebench.org

Located in Denver. Counties served include: Denver, Jefferson, Douglas, Adams, Arapahoe, Elbert, Broomfield, Gilpin, and Lincoln.

Colorado Coalition Against Sexual Assault (CCASA)

1330 Fox Street, Suite 2

PO Box 40350

Denver, CO 80204

Phone: 303.839.9999

National Sexual Assault Hotline (RAINN)

Phone: 800.656.HOPE

www.rainn.org

National Domestic Violence Hotline

Phone: 800.799.7233

www.thehotline.org

Employee Assistance Program (for employees of Rocky Mountain College of Art + Design)

ComPsych

Call: 888.628.4824 or visit www.GuidanceResources.com

RMCAD has an obligation to make reasonable efforts to investigate and address conduct prohibited by this policy. College community members who have the authority to take action or who have responsibility for administrative leadership, teaching, or advising, including all faculty members, instructors, and members of RMCAD management, are not Confidential Resources and are required to notify the Title IX Coordinator of suspected violations and cannot guarantee the confidentiality of a complaint or report under this policy.

REPORTING SEXUAL OFFENSES AND INTERPERSONAL VIOLENCE

In emergency situations, if there is a suspected crime in progress, or imminent or serious threat to the safety of anyone, immediately contact the authorities by dialing 911. If you are using a campus phone, you must dial 9-9-1-1 for the call to go through. On campus, always call the Security department at 303-567-7271 after calling 9-1-1.

In non-emergency situations, all members of the RMCAD community are encouraged to report any suspected violation of this policy to the Title IX Coordinator. (Members of the RMCAD community may consider consulting a Confidential Resource, as appropriate, prior to making a report to the Title IX Coordinator). All faculty members, lab specialists, and members of RMCAD management with the authority to take action or who have responsibility for administrative leadership, teaching, or advising must promptly report suspected violations of this policy to the Title IX Coordinator. A Title IX complaint can be filed by completing RMCAD's Sexual Harassment Formal Complaint Form or by contacting the Title IX Coordinator or Deputy Title IX Coordinators.

The Sexual Harassment Formal Complaint Form may be found on the website at: <https://www.rmcad.edu/policies-and-guidelines/title-ix/>.

The Title IX Coordinator's contact information is as follows:

Jenna Langer
Head of Compliance
1600 Pierce St.
Lakewood, CO 80214
303-753-6046
jlanger@rmcad.edu

Additional Person to Report to in Event Conflict with the Coordinator:

Neely Patton
Vice President of Institutional Effectiveness
1600 Pierce St.
Lakewood, CO 80214
720.556.0438
npatton@rmcad.edu

Applicants, students, or employees may also make verbal complaints to any of the above individuals.

RMCAD students or employees may also submit complaints to RMCAD Resolve: <https://rmcad.zendesk.com/auth/v2/login>.

Applicants may also submit complaints through the Public Title IX Complaint Form: <https://docs.google.com/forms/d/e/1FAIpQLSeADRpVZOUeFkhCbFP7S06Vc5gxYz9yIQHKaMwtGr7-k1r4sg/viewform>.

In cases of sex-based harassment that may also constitute criminal behavior (e.g., sexual assault, dating violence, domestic violence, and/or stalking), the individual may, simultaneously, file a complaint with local law enforcement authorities. RMCAD's Security department is available to support individuals who wish to file a complaint with local law enforcement.

Local law enforcement contact information is as follows:

Lakewood Police Department
445 S Allison Pkwy
Lakewood, CO 80226
Phone: 303.987.7111

The Title IX Coordinator may also notify local law enforcement in cases that may constitute criminal behavior. RMCAD shall not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation and shall take immediate steps to protect the student or employee in the educational or employment setting.

Anyone making a report of a potential violation of this policy may:

1. Request supportive measures from the Title IX Coordinator;
2. File a formal, written complaint with the Title IX Coordinator, which shall invoke RMCAD's internal grievance procedures outlined herein;
3. Request the assistance of the Security department in filing a criminal complaint and preserving physical evidence; and/or
4. Contact local law enforcement to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint).

Upon receipt of a report of alleged sexual misconduct, the Title IX Coordinator will provide a written explanation of the victim's rights and options, and the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, whether the alleged offense occurred on or off campus. The Title IX Coordinator ensures that:

- The parties are provided with a copy of the Sexual Harassment Policy and Grievance Procedures and information about support resources.
- The parties are provided with a written notification of options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. RMCAD will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of RMCAD to provide the accommodations or protective measures. These steps will be taken by RMCAD regardless of whether the victim chooses to file a formal complaint.
- The Complainant is informed of their right to file a separate criminal complaint for allegations relating to sexual violence. RMCAD will comply with a victim's request for assistance in notifying authorities.
- For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the Complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

INVESTIGATION AND DISCIPLINARY PROCEDURES

RMCAD is committed to providing a fair, prompt and impartial process for all parties involved, from initial investigation to the final outcome of the investigation.

PRELIMINARY INVESTIGATION AND SUPPORTIVE MEASURES

If RMCAD receives a complaint or otherwise becomes aware of conduct that may violate this policy, the Title IX Coordinator shall conduct a preliminary investigation to assess the nature and circumstances of the report and take prompt and effective action to protect those involved and RMCAD community. This includes providing non-disciplinary, non-punitive supportive measures and remedies pending a Formal Investigation, if appropriate and as reasonably available.

The Title IX Coordinator(s), after consultation with appropriate college personnel, as needed, may take supportive action that they deem appropriate to restore or preserve equal access to RMCAD's educational programs and/or activities without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or RMCAD's educational environment or to deter violations of this policy. Supportive measures may include, but are not limited to:

- Imposing a "no-contact" order, which shall prohibit communication between the Parties involved, including in person, through third parties, or via electronic means;
- Directing appropriate College officials to alter academic or work schedules; and/or
- Imposing interim probation and/or suspension pending the completion of the Formal Investigation.

Supportive measures are individualized based on the information gathered by the Title IX Coordinator(s), after consultation with appropriate College personnel. Supportive measures are available whether a formal complaint is filed with the Title IX Coordinator or not. RMCAD shall take all necessary steps to protect the Complainant's identity when implementing supportive measures unless the Complainant's identity is necessary in order to provide the supportive measure.

When a decision is reached to initiate a supportive measure that impacts a Respondent, the Title IX Coordinator(s) shall notify the Respondent in writing. In the case of an interim probation and/or suspension, RMCAD shall assess the Respondent's imminent threat to the physical health or safety of the RMCAD community. If RMCAD determines that an interim probation and/or suspension is warranted, the Respondent has the opportunity to appeal the decision by writing a formal appeal to the Title IX Coordinator within three (3) days of the written notification of the interim probation and/or suspension. The Title IX Coordinator shall review the safety and risk analysis used to make the determination and either confirm or reverse RMCAD's decision to implement the interim probation and/or suspension. The Title IX Coordinator's decision in this matter is final.

Every effort shall be made to avoid depriving a student of his or her access to educational programs and activities, while also balancing the safety of the RMCAD community. Violation(s) of the Title IX Coordinator(s)' directives and/or administrative actions may lead to additional sanctions.

A determination that a Formal Investigation under the grievance procedure is not necessary does not preclude RMCAD from taking appropriate steps to eliminate, deter, remedy, or address prohibited or otherwise disruptive conduct. While the conduct reported to the Title IX Coordinator may not violate this policy, it may be a violation of student conduct or employee conduct policies and shall be referred to the appropriate College administrators as needed.

INFORMAL RESOLUTION PROCESS

RMCAD offers an informal resolution process as an alternative to the Formal Investigation process. This informal proceeding focuses on conciliation rather than culpability and therefore does not involve a sanctioning process. In the informal resolution process, both Parties must agree in writing to engage in the Informal Resolution Process and shall be asked to resolve the problem with the mediation of a trained College official.

Upon the filing of the Sexual Harassment Formal Complaint Form, the Title IX Coordinator(s) shall attempt to intervene in order to reach a satisfactory resolution between the individuals directly involved. The Informal Resolution process may be an appropriate process depending on the conduct alleged to have been violated. The Informal Resolution process may be chosen at the discretion of the Parties and is not mandatory. Either Party may choose to end the Informal Resolution process at any time and pursue the Formal Investigation process. The Informal Resolution process is not available for sex-based harassment complaints concerning sexual violence or when an employee is alleged to have sexually harassed a student.

If informal attempts to resolve the complaint are unsuccessful, or if the Title IX Coordinator believes an informal procedure is inappropriate, the Formal Investigation process can be utilized at any time.

Upon receipt of a request to engage in the Informal Resolution process, the Title IX Coordinator, or his/her designee, may meet with the Parties and their respective advisers separately, together, or both, and may permit both Parties to present evidence. The purpose of the meetings is to clarify issues and resolve the complaint.

If meeting resolves the complaint, a conciliation agreement, stipulating the terms of the resolution, shall be signed by both Parties as mutually agreed upon terms. Each Party shall be simultaneously given a copy of the final signed agreement.

If the conciliation process is not successful, resolution of the complaint shall follow the Formal Investigation and Grievance Procedure described herein, if appropriate, or the applicable student or employee conduct process.

FORMAL INVESTIGATION AND GRIEVANCE PROCEDURE

A. Purpose of Formal Investigation and Grievance Procedure

The purpose of the Formal Investigation and Grievance Procedure is to determine, among other things, the following:

1. Whether a violation of the Title IX Policy has occurred; and
2. Whether there is an ongoing risk of harm or further prohibited conduct, and if so, to take steps to eliminate and prevent its recurrence.

B. Determination of Undertaking a Formal Investigation

Upon receipt of a complaint alleging a violation of this policy, the Title IX Coordinator(s) shall assess the circumstances of the complaint, including the preliminary investigation and related information, and contact the Complainant to determine their desired outcome. The Title IX Coordinator(s) shall provide the Complainant with this policy, including information regarding supportive measures, available resources, and the resolution and investigation processes. If the Complainant chooses to pursue a Formal Investigation, the Respondent shall be notified of the investigation, supportive measures, available resources, and their rights regarding the process. Both Parties shall be sent a Notice of Allegations letter.

If the conduct alleged in the formal complaint would not constitute sex-based harassment as defined under this policy, then the Title IX Coordinator may dismiss the formal complaint and forego the Formal Investigation and Grievance Procedure of this policy. However, that does not preclude RMCAD from taking steps to address the conduct under student or employee conduct policies.

Additionally, the Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

C. Grievance Process Timeline

RMCAD shall work to complete a Formal Investigation promptly upon receiving a complaint or otherwise becoming aware of the alleged prohibited conduct. In addition, during the course of the investigation, RMCAD may need to delay the grievance process for good cause, which may include concurrent law enforcement activity, the need for language assistance, or disability accommodations. RMCAD shall take all reasonable efforts to apprise all Parties of the progress of the investigation.

D. Notice of Allegations

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly advise the Complainant and Respondent of the allegations in writing (Notice of Allegations). The Notice of Allegations shall include:

1. the identities of the Parties involved (if known);
2. the specific College policy allegedly violated;
3. the exact conduct allegedly constituting the potential violation;
4. the date and location of the alleged incident (if known);
5. a statement that retaliation is prohibited;
6. a statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence;
7. a statement that the Respondent is presumed not responsible for the alleged conduct until a determination has been made at the conclusion of the grievance process and prior to the determination, the Parties shall have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker; and
8. that RMCAD's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Notice of Allegations shall also include a description of the grievance process as outlined in this Policy, and specifically notify the Complainant and Respondent of their right to have an advisor of their choice.

However, to the extent RMCAD has reasonable concerns for the safety of any person as a result of providing the notice, RMCAD may reasonably delay providing written notice of the allegations in order to address the safety concern appropriately. Reasonable concerns must be based on individualized safety and risk analysis and not on mere speculation or stereotypes.

E. Right to an Advisor

Both Parties (Complainant and Respondent) have the right to an advisor of their choice (a parent, friend, mentor, attorney, etc.) who may accompany them to meetings and proceedings with College personnel during the course of the investigation.

F. Assigning an Investigator

When a determination is made to proceed with a Formal Investigation, the Title IX Coordinator shall assign an investigator(s) ("the Investigator"). This individual must be trained in Title IX laws and regulations, and must not have a conflict of interest or bias for or against the Complainant or Respondent, or complainants or respondents generally.

G. Cooperation

All College faculty, staff, and students are expected to cooperate fully in the investigation process.

H. Opportunity to Participate

RMCAD is responsible for gathering evidence during an investigation. However, the Complainant and the Respondent shall have an equal opportunity to present witnesses and other evidence. In addition, the Parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations in the formal complaint. The Parties have the right to request that the Investigator meet with relevant witnesses and evaluate relevant documentation or other evidence.

If a Party is invited or expected at an investigative interview or other meeting, the Investigator shall provide written notice of the date, time, location, participants, and purpose of the interview or meeting to that Party with sufficient time for the Party to prepare or participate.

I. Evidentiary Determinations

The Investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination. For example, some reasons an Investigator might decline to speak to an offered witness include:

1. there is not a sufficient basis that the person could have relevant information to the factual determination;
2. the information to be solicited would be repetitive; and
3. confidentiality concerns balanced against the importance of the information.

Similarly, some reasons that an Investigator might decline to seek or review documentary evidence include:

1. RMCAD does not have the expertise to consider scientific evidence;
2. the information is repetitive;
3. cost considerations balanced against the importance of the information; and
4. confidentiality concerns balanced against the importance of the information.

However, the Investigator shall exclude the following types of evidence, and questions seeking that evidence, as impermissible regardless of whether they are relevant:

1. Evidence that is protected under a privilege as recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;

2. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the recipient obtains that Party's or witness's voluntary, written consent for use in the recipient's grievance procedures; and
3. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Local police and legal counsel may be consulted regarding evidence admissibility and the outcome of related legal proceeding.

J. Investigative Report

For an investigation of a complaint of sex-based harassment, the Investigator shall summarize the relevant evidence in a written, draft Investigative Report. The Investigator shall send to each Party (and their respective advisors if applicable), the draft Investigative Report including all evidence directly related to the allegations stated in the formal complaint in electronic format/hard copy. Each Party shall have an equal amount of time and at least ten (10) days to review the evidence to identify additional witnesses or sources of information, reconcile conflicts in information, and submit a written response to the record of evidence. The Investigator shall consider a Party's written response to the record of evidence before issuing the Final Investigative Report.

After both Parties have had the opportunity to respond to the record of evidence, the Investigator shall issue the Final Investigative Report. The Investigator shall send each Party (and their respective advisors if applicable) the Final Investigative Report within ten (10) business days of its completion.

K. Responsibility Determination

Unless the Parties have agreed to an Informal Resolution, after completion of the Final Investigative Report, the Respondent's responsibility shall be determined by a panel of decision-makers. The panel of decision-makers shall be provided with the Final Investigative Report and any related materials.

1. Appointment of Panel: The Title IX Coordinator shall assign a three-person panel of decision-makers. Each individual member of the panel must not have a conflict of interest or bias for or against the Complainant or Respondent, or complainants or respondents generally. The panel can, but is not required to, include the Investigator as a member. The panel shall include representatives from different departments in the College.
2. Questioning Parties and Witnesses: The panel of decision-makers and/or the Investigator shall question the Parties and witnesses during meetings with a Party or witness to aid in evaluating allegations and assessing credibility to the extent a Party's or witness's credibility is both in dispute and relevant to evaluating the complaint.
 - a. Each Party shall be allowed to propose questions that the Party wants asked of any Party or witness to be asked by the panel of decision-makers during one or more individual meetings, including follow-up meetings, with a Party or witness. Follow-up questions may be in the form of written questions and responses in lieu of a meeting. Whether a follow-up meeting(s) is required is at the sole discretion of the panel of decision-makers.
 - b. The panel of decision-makers shall determine whether a question is relevant and not otherwise impermissible prior to the question being posed to the Party or witness responding. Any decision to exclude a question as not relevant or otherwise impermissible must be explained.
3. Refusal to Respond and Inferences Based on Refusal: The panel of decision-makers may choose to place less or no weight upon statements by a Party or witness who refuses to respond to questions deemed relevant and not impermissible. The panel of decision-makers must not draw an inference about whether sex-based harassment occurred based solely on a Party's or witness's refusal to respond to such question.

4. Recording: Each Party shall be provided with an audio or audiovisual recording or transcript of the meeting(s) and given enough time for the Party to have a reasonable opportunity to propose follow-up questions.

Upon completion of the questioning and investigation, the panel of decision-makers shall make a determination of responsibility. The panel of decision-makers must apply the *Preponderance of the Evidence* standard in reaching the determination. This means that the determination of responsibility is based on the evidence that there is a greater than 50% chance that the claim is true.

The panel of decision-makers must issue a written determination of responsibility simultaneously to both Parties. The written determination of responsibility must include:

1. the allegations potentially constituting sex-based harassment;
2. a description of the procedural steps RMCAD has taken in reaching the responsibility determination, including notifications to the Parties, interviews with the Parties and witnesses, and methods used to gather evidence;
3. findings of fact supporting the determination;
4. conclusions regarding the application of this policy to the facts;
5. a statement of responsibility and related sanctions imposed on the Respondent for each allegation;
6. a statement of whether RMCAD shall offer any remedies to the Complainant;
7. to the extent appropriate, other students RMCAD identified to be experiencing the effects of the sex-based harassment; and
8. a description of RMCAD's appeal procedures.

The content of the written determination may be modified subject to the limitations of FERPA and other relevant Federal or State privacy laws.

Upon written request, RMCAD shall disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by RMCAD against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

In all cases involving sex-based harassment, the records shall be archived by the Title IX Coordinator for a period of seven (7) years.

L. False Charges

Filing an intentionally false charge with RMCAD of unlawful discrimination, discriminatory harassment, sexual violence, or retaliation is a serious offense. If an investigation reveals that a Complainant knowingly filed false charges, RMCAD may take appropriate actions, which may include termination or expulsion. The imposition of such sanctions does not constitute retaliation. However, a determination after investigation that a charge of harassment or discrimination lacks merit or did not rise to the level of a violation of this Policy does not necessarily mean that the charge was made in bad faith.

M. Outcomes

Upon the conclusion of the Formal Investigation and Grievance Procedure, the panel of decision-makers shall determine the appropriate sanctions and/or remedies and supportive measures for remedying the effects of a violation of this policy.

N. Possible Sanctions

Where there is a finding of responsibility for violation of this policy, and depending on the facts and severity of the violation, RMCAD could impose a variety of sanctions including, but not limited to the following:

- Oral or written warning (Employees and Students)

- Oral or written reprimand (Employees and Students)
- Required attendance at a sexual harassment sensitivity program (Employees and Students)
- Counseling (Employees and Students)
- Probation (Employees and Students)
- Suspension (Employees and Students)
- Expulsion (Students)
- Termination of Employment (Employees)

O. Possible Remedies and Supportive Measures

Upon the receipt of a report of prohibited conduct under this Policy, and/or upon the conclusion of the Formal Investigation and Grievance Procedure, the Title IX Coordinator may implement remedies or actions to end the conduct, remedy its effects, and prevent its recurrence. Appropriate remedies and supportive measures may include, but are not limited to:

- Referral to counseling and health services (Employees and Students)
- Referral to the Employee Assistance Program (Employees)
- Prevention education for the RMCAD community (Employees and Students)
- Providing a Security department escort on campus, when available (Employees and Students)
- Assistance with academics, including schedules and assignments (Students)
- Permanently altering work arrangements for employees (Employees)
- Restriction of campus access for the Respondent, after a safety and risk analysis determines there is an immediate threat (Employees and Students)
- Implementing and/or Continuing No-Contact orders (Employees and Students)
- Campus Climate Surveys (Employees and Students)
- Policy modifications (Employees and Students)

P. Appeal

The Complainant or the Respondent may file a request for an Appeal on the following basis:

1. procedural error, irregularity, or other failure to follow the institution's own procedures that affected the outcome of the matter;
2. new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
3. The Title IX Coordinator, Investigator(s), or panel of decision-makers had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The appeal must be filed in writing with the Title IX Coordinator within five (5) business days of the receipt of the Outcome Letter and must clearly detail one or more of the above reasons as the basis for the appeal. A delay or incomplete request for an appeal may be grounds for the decision-maker to conclude that the appellant has waived their right to an appeal.

Supportive measures, such as mutual no-contact orders or academic course adjustments for either or both Parties may continue in place throughout an appeal process as determined by RMCAD.

RMCAD's Senior Vice President of Enrollment Management shall act as an impartial appellate officer during an appeal of this policy. The appellate officer shall be free from conflict or bias and not involved in the underlying grievance decision, to determine first whether a timely and valid request for Appeal has been submitted, and if the Appeal is valid, oversee the Appeal process.

RMCAD shall notify both Parties upon receipt of a timely and complete request for an Appeal and provide both Parties with timeframes for each phase of the Appeal process. Following receipt of a valid appeal, both Parties shall have an opportunity to submit a written statement in support of, or challenging, the panel of decision-makers' determination of responsibility; this is the Statement of Appeal. Both Parties shall have an opportunity

to review and respond to the other Party's Statement of Appeal within a reasonable timeframe. All Statements of Appeal, responses, and any supporting evidence shall be reviewed by the appellate officer.

The Senior Vice President of Enrollment Management shall make the final appeal decision and provide both the Complainant and Respondent with a written outcome of the appeal decision. There shall be no further review of the decision.

VIOLATIONS OF OTHER COLLEGE POLICIES

In the situation when an initial assessment or investigation under this policy identifies additional related possible violations of College policy (other than violations of Sex-based Harassment as described in this policy) by the same Parties that would normally be handled through the student or employee conduct processes, the Title IX Coordinator shall refer those potential conduct violations to the appropriate College personnel for investigation and adjudication.

ACCOMMODATIONS

RMCAD is committed to fostering mutual respect and full participation for all Parties in the Sex-Based Harassment Policy and Grievance Procedures. Students, faculty, and staff may request reasonable accommodation through either the Student Advising department (for students) or Human Resources department (for faculty and staff). If you have, or think you may have, a disability that may affect your ability to report a complaint or participate in the grievance procedures, please contact the Student Advising department or Human Resources to initiate a conversation about reasonable accommodations.

Requests for accommodations may be made to:
Student Accessibility Services Coordinator
1600 Pierce Street
Lakewood, CO 80214
720-603-3023; abacke@rmcad.edu

Director, Human Resources
1600 Pierce Street
Lakewood, CO 80214
303.225.8552; humanresources@rmcad.edu

RESOURCES

National Sexual Assault Hotline (RAINN)
Phone: 800.656.HOPE
www.rainn.org

Campus Save Campus SAVE Act
<http://campussaveact.org/>
National Domestic Violence Hotline
Phone: 800.799.7233
www.thehotline.org

RMCAD Employee Assistance Program
ComPsych
Call: 888.628.4824 or visit www.GuidanceResources.com

Centric Behavioral Health
Phone: 844.233.8205
centricbh.com

The Blue Bench (Formerly RAAP)
Hotline: 303.322.7273
Spanish: 303.329.0031
TTY: 303.329.0023
www.thebluebench.org (<https://thebluebench.org/>)

Colorado Coalition Against Sexual Assault (CCASA)
1330 Fox Street, Suite 2
Denver, CO 80204
Phone: 303.839.9999

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

RMCAD is required by law to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a state to provide notice to each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

The Colorado Bureau of Investigation (CBI) maintains a system for making certain registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender's name; all aliases that he/she has used or under which he/she may have been known; his/her vital statistics including date of birth, race, sex, hair color, eye color, height, and weight; last reported address; and a photograph. Pertinent Web site addresses for securing related information are: <https://apps.colorado.gov/apps/dps/sor/>; <https://www.cbirecordscheck.com/>.

In addition to the websites listed above, CBI maintains a website wherein citizens may register to receive notifications via email when a sex offender registers in their neighborhood. More information can be found at: <https://apps.colorado.gov/apps/dps/sor/notifications.jsf>.

PARKING AND TRAFFIC POLICIES

RMCAD is an independent college, and as such, the streets, parking lots, and other areas of the college are private property. The operation and/or parking of any vehicle on RMCAD property is a privilege, not a right. The college has the right to regulate the use of motor vehicles on its property for the good and the safety of everyone.

All RMCAD employees, students, and outside contractors who park on campus must obtain a parking permit for any vehicle parked on campus. Regular and temporary parking permits are available at the Front Desk of the Texas Building. The acquisition of a parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space. A vehicle parked in any unauthorized area is in violation of college regulations.

GENERAL POLICIES

1. In order to park a motor vehicle on campus in any campus parking area, it must be registered with the college and a parking permit must be properly and clearly displayed.
2. All administrators, faculty and staff members, students, visitors, and outside contractors must register vehicles to be driven or parked on campus.
3. Administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicles are involved.
4. RMCAD assumes no liability for damages to any vehicle parked or driven on campus.
5. Motorcycles, motor scooters, and mopeds are subject to traffic law regulations.
6. The Safety + Security department is authorized to designate any spaces as temporarily reserved parking.
7. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Safety + Security department in writing at the time the vehicle becomes disabled. The Head of Security will determine whether a disabled vehicle is allowed to remain on campus.
8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
9. Trailers or mobile campers are allowed to be parked on campus only with written permission from the Head of Security. Trailers and mobile campers are not allowed to be left on campus overnight.
10. The maximum speed on any campus driveway or roadway is 15 miles per hour, unless signage indicates otherwise. The maximum speed in any parking lot is 10 miles per hour.
11. All vehicle operators must obey Safety + Security Officer and police direction and instructions regarding operating and parking motor vehicles.
12. Personal vehicles are not allowed to be left on campus overnight unless it is the outcome of approved RMCAD business travel. In these instances, parking arrangements must be approved by the Safety + Security department.

REVOCATION

RMCAD reserves the right to revoke any on-campus parking and driving privileges for the following reasons:

- Use of fraudulent permits
- Creating a nuisance or causing property damage while making repairs to vehicles on campus
- Causing other property damage
- Becoming either verbally or physically abusive, threatening, or assaulting any Security Officer during the performance of his/her duties
- Inappropriate operation of any motor vehicle on campus that is a detriment or safety concern to the campus community

TOWING

A vehicle may be towed at the owner's expense in the following circumstances:

1. Vehicles that are not properly permitted
2. Vehicles with unpaid parking fines
3. Vehicles with the parking privilege revoked
4. Vehicles otherwise in violation of campus parking policies
5. Vehicles blocking a driving lane, fully or partially restricting passage
6. Vehicles blocking another parked vehicle, fully or partially restricting passage or exit

ANTI-HAZING POLICY

Rocky Mountain College of Art + Design (RMCAD) does not tolerate acts of hazing in any form. If a member of the College community is aware of a hazing incident or is concerned that what is being asked of them could be hazing, please make a report through RMCAD Resolve. Employees may make a report by contacting the Human Resources department.

Actions which amount to hazing are prohibited. Hazing is any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a RMCAD community member for any purpose including, but not limited to, initiation or admission into or affiliation with any group or organization.

DEFINITION OF HAZING

Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a RMCAD community member for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of RMCAD. "Hazing" includes, but is not limited to, pressuring or coercing the person into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the person, and also includes any activity that would subject the person to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Hazing occurs if an individual or group:

- Causes or attempts to cause physical injury or harm to a person including but not limited to emotional distress, or engages in any conduct which presents a threat to the person's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact.
- Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a person, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the individual.

- Conduct that by design, intent or recklessness causes a person to be unable to reasonably pursue, or interferes with or attempts to interfere with a person's academic schedule or performance.
- Causes, induces, pressures, coerces, or requires a person to violate the law or to violate any institutional policy.

In response to allegations of hazing under this regulation, it is not a defense that:

- The victim gave consent to the conduct.
- The conduct was not part of an official organizational event or sanctioned or approved by the organization.
- The conduct was not done as a condition of membership in the organization.

REPORTING HAZING INCIDENTS

Any person having knowledge of any activity or statement which may constitute hazing should make a report through RMCAD Resolve [<https://resolve.rmcad.edu/hc/en-us>]. Employees may make a report by contacting the Human Resources department. The appropriate College office will take steps to investigate and enforce the prohibition of hazing. Penalties for violating the Anti-Hazing policy shall be administered by the appropriate department.

Sanctions for Violation of the Anti-Hazing Policy

Where there is a finding of responsibility for violation of this policy, and depending on the facts and severity of the violation, RMCAD could impose a variety of sanctions including, but not limited to the following:

- Oral or written warning (Employees and Students)
- Oral or written reprimand (Employees and Students)
- Counseling (Employees and Students)
- Probation (Employees and Students)
- Suspension (Employees and Students)
- Expulsion (Students)
- Termination of Employment (Employees)

HAZING PREVENTION AND EDUCATION

In an effort to prevent hazing, RMCAD takes proactive steps to educate and enforce institutional policies. RMCAD's prevention strategies include:

- Education and Awareness—Taking steps to educate the College community to ensure students and staff are aware of anti-hazing laws and policies.
- Enforcement of Institutional Policies—Holding all institutional community members and student organizations accountable and enforcing a zero-tolerance approach to hazing.
- Oversight of Student Organizations—Overseeing activities of student organizations to identify and prevent potential hazing.

ANNUAL DISCLOSURE OF CRIME STATISTICS

RMCAD prepares and provides annual crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. These statistics include reports from the Safety + Security department, other college officials, and law enforcement agencies in areas surrounding the RMCAD campus. Victims and witnesses may report crimes to RMCAD, in the manner described in this policy, on a voluntary basis for inclusion in the annual disclosure of crime statistics. RMCAD will maintain the confidentiality of any such report to the extent permitted and required by law.

Each year, by October 1st, an email notification will be sent to all enrolled students, faculty, and staff members that provides the web link to access this report. In addition, the annual crime statistics are contained in this Campus Safety and Security Annual Report, which is available to all students and staff members and may also be obtained at the Safety + Security department located in the Texas Building. Prospective employees and students may obtain a copy of this report from RMCAD's Security department. Employees and students receive a copy of this report at orientation as well. This report is also available online at: <https://www.rmcad.edu/policies-and-guidelines/campus-safety/>.

DAILY CRIME LOG

The Safety + Security department maintains a daily crime activity log that records "security incidents" such as criminal activity of all types, incidents that result in injury to a student, faculty or staff members, losses of personal property, persons on campus apparently under the influence of intoxicating substances, and any dangerous situations or activities likely to result in personal injury or property damage.

The Daily Crime Log includes the nature, date, time and general location of each crime reported to the Security department or other campus security authority, as well as the disposition of the complaint, if this information is known at the time the entry is made. The Safety + Security department posts crimes in the daily crime log within two business days of receiving a report of a crime and reserves the right to exclude information from the log in certain circumstances.

RMCAD CAMPUS BOUNDARIES

The Clery Act requires reporting of crimes occurring on campus, external sites controlled by RMCAD, and reasonably contiguous public property within one mile of campus.

The RMCAD Campus is defined as:

- The area beginning at the sidewalk on Pierce Street closest to campus, East to the fence in front of the New York Building and to the north and south of the New York building to Kendall Street, South to the fence marking the boundary with the JCRS shopping center, and North to the fence marking the boundary with the adjacent private property;
- The Texas, Spivak, Rude, Shore, Rotunda, Neusteter, Robinson, Tri-boro, Carpenter, EPC, Diamond, Facilities, Equipment Storage, and Mary Harris buildings;
- The "quad" located in the center of campus between the buildings;
- The streets located on campus as defined above;
- The parking lot located behind the Robinson building; and,
- The parking lot located to the South of the Texas building extending to the fence between the JCRS shopping center and campus.

The following map specifies RMCAD's campus boundaries:



Public property that is reasonably contiguous to the RMCAD campus (as defined above) and included in this report are limited to:

- The public sidewalk in front of campus along Pierce Street, Pierce Street, and the opposite sidewalk of Pierce Street;
- The public sidewalk adjacent to the eastern campus boundary (northeast field and Neusteter yard) along Kendall Street, Kendall Street, and the opposite sidewalk of Kendall Street.

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

- The shopping center located off Colfax Ave;
- The New York Building (not owned by RMCAD and not accessible from campus);
- The apartment buildings located along the north side of the aforementioned campus boundary;
- Any private property lying against the aforementioned opposite sidewalks.

RMCAD does not own or operate a student housing facility. As such, crimes occurring in off-campus locations where some RMCAD students live are not reportable under the Clery Act.

In addition, RMCAD does not control any off-campus locations on a regular basis to host RMCAD educational activities. As such, there are no off-campus locations to report within Clery guidelines.

Campus crime, arrest, and referral statistics include those reported to the RMCAD Department of Safety and Security, the Lakewood Police Department, and Jefferson County Sheriff's Offices. While the Lakewood Police Department and Jefferson County Sheriff's Office are not required by law to share relevant data with the Department of Safety and Security, the Director of Safety and Security will make a well-efforted attempt to receive this data in order to include it within the Annual Security Report.

PUBLIC SAFETY STATISTICS FOR THE CALENDAR YEAR 2025

Criminal Offenses

Category of Offense	Instances on Campus			Instances on Adjacent Public Property		
	2025	2024	2023	2025	2024	2023
Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence	0	0	0	0	0	0
Sexual assault: rape, fondling, incest, statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Domestic violence (VAWA Offense)	0	0	0	0	0	0
Dating violence (VAWA Offense)	0	0	0	0	0	0
Stalking (VAWA Offense)	0	0	0	0	0	0

Hate Crimes (*Crimes that are motivated by bias against a victim's actual or perceived race, religion, disability, sexual orientation, ethnicity, national origin, gender, or gender identity*)

Category of Offense	Instances on Campus			Instances on Adjacent Public Property		
	2025	2024	2023	2025	2024	2023
Larceny (theft)	0	0	0	0	0	0
Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0

Arrests: Weapon, Drug, and Liquor Law Violations

Category of Offense	Instances on Campus			Instances on Adjacent Public Property		
	2025	2024	2023	2025	2024	2023
Illegal Weapons Possession	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0

Disciplinary Actions: Weapon, Drug, and Liquor Law Violations

Category of Offense	Instances on Campus			Instances on Adjacent Public Property		
	2025	2024	2023	2025	2024	2023
Illegal Weapons Possession	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Unfounded Crimes

	Instances on Campus			Instances on Adjacent Public Property		
	2025	2024	2023	2025	2024	2023
Unfounded Crimes	0	0	0	0	0	0