

Trinidad State Junior College

Campus Security and Fire Safety Report 2015



Campus Security &
Fire Safety Report 2015
Trinidad State Junior College

September 22, 2016

This report is published in order to satisfy the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Trinidad State Junior College strives to provide a safe, healthy environment that enhances academic learning. In accordance with Federal Law No. 101-542, the Student Right-to-Know and Campus Security Act of 1990, this report will address seven topics related to campus crime, statistics and fire safety:

1. TSJC Security & Crime Prevention
2. TSJC Crime Statistics
3. TSJC Policies on Alcohol/Drugs/Sexual Misconduct
4. Alcohol, Drug & Sex Offender Information and Resources
5. Violence Against Women Act
6. Fire Safety Statistics
7. TSJC Fire Safety Policies

This report is prepared in cooperation with local law enforcement agencies surrounding our campuses, TSJC Campus Security, TSJC Physical Plant staff, TSJC Housing staff, Dean of Student Services, Vice President of Student Services and the Student Affairs Committee. Each entity provides updated information on their efforts and programs to comply with the Act.

The report satisfies requirements for both of Trinidad State Junior College's campuses – Trinidad, 600 Prospect Street, Trinidad, Colorado 81082 and Alamosa (Valley), 1101 Main Street, Alamosa, Colorado 81101, is updated annually and is available at www.trinidadstate.edu and will be provided to all applicants for enrollment or employment if requested. A paper copy is available upon request.

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Chief Student Services Officer
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Table of Contents

TSJC Security and Crime Prevention.....	4
Crime Prevention.....	6
TSJC Crime Statistics.....	8
TSJC Policies on Alcohol/Drugs/Sexual Misconduct.....	12
Alcohol, Drug & Sex Offender Information and Resources.....	16
Violence Against Women Act.....	17
Resources for Victims.....	29
TSJC Fire Safety Statistics.....	34
TSJC Fire Safety Policies.....	34
Appendix A, Catastrophic Event / Crisis Management Guide	36

Report Tables

Table 1: Trinidad Campus Crime.....	10
Table 2: Valley Campus Crime	11
Table 3: Student Programming.....	21
Table 4: Employee Programming.....	23
Table 5: Procedures for Domestic Violence, Dating Violence, Sexual Assault or Stalking..	25
Table 6: Fire Systems.....	34
Table 7: Fire Statistics.....	34

TSJC Security & Crime Prevention

Campus Security Personnel: Campus Security and Institutional Personnel are available on each campus and prepared to respond to and make reports of criminal activity or other emergency situations which arise. Authority is limited to Trinidad State Junior College property. Personnel are bound by limitations of a private security officer including, but not limited to, the laws regarding arrest, search and seizure, and the appropriate use of force. Campus Security Officers work with and assist local law enforcement in crime reporting and criminal investigations. Campus Security's primary concern is the protection of the people and property of Trinidad State Junior College to ensure a safe working, living and learning environment.

Campus Security Authorities: Campus Security Authorities are officials of Trinidad State Junior College who have significant responsibility for student and campus activities. The following list indicates positions that are designated CSA's on each campus.

Trinidad Campus CSA's

Vice President of Student Services

Human Resources Director

Director of Financial Aid

Veteran representative

Student Life Director

Housing Director

Resident Assistant's

Student Government representatives

Athletic Director

Baseball Coach

Men's Basketball Coach

Volleyball Coach

Softball Coach

Women's Basketball Coach

Men's Soccer Coach

Women's Soccer Coach

All Assistant Coaches

TRiO Director

TRiO Staff

Club Advisors

Valley Campus CSA's

Dean of Students

Human Resources Director

Student Life Coordinator

Student Government representatives

TRiO Director

TRiO Staff

Responsibilities are reviewed annually and include required disclosure expectations. Trinidad State Junior College, Campus Security Authority personnel have a responsibility to notify the campus community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to campus security and the Vice President of Student Services on the Trinidad Campus or Dean of Students on the Valley Campus. Campus Security Authorities are encouraged to immediately contact the Vice President of Student Services or the Human Resources Director with concerns.

All TSJC buildings are monitored by Campus Security and Physical Plant staff during normal working hours and as scheduled during weekend, evening, and holiday hours. Facilities are unlocked as necessary during business hours and secured at the end of the business day. Locking

and unlocking schedules vary based on campus calendars. Campus facilities and grounds are patrolled regularly by Physical Plant and Campus Security personnel. Questions regarding building access can be directed to the Physical Plant office in Trinidad (719)-846-5618 or (719) 589-9074 in Alamosa.

Security risks due to design, maintenance, or operation of buildings, grounds or equipment should be directed to the Physical Plant Director. Should an incident occur, it should be reported to a supervisor or administrator immediately. Administrative responsibility for Trinidad State Junior College Trinidad Campus security is assigned to the Physical Plant Director, under the supervision of the Vice President of Campus Services, Berg 101, (719) 846-5534.

Law Enforcement on Campus: Local law enforcement in Trinidad (City of Trinidad Police Department) and Alamosa (City of Alamosa Police Department) serve as the official law enforcement agencies for TSJC. These agencies respond to all activities of a criminal nature. In addition, the law enforcement including the Las Animas County Sheriff's Office, Alamosa County Sheriff's Office and Colorado State Patrol serve the Trinidad State Junior College service area.

TSJC Campus Security personnel are employed during evenings and weekends. Arrest and apprehensions are referred to the local law enforcement departments. However, Campus Security can detain individuals until police officers arrive. Security's primary duty is to perform building and college grounds security checks. They also assist students, employees, and the general public in ways to make the campus a safe and secure environment.

Residence Hall Security: The Trinidad campus has student housing facilities. All exterior doors to the residence halls are equipped with locks through which students who are residents and employees with authorization can gain access with their issued keys.

With the exception of halls that house offices with business hours, exterior doors are locked at all times. Student Life and Campus Security personnel monitor doors regularly to prevent them from being left propped or ajar.

Key control for residence halls and all campus facilities is strictly kept. Locks are changed as needed resulting from lost or unreturned keys. Access for lost keys is removed from the lock system when reported lost or stolen.

Security and safety issues for the campus are discussed and evaluated regularly by Campus Security, Student Affairs and Physical Plant personnel. These issues may include locks, lighting, landscaping, alarms, etc. If students or employees have security or safety concerns, please report to the Physical Plant Director at (719) 846-5618 or Valley Campus Security (719)-680-7258 for housing related concerns on the Trinidad Campus report to the Director of Housing and Student Life at (719) 846-5458.

Reporting Crimes and Emergencies: All criminal activity or emergencies that take place on campus should be reported immediately to Trinidad Campus Safety at 719-845-6042 or Valley Campus Safety at 719-680-7258. If the situation is life threatening or criminal activities is in

progress, call 9-1-1 first and then call Campus Security. Additional campus security authorities to whom criminal activity can be reported include:

Trinidad Campus: To report a crime or an emergency on the Trinidad Campus, call 9-1-1 for the Trinidad Police Department. To report a non-emergency security or public safety related manner contact TSJC Campus Security at 719-845-6042 or the Director of Housing and Student Life at 719-846-5458.

Alamosa Campus: To report a crime or an emergency on the Alamosa Campus, call 9-1-1 for the Alamosa Police Department. To report a non-emergency security or public safety related manner contact the Campus Security at 719-680-7256.

Campus security authorities will create incident reports and contact or facilitate the contact of local law enforcement as necessary.

Confidential Crime Reporting: If you are the victim of a crime and do not want to pursue disciplinary action with the College or the Criminal Justice system, you are encouraged to consider making a confidential report. With your permission, Campus Security 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 assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics contained in this report.

Campus advisors are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual crime statistics. Advisors are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Crime Prevention

Campus Security and Student Services personnel discuss crime prevention during new student orientation, during the first week of each semester, at hall meetings and throughout the semester. Security and safety measures are part of the Residence Life staff training and are also discussed in the residence hall meetings at the beginning of each academic year. In addition, student activities the integrate prevention programming are offered to students throughout the academic year.

In addition to the visibility of Campus Security on campus, Trinidad State Junior College employees and students are encouraged to follow a few simple guidelines:

- Always lock your office, room or apartment when you are not present;
- Always lock your car;
- Make sure doors to residence halls close and latch behind you. If you notice doors that do not close and latch by themselves in general academic buildings, please report;

- Do not prop exterior doors to facilities;
- Never leave valuables (computers, phones, backpacks, money, etc.) unattended in your car; and
- Never leave valuables unattended in common areas: classrooms, cafeteria, etc.

TSJC's employees and students are to remember the whole campus community is affected by an individual's attention or inattention to these matters. They are urged to help us keep our campus as safe and secure as possible.

Missing Students: If a member of the Trinidad State Junior College community has reason to believe that a student is missing he or she should immediately notify the Director of Housing and Student Life at (719) 846-5458 or the Vice President of Student Services at 719-846-5643. All missing student reports will be investigated.

In addition to registering a general emergency contact TSJC Trinidad Campus students residing in on-campus housing have the option to identify confidentially an individual to be contacted by TSJC in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, TSJC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wished to identify a confidential contact can do so through the Office of Student Life. The student's confidential contact information will be accessible by authorized campus officials and law enforcement in the course of an investigation. After investigating a missing person report, should TSJC determine that the student has been missing for 24 hours, TSJC will notify the local police department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, college officials will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing.

Emergency Notification: Trinidad State Junior College uses the "Notify Me" notification system. In the event of an emergency or other situation for which immediate communication with the community is necessary, this system sends mass text messages and e-mails to those Trinidad State Junior College campus community members who have signed up for the service. The "Notify Me" system is also used to notify the community in the event of weather related school closures.

While it is an "opt in" system, students are strongly encouraged and led through the sign up process at registration and employees receive directions for sign up when hired. Periodic updates and reminders are sent out to encourage community members to keep their Notify Me account information (phone numbers and e-mail addresses) up to date. The system is tested each semester and a record of system use is available in the IT department.

Timely Warning: If campus security and administration determine that a situation or criminal activity presents a serious or continuing threat to the campus community a timely warning will be issued. Pre-developed messages have been produced and are can be pushed out quickly in the event a timely warning needs to be issued. Departments that can push out a timely warning include the IT, Marketing and local Police Department. The warning will be issued through any

and all of the following campus systems: The college e-mail system, the Notify Me system and the campus phone system. Every year staff and faculty are given a Crisis Management Guide in the event of a catastrophic event or crisis (Appendix A).

TSJC Crime Statistics

Campus Security compiles crime statistics annually. All crimes required to be disclosed by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act that have been reported to Campus Security and local law enforcement are included. The crimes that must be disclosed include:

Murder/Non-negligent Manslaughter - the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter – the killing of another person through gross negligence.

Rape- penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling - the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape- sexual intercourse with a person who is under the statutory age of consent.

Robbery – the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.

Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Larceny –Theft - unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault - is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property - willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence - an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking- a person commits stalking if directly, or indirectly through another person, the person knowingly makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship.

Liquor Law Violations – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Weapons Law Violations – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Crime Log - A daily crime log is maintained by Physical Plant staff on the Trinidad Campus. The daily crime log is available at <http://www.trinidadstate.edu/safe-campus/daily-crime-log.html>. Viewing is also available by appointment between 8 a.m. and 5 p.m. Monday through Friday and can be scheduled by contacting the Physical Plant office at (719)846-5618 or the Vice President of Student Services at (719) 846-5643.

The tables below identify information that was reported for January 1 through December 31, 2015 on the Trinidad and Valley Campuses of Trinidad State Junior College.

Table 1: Trinidad Campus Crime

TSJC Crime Statistics January 1 through December 31 in respective year															
Criminal Offenses	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	2	0	0	2	0	0	0	0	0	0	0	0	2
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Statutory Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Robbery	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
Aggravated Assault	2	5	0	2	5	0	0	0	0	0	0	0	2	5	0
Burglary	4	0	0	3	0	0	0	0	0	1	0	4	4	0	4
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	1	1	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Murder/Non Negligent Manslaughter	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Fondling	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Incest	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Statutory Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Robbery	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Aggravated Assault	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Burglary	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Motor Vehicle Theft	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Arson	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Larceny-Theft	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Simple Assault	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Intimidation	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Destruction/Damage/Vandalism of Property	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
VAWA Offenses															
Domestic Violence	x	0	0	x	0	0	x	1	0	x	0	0	x	1	0
Dating Violence	x	0	0	x	0	0	x	0	0	x	0	0	x	0	0
Stalking	x	0	0	x	0	0	x	0	0	x	0	0	x	0	0
Arrests and Referrals for Disciplinary Action															
Liquor Law Arrests	3	0	1	3	0	1	0	0	0	0	0	0	3	0	1
Liquor Law Violations Referred for Disciplinary Action	25	36	50	25	36	49	0	0	0	0	0	0	25	36	50
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations referred for Disciplinary Action	2	30	19	2	27	18	0	3	0	0	0	0	2	30	19
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	5	1	0	5	1	0	0	0	0	0	0	0	5	1	0

X indicates no data, non-reportable year

Table 2: Valley Campus Crime

TSJC Crime Statistics January 1 through December 31 in respective year															
Criminal Offenses	On Campus			Residential Facilities			Non Campus			Public Property			Totals		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Statutory Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Murder/Non Negligent Manslaughter	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Fondling	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Incest	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Statutory Rape	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Robbery	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Aggravated Assault	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Burglary	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Motor Vehicle Theft	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Arson	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Larceny-Theft	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Simple Assault	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Intimidation	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
Destruction/Damage/Vandalism of Property	x	x	0	x	x	0	x	x	0	x	x	0	x	x	0
VAWA Offenses															
Domestic Violence	x	0	0	x	0	0	x	0	0	x	0	0	x	0	0
Dating Violence	x	0	0	x	0	0	x	0	0	x	0	0	x	0	0
Stalking	x	0	0	x	0	0	x	0	0	x	0	0	x	0	0
Arrests and Referrals for Disciplinary Action															
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

X indicates no data, non-reportable year

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans and designated staff) and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar

notification. Copies of the report may also be obtained at the TSJC Office of Student Services. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

TSJC Policies on Alcohol, Drugs and Sexual Misconduct

Drug and Alcohol Policy: Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education (“Board”). Board Policy (BP 3-24) requires TSJC to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law) and the Higher Education Opportunities Act (HEOA) of 2008. A copy of this policy is available in the Vice President of Student Services Office in Trinidad or the Dean of Students Office in Alamosa.

Standard of Conduct: Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as a part of College activities.

The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by the TSJC President and licensed by the Colorado State Department of Revenue. No person under legal drinking age or any obviously intoxicated person shall be furnished, served or given an alcoholic beverage.

Sanctions for Violation of the Standards of Conduct: Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. Local, state and Federal laws make illegal use of drugs and alcohol serious crimes. Convictions can lead to imprisonment, fines and assigned community service. Please refer to the Colorado Revised Statutes for more details.

Penalties Which may be Imposed by TSJC: Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions may include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program, a requirement to perform hours of community service, loss of residence hall privileges, probation, suspension or expulsion from the College or termination of employment and/or referral to authorities for prosecution.

Listed below are the TSJC Student Code of Conduct specific to the use of alcohol and drugs on campus that could warrant disciplinary action. For a complete list of the Student Code of Conduct and TSJC specific sanctions, please refer to the Student Code of Conduct section listed in the TSJC Student Handbook.

Narcotics/Alcohol: Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college

owned or college controlled property, and/or at any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

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

Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse: Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

Available Counseling, Treatment, Rehabilitation or Re-entry Programs: Information on available counseling, treatment, and rehabilitation or re-entry programs are available in the Student Services Office or Student Success Centers on both campuses, and the Colorado Department of Health.

Marijuana Policy: Although possession and use of marijuana for medical and recreational use is no longer a crime in the State of Colorado, the possession and use of marijuana of any type remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including while in campus housing.

Students enrolled in Athletic and Career and Technical Education (CTE) programs that have additional accrediting bodies must abide by the standards set forth by those programs. If drug screening is required and a student tests positive, disciplinary procedures will be taken according to the specific CTE program handbook or accrediting guidelines, and this TSJC Student Handbook. Students with a medical marijuana license are not exempt, regardless of where the student lives (on or off campus).

Tobacco Free Buildings: The use of tobacco products including smokeless tobacco, snuff, and chewing tobacco is allowed only in designated areas, and is prohibited in all College buildings and College facilities.

Sexual Misconduct Policy: Colorado Community College System President Procedure (SP4-120a) outlines the Trinidad State Junior College Student Sexual Misconduct Procedure. The Procedure is intended to allow students an opportunity to present an issue which they feel warrants action with respect to the right to secure educational benefits and services without regard to sex.

Individuals who feel they have been subjected to sexual harassment and are in need of additional information may contact Lorrie Velasquez, Title IX Coordinator, 600 Prospect Street, Trinidad, Colorado 81082; Phone 719-846-5534 for the Trinidad Campus and Rachel Doyle Title IX Coordinator, 1101 Main Street, Alamosa, CO 81101; Phone 719-589-7022 for the Valley Campus. All matters involving sexual misconduct are taken seriously and are investigated.

Sexual misconduct is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status in course, program or activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that student; or
3. Such conduct is directed toward an individual because of his/her gender is severe and/or pervasive, and has the purpose or effect of creating an intimidating, hostile or offensive academic/work environment or unreasonably interferes with another's academic performance/work.

Complaint Procedures: Trinidad State Junior College can respond to harassment only if it is aware of the conduct. Any student who believes that he or she has been subjected to sexual harassment should contact the Title IX Compliance Officer to request advice and information about possible ways to proceed and to put the college on notice. The college investigates every complaint of harassment and takes appropriate action on the basis of facts it discovers.

Any college employee who believes that he or she has observed an incident of sexual harassment on the college's learning and working environments involving a member of the college community or who receives a report of alleged sexual harassment from a student must immediately report this information to the Title IX Compliance Officer of the college.

Sexual Assault: Individuals who feel they have been subjected to sexual misconduct or harassment and are in need of additional information may contact the Director of Human Resources

Trinidad Campus:
600 Prospect Street
Trinidad, Colorado 81082
Phone 719-846-5534

Valley Campus:
1101 Main Street
Alamosa, Colorado 81101
Phone 719-589-7022

All matters involving sexual harassment complaints are taken seriously and are investigated.

If a student has in any way experienced a sexual assault on a TSJC campus, the student should immediately report this to either TSJC Campus Security or to the local law enforcement agency. If the student reports it to Security first, then the College will take steps to assure that the report has been filed with the local law enforcement agency. A victim's on campus living situation may be modified to insure victim safety. If a student is a victim of a sexual assault that occurs off campus, the student should immediately report it to their local law enforcement agency.

If you are a victim of a sexual assault, you may request a medical forensic exam. This is important if you think you want to seek legal action. It is vital that a victim obtains medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. You can have the exam without having to report the assault to law enforcement. You will not be charged for the cost of the exam.

The College has an agreement with the following providers for the exam:

Trinidad Campus:

Mt. San Rafael Hospital
410 Benedicta Ave., Trinidad CO 81082

If you do not have transportation to the facility, you may contact a friend or family member, Council of Governments Transit services at 719-845-1127 or Advocates Against Domestic Assault at 719-846-6665.

Valley Campus:

San Luis Valley Health Regional Medical Center
106 Blanca Avenue, Alamosa, CO 81101

If you do not have transportation to the facility, you may contact a friend or family member, Little Stinkers Taxi Service at 719-859-2500 or Tu Casa, Inc. 719-589-2465.

Any cost for transportation is the responsibility of the student.

If you have any questions, please contact the following Trinidad State Junior College staff:

Lorrie Velasquez, TSJC Acting Vice President of Campus Resources
719-846-5534

Rachael Doyle, TSJC Human Resources Director
719-589-7022

Kerry Gabrielson, TSJC Vice President of Student Services
719-846-5643

David Hardman, TSJC Director of Housing and Student Life
719-846-5458

Evidence is Important: A victim of a sexual assault should always remember to preserve all evidence so that law enforcement agencies can build as strong of a case as possible. Immediate reporting is a MUST! Always remember to note characteristics of the person who has assaulted you: clothing, height, weight, color of hair and eyes, and other identifying items such as scars, and body shape.

Alcohol, Drug and Sex Offender Information and Resources

Counseling, Treatment, Rehabilitation or Re-entry Programs: Information on available counseling, treatment, and rehabilitation or re-entry programs are available in the Student Services Office or Student Success Centers on both campuses, and the Colorado Department of Health.

Sex Offender Registration: Information concerning persons who are required by Colorado Law to register as sex offenders, including registered sex offenders who are enrolled, employed, or volunteering at TSJC, may be obtained by visiting <http://sor.state.co.us/> for the most current information.

Community Resources: Trinidad State Junior College does not endorse any one treatment program or facility. However, the following list includes resources that exist in our community related to alcohol and drug treatment, crisis, education and prevention:

Trinidad Campus Area:

Crossroads Turning Point – 719-846-4481
Spanish Peaks Mental Health – 719-846-4416
Alcoholics Anonymous – 719-846-1173
Advocates Against Domestic Assault – 719-846-6665
National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Valley Campus Area:

Family Support Agency – La Puente – 719-589-5404
Homeless Shelter – La Puente – 719-589-5909
Health and Mental Wellness – San Luis Valley Mental Health Corporation – 719-589-3671
National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK
Crossroads Turning Point – 719-589-5176
Domestic and Sexual Assault, Elder Abuse, Hate Crimes, Counseling Services – Tu Casa – 719-589-2465

Resources Available to Students and Employees: Throughout the academic year, TSJC will sponsor programs and information seminars related to drug, alcohol and wellness. These programs are advertised in the through weekly campus activity notices, email, Facebook and campus communication. Programs are organized and sponsored through the Office of the Vice President for Student Services, Director of Housing and Student Life, Student Life Coordinator and Director of Human Resources.

Affirmative Action Statement: TSJC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: Affirmative Action Officer and Title IX and Section 504 Coordinator, Berg Building, TSJC, Trinidad, Colorado 81082 (719) 846-5534, or Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294. Information or guidance regarding student's rights, policies, and/or procedures may be obtained from: Trinidad

State Junior College Affirmative Action Officer, Lorrie Velasquez. Trinidad Campus, Berg Building, Room 108, Telephone: (719) 846-5534 or Rachel Doyle. Valley Campus, Office 112, Telephone (719) 589-7022: Any student is invited to confer with the Affirmative Action Officer. All conferences will be kept in strict confidence.

Notice of Non-Discrimination:

Trinidad State prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of gender (or gender identity), sex, race, color, age, creed, national or ethnic origin, genetic information, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974, Executive Order 11246, and sections 24-34-301, C.R.S. et seq., The **Genetic Information Nondiscrimination Act** of 2008 (Pub.L. 110-233, 122 Stat. 881, enacted May 21, 2008, **GINA**.

The College has designated the Directors of Human Resources as its Affirmative Action Officer's with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534 or 1101 Main Street, Alamosa, CO 81101, (719) 589-7022; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

Title IX Compliance Officer: TSJC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, race, color, age, creed, national or ethnic origin, genetic information, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation in admission or access to, or treatment, or employment in its educational programs or activities.

Inquiries may be referred to: TSJC Title IX Coordinator, Lorrie Velasquez, Berg Building, Trinidad, Colorado 81082 (719) 846-5691 or TSJC Title IX Coordinator Rachel Doyle Valley Campus, Office 112, Alamosa, CO 81101 (719) 589-7022, or Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294.

TSJC Policies on the Violence Against Women Reauthorization Act

Trinidad State Junior College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Trinidad State Junior College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off

campus and when it is reported to a College official. In this context, Trinidad State Junior College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Trinidad State Junior College is a part of the Colorado Community College System (CCCS) and is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). For a complete copy of the SBCCOE Board Policies (BP) governing sexual misconduct, visit BP 3-120, Affirmative Action/Anti-Discrimination, prohibits employee sexual misconduct <https://www.cccs.edu/bp-3-120-affirmative-action-anti-discrimination/> and BP 4-120, Prohibition of Discrimination or Harassment, prohibits student sexual misconduct <https://www.cccs.edu/bp-4-120-prohibition-of-discrimination-or-harassment/>.

Additionally, the Board has delegated procedural authority to the Colorado Community College System President. As a result, the pertinent CCCS System President's Procedures (SP) on Sexual Misconduct are found at <https://www.cccs.edu/sp-3-120a-sexual-misconduct-procedure/> for CCCS employees, authorized volunteers, guests and visitors, SP 3-120a applies. For students, SP 4-120a applies <https://www.cccs.edu/wp-content/uploads/documents/SP-4-120a.pdf>.

All Sexual Misconduct complaints are investigated pursuant to System President's Procedures, Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply and can be found at <https://www.cccs.edu/wp-content/uploads/documents/SP3-50b.pdf>. If the respondent is a student, SP 4-31a applies and can be found at <https://www.cccs.edu/wp-content/uploads/documents/SP4-31a.pdf>.

A. Definitions

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

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

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

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

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

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

Dating Violence-*There is no Colorado state law on dating violence; therefore the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.*

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking-C.R.S. 18-3-602, means a person commits stalking if directly, or indirectly through another person, the person knowingly:

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

would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Additional definitions as it relates to "Stalking" under Colorado law:

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

B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides an overview of information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention Bystander engagement is encouraged through safe and positive intervention techniques and by empowering

third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of campaigns, emails, guest speakers and events.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; TSJC presents information on “Safe Spring Break” annually the week before spring break; prevention strategies are discussed at residence hall meetings the first week of each semester and prevention information is posted in residence halls to promote awareness and resources for students. Passive programming through postings throughout campus also provide information for students and staff.

The College offered the following **primary prevention and awareness programs and communication for all incoming and all students** in 2015:

Table 3: Student Programming

Program	Date	Location	Behavior/Prevention Topic	Number of Students Participating
New Student Crisis Training	1/28/2015	Trinidad Campus-Berg Little Theater	Crisis Training for all first semester students	30
Veteran awareness	2/11/2015	Valley Campus - Main street	Mental Health, supporting troops, suicide awareness for vets	100+
Safe Super Bowl	2/7/2015	Valley Campus-Adams State-Union Loft	Drug and Alcohol Free event for students and families	75
Safe Super Bowl	2/7/2015	Trinidad Campus-Student Life	Drug and Alcohol Free event for students and families	25
Choose Not to Use	2/24/2015	Trinidad Campus-Massari Theater	Drugs and Alcohol prevention	30
Safe Spring Break	3/11/2015	Trinidad Campus-Cafeteria Parking Lot	Drinking and Driving event (drunk goggles). Alcohol awareness, prevention and community resources. Trinidad Fire Department extrication training.	150
Safe Spring Break	3/15-3/17/2015	Valley Campus-Student Life Center	Drinking and Driving event (drunk goggles). Alcohol awareness, prevention and community resources.	35
Finals Prep	5/10-12/2015	Trinidad Campus – Student Success Center	Study skills, mental health, time management	25

Finals Prep	5/10-12/2015	Valley Campus – Learning Center	Study skills, mental health, time management	20
Stress Free Day	5/28/2015	Trinidad Campus-Quad	Healthy life choices, alternatives to stress and self-medication.	75
New Student Orientation	8/21/2015	Trinidad Campus-Berg 305	Campus safety, campus security, emergency notification system	152
New Student Orientation	8/21/2015	Valley Campus – Auditorium	Campus safety, campus security, emergency notification system	80
“SEX” Dating Violence & Sexual Assault Prevention “Drugs” Drug and Alcohol Awareness Alcohol & Drug Awareness for College Success Healthy Relationships:	9/30/2015	Valley Campus-Atrium p.m., 1:30-3:30 p.m.	Dating violence, domestic violence, talking, bystander training, safe sex, community resources and victim resources Alcohol awareness, prevention and community resources Mental Health provider and TSJC faculty shared safe behaviors and success strategies Tu Casa presented workshop on domestic violence, awareness, resources to promote safety	100
Safe Sex table		Valley Campus-Student Life Center Office	STD and plus information and free condoms for students	All Valley Campus Students
Sex Offender Notification Information		Email to all students, faculty and staff. Linked on the TSJC website	Notice & web link	ALL
Campus Security and Fire Safety Report		Email to all students, faculty and staff. Published on the TSJC website	Report	ALL
Campus Security Reminder		Email to all students, faculty and staff	Reminder	ALL
Drug Free School Biennial Review		Email to all students, faculty and staff. Published on the TSJC website	Report	ALL
Standard Response Protocol Training		Email to all students, faculty and staff	Reminder	ALL

The College offered the following **primary prevention and awareness programs for all employees** in 2015:

Table 4: Employee Programming

<u>Program</u>	<u>Date</u>	<u>Location</u>	<u>Number of participants</u>
Workplace Answers Training: Bullying Prevention for Higher Ed Staff	Released 01/15	Electronic Training delivered to all staff and faculty	127 total 124 complete
Workplace Answers: Diversity Benefits for Higher Ed Employers	Released 01/15	Electronic Training delivered to all staff and faculty	127 total 124 complete
Workplace Answers: Preventing Discrimination and Sexual Violence Refresher: Title IX, VAWA and Clery Act for Faculty & Staff	Release 01/15	Electronic Training delivered to all staff and faculty	127 total 124 complete
Workplace Answers: Unlawful Harassment Prevention Supervisor Supplement for Higher Education Staff	Release 01/15	Electronic Training delivered to all staff and faculty	18 total 18 complete
New Staff Information: Title IX Brochure Code of Ethics Policy & Notification Sexual Harassment Policy & Notification	Varied based on hire date	Paper copies included in employee new hire paperwork	5

C. Procedures for Reporting a Complaint

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

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Mount San Rafael Hospital on the Trinidad Campus and the San Luis Valley Regional Medical Center on the Valley Campus. In Colorado, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. TSJC staff will assist any victim with notifying local police

if they so desire. On the Trinidad Campus, contact David Hardman, Director of Housing and Student Life, 719-846-5458. On the Valley Campus, contact Rachael Doyle, Human Resources Director, 719-589-7022 or Kerry Gabrielson, Vice President Student Services, 719-846-5643.

Trinidad Police Department
719-846-4441
2309 E. Main Street
Trinidad, CO 81082

Alamosa Police Department
719-589-2548
425 4th Street
Alamosa, CO 81101

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Lorrie Velasquez, 600 Prospect Street, Berg Building, Room 108, Trinidad, Colorado, 81082. Telephone (719) 846-5534 or Title IX Coordinator, Rachel Doyle, 1101 Main Street, Office 112, Alamosa, CO 81101; Phone (719) 589-7022 and campus security (if the victim so desires).

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, Trinidad State Junior College acts to reasonably prevent its recurrence and the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all advocates, investigators, hearing officers, panelists and appeals officers that encompasses a hearing process that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

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

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Title IX Coordinator to preserve evidence in the event that the victim changes her/his mind at a later date.

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

Table 5: Procedures for Domestic Violence, Dating Violence, Sexual Assault or Stalking

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will provide complainant with referrals to on and off campus mental health providers 6. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the Sexual Misconduct and Civil Rights Grievance and Investigation Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

	accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation	
Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
Stalking	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate	Stalking cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the stalking is sexually based, it may fall under the institution's Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

Dating Violence	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate	Dating Violence cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the dating violence incident is sexually based, it may fall under the institution's Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.
Domestic Violence	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate	Domestic Violence Cases are referred to the Chief Conduct Officer and adjudicated using the <i>preponderance of the evidence</i> standard. If the act of domestic violence is sexually based, it may fall under the institution's Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's Sexual Misconduct and Civil Rights Grievance and Investigation Procedures using the <i>preponderance of the evidence</i> standard.

D. Assistance for Victims: Rights & Options

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

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

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

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

Further, Trinidad State Junior College complies with Colorado law in recognizing orders of protection by: informing security, faculty and appropriate staff who may need to support protection order compliance. The Student Life Director on the Trinidad Campus and Dean of Students on the Valley Campus maintain a database of all protective orders for current students.

Any person who obtains an order of protection from Colorado or any reciprocal state should provide a copy to the Director of Housing, David Hardman on the Trinidad Campus and the Dean of Students, Robert Martinez on the Valley Campus and the Office of the Title IX Coordinator. A complainant may then meet with student services staff to develop a Safety Action Plan, which is a plan for campus security and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, allowing a student to complete assignments from home, relocating a residence hall assignment etc.)

Protection from abuse orders may be available through an **Emergency Protection Orders**, C.R.S. 13-14-103. Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;

- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

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

A verbal emergency protection order may be issued only if the issuing judge finds that an imminent danger in close proximity exists to the life or health of one or more persons or that a danger exists to the life or health of the minor child in the reasonably foreseeable future.

To the extent of the victim's cooperation and consent, College offices, including the TSJC Behavioral Intervention Team (BIT). Team members include staff and faculty representatives throughout both campuses. Team members work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Support for victim accommodations are coordinated through the Title IX Coordinator on each campus.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. A change in directory information should be made to the Office of the Registrar at 719-846-5550.

Resources for Victims

Community Resources: Trinidad State Junior College does not endorse any one treatment program or facility. However, the following list includes resources that exist in our community related to alcohol and drug treatment, crisis, education and prevention:

Trinidad Campus Area:

Crossroads Turning Point – 719-846-4481

Spanish Peaks Mental Health – 719-846-4416

Alcoholics Anonymous – 719-846-1173

Advocates Against Domestic Assault – 719-846-6665

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Valley Campus Area:

Family Support Agency – La Puente – 719-589-5404

Homeless Shelter – La Puente – 719-589-5909

Health and Mental Wellness – San Luis Valley Mental Health Corporation – 719-589-3671

National Suicide Hotline – 1-800-SUICIDE or 1-800-273-TALK

Crossroads Turning Point – 719-589-5176

Domestic and Sexual Assault, Elder Abuse, Hate Crimes, Counseling Services – Tu Casa – 719-589-2465

Resources Available to Students and Employees: Throughout the academic year, TSJC will sponsor programs and information seminars related to drug, alcohol and wellness. These programs are advertised in the through weekly campus activity notices, email, Facebook and campus communication. Programs are organized and sponsored through the Office of the Vice President for Student Services, Dean of Students and Director of Human Resources.

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

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

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

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

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

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

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

E. Adjudication of Violations

Whether or not criminal charges are filed, the College or a person may file a complaint under the Civil Rights Grievance and Investigation Process. If the respondent to a complaint is a CCCS employee, authorized volunteer(s), guest(s), or visitor(s), SP 3-50b will apply. If the respondent is a student, SP 4-31a applies. The procedures can be located at: SP 3-50b

<https://www.cccs.edu/wp-content/uploads/documents/SP3-50b.pdf> or SP 4-31a

<https://www.cccs.edu/wp-content/uploads/documents/SP4-31a.pdf>. Reports of all domestic violence, dating violence, sexual assault and stalking made are automatically be referred to the Title IX Coordinator for investigation regardless if the complainant chooses to pursue criminal charges.

The College's civil rights grievance and investigation process, as well as the discipline process, will provide prompt, fair, and impartial investigation and resolution that is:

- Completed within reasonably prompt timeframes which, pursuant to our procedure, is sixty (60) days. If the college finds it necessary to extend this timeline, they may do so for good cause. The college will provide written notice to the accuser and the accused of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the accuser and accused;
- The processes allow for timely notice of meetings at which the accuser or accused, or both, may be present;
- Provides timely access to the accuser, the accused, and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

All college officials involved with the investigation and discipline process are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking. These employees are taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

After the civil rights grievance and investigation process is concluded, the findings are shared with the disciplinary authority to begin the college's discipline process. If the accused is an employee, sanction decisions are outlined in:

- For faculty, disciplinary action will be in compliance with BP 3-20:
<https://www.cccs.edu/wp-content/uploads/2012/08/BP3-20.pdf>
- For classified employees, disciplinary action will be taken pursuant to the State Personnel Rules and Regulations:
<https://www.colorado.gov/spb/rules-0>
- For administrative and professional/technical employees, there is no specific procedure outlined on discipline; therefore the appointing authority will conduct a discipline process as outlined above.
- For authorized volunteers, guests and visitors, there is no specific applicable procedure; therefore the appointing authority will conduct a discipline process as outlined above.

If the accused is a student, SP 4-30, Student Disciplinary Procedure, applies. The procedure can be located at <https://www.cccs.edu/sp-4-30-student-disciplinary-procedure/>. The discipline process, in all cases, provides that:

1. The accuser and the accused each have the opportunity to meet with the CSSO, for students, or the Appointing Authority/Disciplinary Authority, for CCCS employees, authorized volunteers, guests and visitors;
2. Attend a hearing before a properly trained hearing panel or person;
3. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing; however, the complainant(s) or respondent(s) cannot be represented by an attorney or law student (legal counsel) unless

civil or criminal actions concerning the particular incident in question are pending.

Under those limited exceptions, the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the investigator(s) forty-eight (48) hours in advance of any scheduled meeting so that the investigator(s) can notify the other party.

An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings.

4. An employee and student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused violated SBCCOE Policy or CCCS or College Procedure?";
5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College's ability to respond to the complaint may be limited.

Confidentiality: Certain campus officials have a duty to report criminal misconduct, including sexual misconduct, for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location. Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

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

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

Additionally, the College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions:

- Relocation of residence hall assignments
- Encourage them to change their directory information status
- Campus escorts to classes
- Encourage participation in a personal protection/awareness class
- Refer student to Counseling services
- Refer student to online support and classes as appropriate

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Trinidad State Junior College.

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

In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>. You can link to this information, which appears on CBI's website, by accessing <https://www.cccs.edu/sp-4-30-student-disciplinary-procedure/>.

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

TSJC Fire Safety Statistics

Information below outlines the fire safety systems in TSJC Residence Halls and Fire Statistics for the 2015 year.

Table 6: Fire Systems

Fire Safety Systems in Residential Facilities							
Facility	Fire Alarm System	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans	Number of Fire Drills Each Calendar Year
Huggins Hall	1			X	X	X	2
O'Connor Hall	1			X	X	X	2
Johnson Hall	1			X	X	X	2
Romero Hall	1			X	X	X	2

Table 7: Fire Statistics

2015 Fire Statistics						
Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries that required treatment at a medical facility	Number of deaths related to a fire.	Value of property damage caused by fire
Huggins Hall	0	N/A	N/A	N/A	N/A	N/A
O'Connor Hall	0	N/A	N/A	N/A	N/A	N/A
Johnson Hall	0	N/A	N/A	N/A	N/A	N/A
Romero Hall	0	N/A	N/A	N/A	N/A	N/A

TSJC Fire Safety Policies

TSJC is a tobacco free campus. Smoking in all of its varieties is prohibited. Due to the limitations of electrical circuits and for a variety of safety reasons, electric appliance usage is limited in the residence hall rooms. Acceptable electric appliances with proper care and usage within student rooms include:

- Small refrigerator (up to 4.6 cubic feet)
- Microwave oven
- Coffee Pot
- Hot air popcorn popper
- Hairdryer
- Curling iron/curlers/flat iron
- Clothes iron
- Television
- Radio and stereo
- Computer
- Fan
- Blu-ray/DVD player/VCR

All heat producing electrical appliances must be plugged directly into a wall outlet and need to be U/L approved. Residence hall rooms are not equipped to support the use of cooking appliances with the exception of microwave ovens. The use of extension cords is prohibited although students may use power strips that contain surge protectors.

At no time may any flammables be stored in or around living areas including fireworks, candles and incense. Open flame or combustibles including, but not limited to, candles, incense, oil burning lamps and potpourri pots may not be burned in any residential unit. Fuel driven vehicles (e.g., motorcycles, mopeds, etc.) may not be stored in student housing.

Safety concerns prohibit live Christmas trees and large decorative Christmas lights in residence halls. Small, decorative, artificial Christmas trees are permitted. Fire safety concerns also prohibit posters, tapestries, etc. to be hung or placed on ceilings. Hallways, stairwells and exits must remain free of debris, personal items, and decorations.

Students or students' guests must not tamper with the heating system, college appliances, locks, entrance or hall doors, lights, smoke detectors or make any alterations of any kind to the premises.

Once each semester the Student Life and Residence Hall Staff, in cooperation with the Physical Plant staff, conduct Fire and Life Safety Inspections. The purpose of these inspections is to find fire hazards, maintenance issues and other facility related concerns and ensure compliance with the above guidelines.

Reporting a Fire: Residence Halls have central fire alarm systems. In the event of a fire, activate the nearest fire alarm pull station, close windows and doors and evacuate the building according to the posted evacuation routes. When you are a safe distance from the building, call 9-1-1 and then call or have someone else call Campus Security at (719) 845- 6042. Stay away from the building until you are informed by Residence Life or Campus Security personnel it is safe to return.

Fire Drills: Fire drills are held at least once within the first month of the Fall and Spring semesters. Additional drills are held as needed throughout the year. When the alarm is engaged, students must evacuate the building and meet in the following areas:

Huggins Hall – Field in front of Huggins Hall
Johnson Hall – Tennis courts east of Johnson Hall
O'Connor Hall – Grass area north of the Berg Building
Romero Hall – Grass area north of the Berg Building

Residence Life and Housing personnel confirm that all students are out of the buildings at this time.

Fire Safety Education: Fire safety measures are a part of the Residence Life personnel training and are also discussed in the residence hall meetings at the beginning of each academic year.

Fire Log: A daily fire log is maintained by the Physical Plant Director and includes information for all campuses. Viewing is available by appointment between 8 a.m. and 5 p.m. Monday through Friday and can be scheduled by contacting the Physical Plant at (719) 846-5618.

Appendix A

Catastrophic Event / Crisis Management Guide

<u>Catastrophic Event</u>	<u>Witness</u>
Active Shooter	-Moves to safety
Hostage	-Calls 911
Fire	-Calls Senior Administrator
Explosion	-Determines Evacuation Needs
Serious Accident	-Calls security (TC: 719-845-6042 or VC: 719-680-7258)
Bomb Threat	-Calls members of Crisis Management Team

Senior Administrator Call List:

1. President (x5541 or x7023)
2. Vice President for Student Services / Sponsored Programs (x5643 or x7020)
3. Vice President for Academic Affairs (x5559 or x7020)
4. Acting Vice President for Campus Resources (x5534)
5. Vice President for Business and Finance (x5691)
6. Dean of Enrollment Management (x7050)
7. Dean of Instruction, Health Sciences (x5516)
8. Dean of Instruction, Arts and Sciences (x7131)
9. Dean of Instruction, Career and Technical Education, Trinidad (x5577)
10. Dean of Instruction, Career and Technical Education, Valley (x7064)
11. Director of Communications, Trinidad (x5530)
12. Director of Communications, Valley (x7101)
13. Director of Facilities (x5619)
14. Director of Information Technology (x5513)

Crisis Management Team

ALL fourteen of the above mentioned senior administrators, depending on availability, will serve on the Crisis Management Team. The Crisis Management Team will connect immediately via telephone, with the senior person on each campus taking the lead role.

All contact with the media will be managed by the appropriate Director of Communications. If communication is disrupted between Trinidad and Alamosa, the members of the Crisis Management Team who are on site may make decisions on their own.

Meeting location for the Crisis Management Team

	<u>Trinidad</u>	<u>Valley</u>
Primary location:	President's Office (Berg 218)	President's Office (Rm. 106)
Secondary location:	Boyd Conference Room	Allied Health, Rm. 17
Off-campus location:	President's Home	San Luis Valley Federal Bank

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