

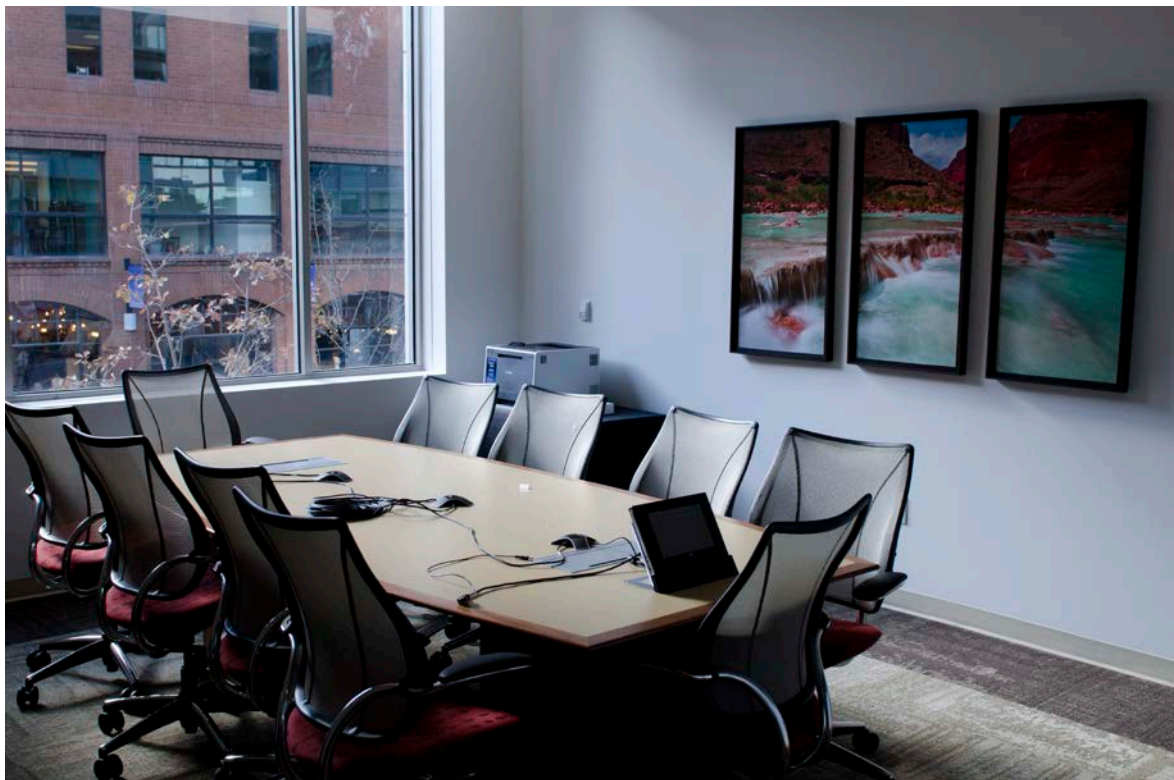


UNIVERSITY
of the ROCKIES™

Campus Security and Safety Report
Denver Instructional Site

CAMPUS SECURITY AND SAFETY REPORT

Denver Instructional Site
Published October 1, 2014





Introduction

University of the Rockies (“University”) is providing the following information to all of its current Denver Instructional Site students and employees and online students as part of the University’s commitment to safety and security, pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Reauthorization Act of 2013 (“VAWA”) which added “SaVE Act” provisions. VAWA amended the Clery Act requirements to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. While the Department of Education has not yet issued final regulations for institutions to use, they have published a Dear Colleague Letter (“DCL”) in July 2014 specifying that “until final regulations are published and effective, institutions must make a good-faith effort to comply with the statutory provisions as written.”

This report is prepared in cooperation with the local Denver Police Department surrounding the non-residential campus. Campus crime, arrest, and referral statistics include those reported to the Office of Student Affairs, campus security authorities (“CSA’s”) and local law enforcement agencies.

This report is compiled annually under the direction of the Office of Student Affairs, which is responsible for checking the accuracy of reports and reconciling statistics to ensure proper categorization and to avoid double counting. If you should have questions about any of the information provided in this report, please contact the President and Chief Executive Officer, Dr. Charlita Shelton at 866.621.0124.

Campus Security and Crime Prevention Policy

Notification of the Campus Security and Safety Report

The University of the Rockies’ Denver Instructional Site Security and Safety Report is distributed to every Denver Instructional Site student (whether they attend on-ground and/or online) and employee on an annual basis by email notification. Denver Instructional Site students and employees are informed of the availability of the report, which is located on the University website at <http://www.rockies.edu/campus-safety.htm>. The Report is available to prospective Denver Instructional Site employees and students by viewing the same University website. A paper copy may be requested by emailing studentaffairs@rockies.edu and a copy will be mailed.

Reporting Crimes and Emergencies

It is important for students, as well as other members of the Denver Instructional Site community, to take responsibility for their own safety and well-being. The University strongly encourages students, staff, and employees to take steps to ensure the safety and security of their belongings, themselves, and others and to report any crimes or emergencies to local authorities.

The University of the Rockies Office of Student Affairs at the Denver Instructional Site keeps a daily crime log in the office of the Director of Student Affairs. The report contains an Incident Report of any criminal incident or alleged criminal incident that occurs at the Denver Instructional Site or on public



property, within or immediately adjacent to and is accessible from the campus, or that occurred within the patrol jurisdiction of the security department and is reported to the Director of Student Affairs (in the Office of Student Affairs). The Denver Instructional Site does not maintain any non-campus building or property. This log extends beyond Clery Act crimes. This information is available for public inspection, upon request, during normal business hours. Information in the crime log includes the following: the nature of the crime, the date and time the crime occurred, a general location of the crime, the case number, and any known disposition of the complaint. Any portion of the log older than 60 days will be made available within two business days of a request for public inspection.

The University reserves the right to maintain the privacy of both the victim and the accused in any of these situations except as may be required by law.

Procedures for Reporting Criminal Actions or Emergencies

The safety and security of all members of the University of the Rockies community are of primary importance. Colorado is a “Duty to Report” State, meaning Colorado residents are required to report crimes committed by others if they have knowledge of them. If any student or employee becomes aware of a situation that would affect the safety or well-being of any member of the University of the Rockies community, the student or employee must report the situation immediately to the local authorities and to the Director of Student Affairs. If the Director of Student Affairs is unavailable, the student or employee may report the incident to a Security Guard, a member of the faculty or staff, VP of Operations, Director of Facilities, or the University Registrar. This information will be provided to the Director of Student Affairs, who will then complete an Incident Report. A copy of the Incident Report will be provided to the VP of Operations.

The University takes any reported criminal action seriously and responds to it accordingly; subsequently, the University relies on law enforcement authorities to assist during criminal investigations and appropriate emergencies.

Contact Information to Report a Crime or Emergency

Police/Fire/Rescue	911
Denver Police (non-emergency)	(720) 913-2000
Director of Student Affairs	866.621.0124 x 8820
Chief of Staff/VP of Institutional Planning and Effectiveness	866.621.0124 x1795
VP of Operations	866.621.0124 x1760
Director of Facilities	866.475.0317 x7715
University Registrar	866.621.0124 x1693

Duty to Report a Crime

As noted above, Colorado is a “Duty to Report” State, meaning Colorado residents are required to report crimes committed by others if they have knowledge of them. Colorado Revised Statutes (CRS) 18-8-115, “Duty to Report a Crime” states, “It is the duty of every corporation or person who has reasonable grounds to believe that a crime has been committed to report promptly the suspected crime to law enforcement authorities.”



Faculty, staff, administrators, and students are required to report a crime, of which they become aware, immediately to the local authorities and to the Director of Student Affairs (866.621.0124 ext. 8820). If the Director of Student Affairs is unavailable, the crime should be reported to a member of the faculty or staff, Chief of Staff, VP of Operations, Director of Facilities, or the University Registrar (see contact information above). This information will be then be provided to the Director of Student Affairs, who will then complete an Incident Report. A copy of the Incident Report will be provided to the VP of Operations.

In addition, because University of the Rockies operates an urban instructional site without campus police, University of the Rockies will file a report of any crime with the Denver Police Department or other appropriate law enforcement agencies. (It should be noted that the Denver Instructional Site does employ Security Officers provided through Allied Barton Security Services. The guards can be contacted in case of an emergency or the intervention of a criminal activity.)

University of the Rockies' policies encourage accurate and prompt reporting of all crimes to the campus security and the appropriate law enforcement agencies, when the victim of such crime elects or is unable to make such a report. The University does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis to University administrators. In addition, the Denver Instructional Site does not employ professional counselors or pastoral (faith-based) counselors for student or faculty/staff utilization, nor does it have a policy that encourages pastoral counselors and professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Students/employees may anonymously report a crime directly to the local police or through other anonymous crime reporting mechanisms such as Crime Stoppers to comply with Colorado's Duty to Report law.

All Denver Instructional Site Incident Reports are forwarded to the Director of Student Affairs for review and potential action if there is a breach of Student Community Standards and violations of law will be referred to law enforcement agencies. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued as set forth in the section entitled *Timely Reports of Specific Crimes or Offenses* below.

Campus Awareness of Security Services

University of the Rockies takes crime prevention seriously and provides educational opportunities to students and staff throughout the year regarding various programs and opportunities to learn about Denver Instructional Site security procedures and practices. Workplace Violence Training is provided annually to all managers in the organization.

New Student Orientation includes presentations from area experts on such topics as personal safety tips, emergency communication systems, building security, and prevention of sexual abuse/assault. Faculty, staff and continuing students are strongly encouraged to attend these programs. Also, all employees are provided with an emergency wallet card that offers emergency procedure information as well as emergency contact numbers.



Crime prevention information, such as the *Sexual Misconduct Response Process* and *Campus Safety Tips* brochures, are made available at the Instructional Site. Further, regular safety updates are sent to faculty, staff and students from the Director of Student Affairs. Documentation of educational programming and safety updates are maintained by the Director of Student Affairs.

Timely Reports of Specific Crimes or Offenses

When a known crime is considered to have a serious or continuing threat to Denver Instructional Site students and/or employees, the Director of Student Affairs or Chief of Staff will notify the campus community in a timely manner, withholding the names of victims as confidential, through one or more of the following methods, depending upon the nature of the incident:

- Entire student body, faculty, and staff may be notified via flyer, posted information, email, or use of the Send Word Now Emergency Notification system, etc.
- If necessary, notification to the larger community via written press release or telephone call.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Security of and Access to Denver Instructional Site Facilities

The Denver Instructional Site is located in an office building complex. Access to the Instructional Site is not restricted during normal business hours; doors are locked during non-business hours. Access to the school is restricted to students, prospective students, employees and those conducting business with University of the Rockies. During non-business hours, access to all University facilities is by access card if issued.

Visitors to the campus are subject to school policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors. All criminal incidents involving, or observed by, campus visitors should be reported immediately to the Director of Student Affairs. If the Director of Student Affairs is unavailable, the crime should be reported to a member of the faculty or staff, Chief of Staff, VP of Operations, Director of Facilities or the University Registrar (see contact information above). This information will be then be provided to the Director of Student Affairs, who will then complete an Incident Report. A copy of the Incident Report will be provided to the VP of Operations.

The University of the Rockies maintains Security Officers for the Instructional Site. Depending on the location in the Instructional Site, officers are on duty between 7:00 am and 7:00 pm, Monday through Friday. Officers are also on duty in the Instructional Site during In-Residence weekends. The security officers do not have the authority to arrest individuals. In addition, the VP of Operations and Director of Student Affairs work with the Denver Police Department, Denver County Sheriff's Department and the Colorado State Patrol and refers all criminal incidents to local authorities who have jurisdiction on the campus. Meetings are held between the VP of Operations or the Director of Student Affairs and



local authorities on a formal and informal basis to discuss issues of campus security and safety. There is no written memorandum of understanding between the Denver Police Department and the Denver Instructional Site.

The Denver Instructional Site does not maintain any officially recognized student organizations with off campus locations.

Alcohol and Drug Policies

In compliance with the Drug-Free Schools and Communities Act, University of the Rockies has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The Program requires the University to distribute information annually to students and employees concerning the possession, use, or distribution of alcohol and illicit drugs at the University. This information includes the University's standards of conduct relating to the unlawful possession, use, or distribution of illicit drugs and alcohol, health risks associated with the use of illicit drugs and alcohol abuse, resources for obtaining assistance with drug and alcohol abuse, and a summary of legal sanctions for violations of law under Denver, the State of Colorado and federal law, as well as University disciplinary actions relating to the unlawful possession, use, or distribution of illicit drugs and alcohol. This information is presented below and is available at www.rockies.edu/DFSCA.

The Drug-Free Schools and Communities Act Program is intended to supplement and not limit the provisions of the University's Drug-Free Workplace policy applicable to University employees.

Standards of conduct relating to the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on University property or as a part of University sponsored activities

It is the University's intent to provide a drug-free, healthful, safe, and secure academic environment.

University Student Alcohol Use Policies

The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage laws of the State of Colorado. The University strictly prohibits the unauthorized use, consumption, possession, and distribution of alcohol by any student on campus grounds, or at University-sponsored activities, regardless of whether the student is of legal drinking age

For certain Denver Instructional Site events or functions, alcohol may be served only to persons of legal drinking age who, if so requested by the event sponsor, are able to verify their age with a state issued identification, passport or similar document. Written permission from the VP of Operations or University President to serve alcohol, and any legally required alcohol permits must be obtained prior to the function.

University Student Drug Use Policies

The unlawful possession, use, sale, or distribution of illegal drugs or controlled substances is prohibited on campus grounds or at University-sponsored events. Drug paraphernalia is strictly prohibited on



campus grounds or at University-sponsored activities. See the University Sanctions section below for disciplinary procedures for any student who violates this policy.

Employee Policies:

The University prohibits the manufacture, distribution, dispensation, sale, purchase, or transfer of any controlled substance by its employees on University premises or while conducting University business. The University prohibits the possession or use of any controlled substance by its employees on University premises or while conducting University business. Employees may not report to work under the influence of a controlled substance. Controlled substances include those drugs listed in the federal Controlled Substances Act.

The University also prohibits the use, possession, distribution, transfer or sale of any drug paraphernalia on University premises or while conducting University business. In addition, the University prohibits employees from reporting to work under the influence of, dispensing, possessing or using alcohol on University premises or while conducting University business except as permitted at specific University events.

Health Risks Associated With the Abuse of Alcohol and Use of Illicit Drugs

The U.S. Department of Justice provides information on the effects of alcohol and commonly used drugs. This information is provided below and can also be found on the U.S. Department of Justice website at <http://www.justice.gov>.

Alcohol:

Alcohol consumption causes a number of marked changes in behavior. Even a low amount can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate amounts of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high amounts of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high amounts cause respiratory repression and death. If combined with other depressants of the central nervous system, much lower amounts of alcohol will produce the effects described here.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

Females who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk of becoming alcoholics themselves.



Because alcohol affects many organs in the body, long-term heavy drinking puts people at risk for developing serious health problems, some of which are described below.

Alcohol-Related Liver Disease: More than 2 million Americans suffer from alcohol-related liver disease. Some drinkers develop alcoholic hepatitis, or inflammation of the liver, as a result of long-term heavy drinking. Its symptoms include fever, jaundice (abnormal yellowing of the skin, eyeballs, and urine), and abdominal pain. Alcoholic hepatitis can cause death if drinking continues. If drinking stops, this condition often is reversible. About 10 to 20 percent of heavy drinkers develop alcoholic cirrhosis, or scarring of the liver. Alcoholic cirrhosis can cause death if drinking continues.

Heart Disease: Moderate drinking can have beneficial effects on the heart, especially among those at greatest risk for heart attacks, such as men over the age of 45 and women after menopause. But long-term heavy drinking increases the risk for high blood pressure, heart disease, and some types of stroke.

Cancer: Long-term heavy drinking increases the risk of developing certain forms of cancer, especially cancer of the esophagus, mouth, throat, and voice box. Women are at slightly increased risk of developing breast cancer if they drink two or more drinks per day. Drinking may also increase the risk for developing cancer of the colon and rectum.

Pancreatitis: The pancreas helps to regulate the body's blood sugar levels by producing insulin. The pancreas also has a role in digesting ingested food. Long-term heavy drinking can lead to pancreatitis, or inflammation of the pancreas. This condition is associated with severe abdominal pain and weight loss and can be fatal.

Drugs:

Methamphetamine: Methamphetamine releases high levels of the neurotransmitter dopamine which stimulates brain cells enhancing mood and body movement. It also appears to have a neurotoxic effect damaging brain cells that contain dopamine and serotonin, another neurotransmitter. Over time, methamphetamine appears to cause reduced levels of dopamine, which can result in symptoms like those of Parkinson's disease, a severe movement disorder. Users may become addicted quickly and use it with increasing frequency and in increasing doses. The central nervous system (CNS) actions that result from taking even small amounts of methamphetamine include increased wakefulness, increased physical activity, decreased appetite, increased respiration, hyperthermia, and euphoria. Other CNS effects include irritability, insomnia, confusion, tremors, convulsions, anxiety, paranoia, and aggressiveness. Hyperthermia and convulsions can result in death.

Methamphetamine causes increased heart rate and blood pressure and can cause irreversible damage to blood vessels in the brain, producing strokes. Other effects of methamphetamine include respiratory problems, irregular heartbeat, and extreme anorexia. Its use can result in cardiovascular collapse and death.

Cocaine: Cocaine is a strong central nervous system stimulant that interferes with the re-absorption process of dopamine, a chemical messenger associated with pleasure and movement. Dopamine is



released as part of the brain's reward system and is involved in the high that characterizes cocaine consumption. The physical effects of cocaine use include constricted peripheral blood vessels, dilated pupils, and increased temperature, heart rate, and blood pressure. The duration of cocaine's immediate euphoric effects, which include hyper-stimulation, reduced fatigue, and mental clarity, depends on the route of administration.

High doses of cocaine and/or prolonged use can trigger paranoia. Smoking crack cocaine can produce a particularly aggressive paranoid behavior in users. When addicted individuals stop using cocaine, they often become depressed, which may lead to further cocaine use to alleviate depression. Prolonged cocaine snorting can result in ulceration of the mucous membrane of the nose and can damage the nasal septum enough to cause it to collapse. Cocaine-related deaths are often a result of cardiac arrest or seizures followed by respiratory arrest.

Heroin: Heroin abuse is associated with serious health conditions including fatal overdose, spontaneous abortion, collapsed veins, and infectious diseases, including HIV/AIDS and hepatitis. Mental functioning becomes clouded due to depression of the central nervous system. Long-term effects of heroin appear after repeated use for some period of time. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, cellulitis, and liver disease. Pulmonary complications, including various types of pneumonia, may result from the poor health condition of the abuser, as well as from heroin's depressing effects on respiration.

Marijuana: Recent research findings indicate that long-term use of marijuana produces changes in the brain similar to those seen after long-term use of other major drugs of abuse. Someone who smokes marijuana regularly may have many of the same respiratory problems as tobacco smokers. These individuals may have daily cough and phlegm, symptoms of chronic bronchitis, and more frequent chest colds. Continuing to smoke marijuana can lead to abnormal functioning of lung tissue injured or destroyed by marijuana smoke.

MDMA (Ecstasy): MDMA causes injury to the brain, affecting neurons that use the chemical serotonin to communicate with other neurons. The serotonin system plays a direct role in regulating mood, aggression, sexual activity, sleep, and sensitivity to pain. Many of the risks users face with MDMA use are similar to those found with the use of cocaine and amphetamines, such as: psychological difficulties including confusion, depression, sleep problems, drug craving, severe anxiety, and paranoia – during and sometimes weeks after taking MDMA; physical symptoms such as muscle tension, involuntary teeth clenching, nausea, blurred vision, rapid eye movement, faintness, and chills or sweating; and increases in heart rate and blood pressure, a special risk for people with circulatory or heart disease. There is also evidence that people who develop a rash that looks like acne after using MDMA may be risking severe side effects, including liver damage, if they continue to use the drug.

Rohypnol, GHB, and Ketamine: Coma and seizures can occur following abuse of GHB and, when combined with methamphetamine, there appears to be an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. In October, 1996, because of concern about Rohypnol, GHB, and other similarly abused sedative-hypnotics, Congress passed the



“Drug-Induced Rape Prevention and Punishment Act of 1996.” This legislation increased federal penalties for use of any controlled substance to aid in sexual assault.

LSD: The effects of LSD are unpredictable. They depend on the amount taken; the user’s personality, mood, and expectations; and the surroundings in which the drug is used. Usually, the user feels the first effects of the drug 30 to 90 minutes after taking it. The physical effects include dilated pupils, higher body temperature, increased heart rate and blood pressure, sweating, loss of appetite, sleeplessness, dry mouth, and tremors.

LSD is not considered an addictive drug since it does not produce compulsive drug-seeking behavior as do cocaine, amphetamine, heroin, alcohol, and nicotine. However, like many of the addictive drugs, LSD produces tolerance, so some users who take the drug repeatedly must take progressively higher doses to achieve the state of intoxication they had previously achieved. This is an extremely dangerous practice, given the unpredictability of the drug. The National Institute on Drug Abuse (NIDA) is funding studies that focus on the neurochemical and behavioral properties of LSD. This research will provide a greater understanding of the effects of the drug.

Alcohol and Drug Prevention Programs

The University provides services related to drug and alcohol use and abuse for students. In addition, employees are provided services through our Employee Assistance Program. The University disseminates informational materials, education programs and referrals regarding the use of alcohol and/or a controlled substance. Students who violate University policies related to the use of drugs or alcohol will be subject to the disciplinary procedures as set forth in the Student Community Standards and also noted in the University Sanctions section below. Employees who violate the Drug Free Workplace policy will be disciplined, up to and including termination. The Director of Student Affairs provides an overall coordination of the Drug-Free Schools and Communities Act Program; however some services are the responsibility of other University departments and staff. These include:

Alcohol and Drug Education: Student Affairs and the Employee Assistance Program

Counseling Referrals: Rockies Counseling Center Staff (Colorado Springs Campus), Student Access and Wellness, Employee Assistance Program, and the Behavioral Intervention Team

University Student Disciplinary Actions: Director of Student Affairs

Employee Disciplinary Actions: Human Resources

The following national toll-free telephone number is provided to assist any member of the University who may require assistance in dealing with a drug or alcohol problem:

24 Hour National Alcohol and Substance Abuse Information Center

1-800-784-6776

For students/employees in Denver, the following counseling services have been identified:



Mental Health & Substance Abuse Treatment Referral Services:

Mental Health America: 719-633-4604
<http://www.mentalhealthanswers.org>

The Colorado Center for Clinical Excellence
303-547-3700

Catholic Charities
303-742-0828

Centus Counseling Services
303-830-2130
www.charg.org

Drug Abuse Information & Treatment:

Broader Horizons Counseling Services
5524 E Colfax Ave
Denver, CO 80220
(303) 975-6696

Community Alcohol/Drug Rehab
3315 Gilpin Street
Denver, CO 80205
(303) 295-2521

Behavior Services Institute
1725 High Street, Suite 3
Denver, CO 80218
(303) 831-4500

State and Federal Laws Regarding Drugs and Alcohol

Federal, state and local laws prohibit the possession or use of, distribution of, manufacture of, or possession with intent to distribute a controlled substance or a counterfeit controlled substance. Penalties for a conviction under these laws vary widely depending on the type of substance possessed or used, the quantity of such substance possessed, whether the defendant was engaged in the sale or manufacture of such substance, whether the defendant is a repeat offender, and other factors. A list of specific illegal drugs, possession amounts, and penalties for use, possession and sale are described in Colorado Revised Statutes Title 18, Article 18, Part 4. A list of federal drug law violations and related penalties can be found at 21 U.S.C. Chapter 13, Subchapter I, Part D. See also http://www.justice.gov/dea/druginfo/ftp_chart1.pdf.



Colorado state law permits the limited possession and use of marijuana and the use of medical marijuana (i.e., use by persons possessing a lawfully issued medical marijuana card). Notwithstanding the unique Colorado state law regarding possession and use of marijuana and use of medical marijuana, federal law still prohibits the use, possession, distribution or cultivation of marijuana. While the U.S. Department of Justice has announced it will not challenge Colorado law, as an educational institution that receives federal funds, the University must comply with federal law. The use, possession, sale, distribution or cultivation of marijuana on any University property or at any University-sponsored event or activity held off the University's property is prohibited.

Colorado law forbidding the consumption of alcohol or marijuana by persons under the age of 21 is specified in CRS 18-13-122. The prohibition on serving alcohol to persons under 21 is located at CRS 12-47-901 and the prohibition on selling marijuana to persons under 21 is located at CRS 18-18-406. All members of the University community who are under 21 years of age are expected to abide by these laws at all times.

Pursuant to CRS 18-13-122, it is illegal for a person under 21 to possess or consume alcohol, marijuana or marijuana paraphernalia anywhere in the state of Colorado, with certain very limited exceptions. Upon a first conviction under this statute, a court will impose a maximum fine of \$100 or require the defendant to complete a substance abuse education program, or both. Penalties for subsequent offenses include fines ranging from \$100 to \$250, participation in substance abuse education or treatment programs, and completion of 24 to 36 hours of community service.

Pursuant to CRS 42-4-1301, it is illegal to operate a motor vehicle in Colorado while impaired by alcohol and/or one or more drugs or while under the influence of alcohol and/or one or more drugs. This is true for persons both under and over the legal drinking age of 21. The following is a partial summary of Colorado's statutes concerning operating a motor vehicle after consuming alcohol:

Driving While Ability Impaired (DWAI)

In Colorado, a person is presumed to be guilty of DWAI if a blood alcohol content (BAC) breath test shows an alcohol level in excess of .05 but less than .08 percent. Pursuant to CRS 42-4-1307, a first conviction for DWAI results in imprisonment for a minimum of two days up to 180 days, or, at the Court's discretion, participation in an alcohol use evaluation, education or treatment program at the defendant's expense; a minimum of 24 to 48 hours of community service; and mandatory fees ranging from \$273 to \$673. Additionally, at the court's discretion, a first offense may include fines ranging from \$200 to \$500 and probation for up to two years. Penalties for subsequent offenses include imprisonment for a minimum of 10 to 60 days up to one year; fines ranging from \$600 to \$1500; mandatory driver's license revocation for one to two years; mandatory community service ranging from 48 to 120 hours; mandatory probation for at least two years; mandatory fees ranging from \$273 to \$673; and mandatory participation in alcohol use evaluation, education or treatment programs at the defendant's expense.

Driving Under the Influence (DUI)

In Colorado, a person is presumed to be guilty of DUI if a BAC breath test shows an alcohol level of .08 percent or higher. Pursuant to CRS 42-4-1307, a first conviction for DUI results in imprisonment



for a minimum of five days up to one year, or, at the Court's discretion, participation in an alcohol use evaluation, education or treatment program at the defendant's expense; mandatory driver's license revocation of nine months; a minimum of 48 to 96 hours of community service; and mandatory fees ranging from \$273 to \$673. Additionally, at the court's discretion it can impose fines ranging from \$600 to \$1000 and probation for up to two years. Penalties for subsequent offenses include imprisonment for a minimum of 10 to 60 days up to one year; fines ranging from \$600 to \$1500; mandatory driver's license revocation for one to two years; mandatory community service ranging from 48 to 120 hours; mandatory probation for at least two years; mandatory fees ranging from \$273 to \$673; and mandatory participation in alcohol use evaluation, education or treatment programs at the defendant's expense.

Driving after under-age consumption of alcohol

In addition to the DUI and DWAI laws summarized above, it is also illegal in Colorado for a person under the age of 21 to operate a motor vehicle if the person's BAC is at least .02 but not more than .05. Pursuant to CRS 18-13-122, the penalty includes a minimum fine of \$100 and a mandatory driver's license suspension for 3 to 12 months, but can also include up to 24 hours of community service and participation, at the expense of the violator, in an alcohol use evaluation, education or treatment program.

University Sanctions Regarding Drugs and Alcohol

University of the Rockies seeks to uphold University drug- and alcohol-related policies and laws, and will impose disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with federal, state, or local law. Such sanctions could lead to a student being suspended or expelled from the University. Employees will be disciplined, up to and including termination. Students, faculty or employees who violate related laws may also be referred to law enforcement for prosecution. As part of the disciplinary process, the University may also request that the student complete a rehabilitation program. Employees may self-refer or have a University referral to the Employee Assistance Program for assistance in dealing with the use of alcohol or a controlled substance. A criminal conviction is not necessary to find that a student/employee has violated the University Student Community Standards or the provisions of the Employee Handbook, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding. Students should refer to the Student Community Standards in the Academic Catalog. Employees should refer to the Employee Handbook.

Biennial Review

The University conducts biennial reviews of its Drug-Free Schools and Communities Act Program to: (a) determine the Program's effectiveness and implement changes to the Program if changes are needed; (b) determine the number of drug and alcohol-related violations and fatalities that— (i) occur on the University's campus, or as part of any of the University's activities; and (ii) are reported to campus officials; (c) determine the number and type of sanctions that are imposed by the University as a result of drug- and alcohol-related violations and fatalities on the University's campus or as part of any of the University's activities; and (d) ensure that the sanctions are consistently enforced.

Programs and Procedures Regarding Sexual Assault



The University provides policies and programs regarding sexual assault in the catalog located in the Student Rights and Responsibilities section of the Academic Catalog. Also, we have included the pertinent language below.

Gender/Sexual Discrimination, Misconduct, Harassment or Violence - Title IX/SaVE

University of the Rockies is committed to maintaining an academic climate in which individuals of the University community have access to an opportunity to benefit fully from the University's programs and activities. When students experience acts of sexual misconduct, their sense of safety and trust is violated. This can significantly interfere with their lives, including their educational goals. This policy has been developed to proactively create a campus environment in which incidents of sexual misconduct can be promptly and effectively responded to without further victimization, retaliation, and with possible remediation of its effects.

Dissemination of the Policy, Educational programs and Employee Training

This policy is disseminated through the *University of the Rockies Academic Catalog*, provided to the University community online through the University website, Student Portal, and through other appropriate channels of communication.

New and current students are provided with educational materials to promote familiarity with this policy. Newly hired employees and current employees responsible for reporting sexual misconduct will be provided with training. Furthermore, annual training will be provided to investigators and hearing officers.

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identifies 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 such bystander. Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs.

Definitions and Examples of Sexual Misconduct

Sexual Misconduct Offenses include, but are not limited to:

1. Sexual Harassment
2. Sexual Assault
3. Sexual Violence
4. Sexual Exploitation
5. Domestic and/or Dating Violence
6. Stalking

The University considered the Violence Against Women Reauthorization Act of 2013 (VAWA), and for the purposes of this policy the various sexual misconduct definitions listed in the following are by applicable jurisdictions. Definitions may vary by state.



Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment prohibited by Title IX/SaVE.

Three Types of Sexual Harassment

1. Hostile Environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances.

These circumstances could include:

- the frequency of the conduct;
- the nature and severity of the conduct;
- whether the conduct was physically threatening;
- whether the conduct was humiliating;
- the effect of the conduct on the alleged victim's mental or emotional state;
- whether the conduct was directed at more than one person;
- whether the conduct arose in the context of other discriminatory conduct;
- whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness; and
- whether the speech or conduct deserves the protections under other of principles such as academic freedom.

Hostile Environment sexual harassment may occur in student-to-student, faculty/staff to student or student to faculty/staff relationships or third party to student/faculty/staff.

2. Quid pro quo sexual harassment exists when there are:
 - unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - submission to or rejection of such conduct results in adverse educational or employment action.

Quid Pro Quo harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships.

3. Retaliation. The University will sanction a faculty, student, or staff member who takes adverse action against a person because of the person's participation in or support of an investigation of discrimination or sexual misconduct. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Retaliation sexual harassment may occur in student to student, faculty/staff to student or student to faculty/staff relationships, or third party to student/faculty/staff.



Title IX/SaVE also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Assault

In Colorado the definition of Sexual Assault is as follows:

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. C.R.S.A. § 18-3-402.

Sexual Violence

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Consent

In Colorado, consent 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. C.R.S.A. § 18-3-401(1.5).

Incapacitation

Colorado's Criminal Code does not define "incapacitation" or any of its variants, but it does note that "[a]ny 'victim' under the age of eighteen is considered incapacitated, unless



that person is legally emancipated or the court orders otherwise.” C.R.S.A. § 18-1.3-602(4)(a)(VI)(c).

Sexual Exploitation

Occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism; and
- knowingly transmitting an STI or HIV to another student.

Domestic Violence

Domestic violence means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. (“Intimate relationship” means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time. C.R.S.A. § 18-6-800.3(2).) 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. C.R.S.A. § 18-6-800.3(1).

Dating Violence

Colorado statute, regulations, and case law do not define “dating violence.” Since there is no Colorado definition of “dating violence,” the VAWA definition is:

The term “dating violence” means violence committed by a person--(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 13925(a)(10).

Stalking

Colorado – 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. C.R.S.A. § 18-3-602(1).

Whom Should Students Contact to Report Sexual Assault?

Abusive sexual conduct by anyone is a threat to the entire University community. All students who believe another individual has personally violated them in a sexual manner should immediately report the incident to the Director of Student Affairs (866.621.0124 x 8820). If the Director of Student Affairs is unavailable, the incident should be reported to a member of the faculty or staff, Chief of Staff, or the University Registrar (see contact information above). This information will be then be provided to the Director of Student Affairs, who will then complete an Incident Report. A copy of the Incident Report will be provided to the Chief of Staff. Students are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. The University also strongly encourages students to notify local authorities to make a police report and University personnel will assist the student in notifying authorities, if requested.

In cases where a student believes that a rape or other assault has occurred, the University strongly recommends that the crime be reported immediately to the Director of Student Affairs and local authorities so that information may be obtained and evidence preserved as it may be necessary to prove criminal sexual assault. Confidential counseling referral information is available at the Rockies Counseling Center or through the Office of Student Affairs.

The Director of Student Affairs and/or the Chief of Staff will refer all reported sex offenses to the Student Dispute Resolution Center. The Student Dispute Resolution Center will conduct an investigation and, when warranted, will assist student victims in identifying both University judicial procedures and legal options. Students should refer to the *Student Rights and Responsibilities* section of the *Academic Catalog* or specific information regarding disciplinary proceedings regarding alleged sex offenses.



Confidentiality

While reports of this nature may result in the gathering of extremely sensitive information about individuals, such information is considered confidential and every effort will be made to keep the information confidential. Disclosures of certain personal information may be disclosed concerning a report of sexual harassment or sexual violence to the University. In such cases, efforts will be made to redact the records in order to protect the privacy of individuals.

Students are encouraged to speak to officials from the University to make formal reports of incidents. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

The University has an obligation to investigate reports of this nature with or without the consent from the victim. The University will attempt to obtain consent from the victim before beginning an investigation. If the victim request confidentiality or ask that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If the victim insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the University's ability may then be limited in its response. Although the response may be limited, these types of reports help to keep the Title IX/SaVE Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses.

There are other resources listed below. These other resources are available for the reporting of crimes and policy violations, and they will take action when a report of victimization has been made to them. Neither University resources, nor the law requires a divulgence of private information from a student.

Confidential Ground Student Resources

If a student desires that details of the incident be kept confidential, he or she should speak with support resources maintained by the University.

Online Student Resources

Online students should contact the Office of Student Access and Wellness Student Advocate HELP line at 866.621.0124, ext. 8689 in order to access support services.

Other Resources

For other resources refer to the *Counseling, Treatment, and Rehabilitation Programs* section in the *Student Support, Health, and Safety* section of this *Catalog*.



Retaliation

This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Recordkeeping

The Title IX/SaVE Coordinator, along with the Office of Student Dispute Resolution and Legal & Compliance is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with University Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from Legal & Compliance.

Reporting/Filing a Complaint for Title IX

(Gender/Sex Discrimination)

Sexual misconduct is a threat to the entire University community. Members from the University community are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. Complaints from any member of the University community relating to discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex concerning a faculty, staff, a student or students may be reported to:

Title IX/SaVE Coordinator of University of the Rockies, Dr. Deborah Pardee, Core Faculty, School of Professional Psychology. Dr. Pardee can be contacted at:

Phone: (866) 621-0124, ext. 2134;

Email: deborah.pardee@rockies.edu

Mailing Address:

555 E. Pikes Peak Ave., Ste. 108

Colorado Springs, CO 80903

Denver Instructional Site and online students, faculty, and staff may refer complaints directly to the Director of Student Affairs, who will ensure the complaint is received by the Title IX/SaVE Coordinator. For *Contact Information*, please refer to the *Introduction* section of this *Catalog*.

The Title IX/SaVE Coordinator is responsible for the oversight, coordination and implementation of all Title IX compliance activities for the University. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the University's policy of *Nondiscrimination* including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall University activities for compliance with Title IX requirements including athletic equity, grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

University personnel will inform students in writing of procedures that victims should follow, including:



- the importance of preservation of any evidence; as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order
- options regarding the assistance of local law enforcement, campus/site officials; the option to decline assistance, or decline notifying local law enforcement;
- any interim protective measures that will be taken and their options for protective orders; and
- resources including counseling, health, and mental health services.

Individuals with complaints of any nature described above also always have the right to file a formal complaint with the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or with local law enforcement.

Other Complaints

All other complaints, including discrimination, misconduct, harassment, violence or retaliation based on race, color, creed, national or ethnic origin, religion, pregnancy, childbirth and related medical conditions, marital status, gender identity, medical condition, service in the uniformed services, political activities and affiliations, age, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws, should follow the relevant procedure outlined in the *Dispute Resolution Procedure for Student Complaints* and/or contact:

Pedro Hernandez, or any member of the Student Dispute Resolution Center at Dispute.Resolution@rockies.edu or (866) 621-0124, ext. 1455.

An individual may also file a complaint or grievance alleging discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex in the procedure outlined in the *Dispute Resolution Procedure for Student Complaints*, if they prefer; however, these complaints will be routed back the Title IX/SaVE Coordinator.

The above complaint processes (Gender/Sex and Other Complaints) involve a thorough, impartial investigation designed to provide a fair, prompt, and reliable determination about whether the University nondiscrimination policies have been violated. As necessary, the University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim. The University has an obligation to report any crimes of which it has knowledge under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Receipt of Complaint

Upon receiving notice of a possible violation of the Sexual Misconduct policy, University of the Rockies will take immediate and appropriate steps to:

- end the behavior;
- conduct a prompt, fair and impartial investigation;
- remedy the effects, and
- prevent it from reoccurring.



Referral to Office of Student Grievance Resolution

Upon receipt of a complaint, the Title IX/Save Coordinator will refer the complaint to the Office of Student Grievance Resolution (OSGR), and if necessary, to Employee Relations, for investigation.

- The investigation should be completed and findings issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.
- In Denver Instructional Site based complaints, the Title IX/SaVE Coordinator and Director of Student Affairs will coordinate with if necessary, Human Resources staff, to determine the need for initial, short term remedial actions.
- For complaints filed by online students, any initial, short term remedial actions deemed necessary shall be carried out by the Title IX/SaVE Coordinator and Director of Student Affairs in coordination with, if necessary, Human Resources staff.

Office of Student Grievance Resolution Initial Investigation into Complaint

- Upon receipt of a complaint from the Title IX/SaVE Coordinator, the Office of Student Grievance Resolution (OSGR), and if necessary, Human Resources staff will investigate the complaint.
- OSGR and, if necessary, Human Resources staff, will determine the identity and contact information of the Complainant, whether that will be the initiator, the alleged victim, or a University proxy or representative.
- OSGR and, if necessary, Human Resources staff, will collaborate with the complainant to identify the correct policies allegedly violated.
- OSGR and, if necessary, Human Resources staff, will conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If a reasonable cause exists, OSGR, and if necessary, Human Resources will prepare a Notice of Charges on the basis of the initial investigation and submit to the Title IX/SaVE Coordinator for further action.
- Once the Title IX/SaVE Coordinator receives a copy of the report of initial findings, the Title IX/SaVE Coordinator and the Director of Student Affairs and, if necessary, Human Resources staff, will review the findings and make a determination as to whether reasonable cause exists to bring charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.
- If the Title IX/SaVE Coordinator and Director of Student Affairs and, if necessary, Human Resources staff, determine there is insufficient evidence to support reasonable cause, the Title IX/SaVE Coordinator or designee or, if necessary, Human Resources, will simultaneously and in writing inform the complainant and the accused that the investigation is discontinued.
- The complainant and the accused have the right to meet with the Title IX/SaVE Coordinator to receive information as to why the investigation was terminated.



- The complainant has the right to meet with Title IX/SaVE Coordinator to receive information as to why the investigation was terminated.
- Where the Title IX/SaVE Coordinator, Director of Student Affairs and, if necessary, Human Resources staff, affirm an investigator finding that there is insufficient evidence to support reasonable cause, the complaint will be closed and the Title IX/SaVE Coordinator or designee or, if necessary, Human Resources, will simultaneously and in writing inform the complainant and the accused that the investigation is discontinued and will reverse any interim, short term actions taken.

Notice of Charges and Continued Investigation of Complaint

- If the Title IX/SaVE Coordinator and Director of Student Affairs determine there is sufficient evidence to support reasonable cause and approve the charges, the investigator and Title IX/SaVE Coordinator collaborate with the Director of Student Affairs and, if necessary, Human Resources' staff, to determine the need for additional, short term remedial actions for any parties involved in the complaint. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out at Denver Instructional Site and for online cases by the Director of Student Affairs. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out by the Director of Student Affairs, or designee, and if necessary, Human Resources.
- The Director of Student Affairs or his/her designee, campus/site personnel, or Human Resources if necessary, will first communicate to the complainant the continuation of the investigation and intent to present the accused with a Notice of Charges. The Director of Student Affairs and if necessary, Human Resources, will simultaneously present the accused with the official Notice of Charges.
- Director of Student Affairs or his/her designee, campus/site personnel or if necessary, Human Resources' staff, will also communicate and carry out all additional, short term remedial actions for any involved party that is a student; Human Resources will also communicate and carry out all additional, short term remedial actions for any involved party that is an employee deemed necessary, prior to the continuation of the investigation.
- The investigator will continue the investigation and conduct a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including as much as reasonably possible, giving each party an equal opportunity to present witnesses and other evidence, and be represented by an advisor of their choosing.
- The investigator will complete the investigation without unreasonable deviation from the intended timeline.
- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX/SaVE Coordinator or Human Resources' staff.
- The investigator will make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not).
- Upon completion of the investigation, the investigator will present all findings to the University Title IX/SaVE Coordinator and Director of Student Affairs.



- Once the investigation findings by the Office of Student Grievance Resolution are received and reviewed by the University Title IX/SaVE Coordinator, the Title IX/SaVE Coordinator will communicate the results to the Director of Student Affairs, or designee, and if necessary, Human Resources staff.
- At any time during this process, the victim maintains their right to file a criminal complaint with local law enforcement.

Investigation Findings: Communication

- The Director of Student Affairs or designee, or, if necessary, Human Resources staff, will simultaneously and in writing communicate the findings to the accused and the complainant.
- Where the preponderance of the evidence does not support a finding against the accused for the alleged violation(s), the investigation will be closed. The Director of Student Affairs, or designee, or, if necessary, Human Resources' staff, will simultaneously, and in writing, communicate the findings to the accused and the complainant.
- Additionally, where the accused is found not responsible for a violation, the Director of Student Affairs, or designee, or, if necessary, Human Resources staff, will consult with the Title IX/SaVE Coordinator and Human Resources staff (when necessary) to consider the reversal of any remedial actions taken.
- Where the accused is found responsible for a violation, the accused or the complainant may appeal the findings in part or in whole; the Director of Student Affairs, or designee, or campus personnel will advise the rejecting party of the criteria for appeal of the findings when communicating the findings.

Investigation Findings: Acceptance

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX/SaVE Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual do not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the University will proceed accordingly with the process four (4) days following communication of the investigation findings.
- The Student Community Standards Committee will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual, barring documented unforeseen circumstances. If the accused is an employee, Human Resources staff in coordination with the Title IX/SaVE Coordinator will determine appropriate sanctions.
- Once the sanction(s) is determined the Student Community Standards Committee will inform the Director of Student Affairs, Title IX/SaVE Coordinator, Office of Student Grievance Resolution and Human Resources staff (if necessary) of the sanction determination. The Title IX/SaVE Coordinator, or Human Resources staff (if necessary) shall, within two (2) business days of the notification of



sanctions, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the sanction decision.

- Sanctions against student(s) determined by this process are subject to the Sanction Appeal Process by either the accused or complainant.

Investigation Findings Appeal

- If the complainant and/or the accused individual (s) disagree with the findings, in part or in totality, either the complainant or the accused may appeal the finding in part or in totality on the following bases:
 - The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation, that could be outcome determinative. A summary of this new evidence and its potential impact must be included;
 - The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
 - The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or,
 - The accused and/or complainant alleges bias by the investigator, Title IX/SaVE Coordinator or Director of Student Affairs which deprived the process of impartiality in a way that was outcome determinative.
- The accused and/or complainant has five (5) business days, barring documented unforeseen circumstances from the date of communication of findings, to present the formal appeal, in writing, to the Title IX/SaVE Coordinator.

Contact the Title IX/SaVE Coordinator for University of the Rockies, Dr. Deborah Pardee, Core Faculty, School of Professional Psychology, at:

Phone: (866) 621-0124, ext. 2134;

Email: deborah.pardee@rockies.edu;

Mailing Address:

555 E. Pikes Peak Ave., Ste. 108

Colorado Springs, CO 80903

Investigation Finding: Appeal Process

- Upon receipt of either party's appeal of the findings, the Title IX/SaVE Coordinator will acknowledge receipt of the notice within three (3) business days.
- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal. The appeal must be accompanied by any relevant new information or evidence that was not available during the investigation phase of the process.
- The Title IX/SaVE Coordinator and Director of Student Affairs will review all cases presented for appeal within five (5) business days of the Title IX/SaVE Coordinator's acknowledgment of the party's intent to appeal, barring documented



unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.

- If the appeal does not meet the stated grounds for appeal, the appeal will be rejected. The Title IX/SaVE Coordinator will inform the Director of Student Affairs, the Office of Student Grievance Resolution and if necessary, Human Resources, of the decision.
- The Director of Student Affairs shall, within two (2) business days of the determination, barring documented unforeseen circumstances, simultaneously and in writing, inform the complainant and the accused the appeal decision.
- If the appeal is rejected, the Director of Student Affairs will then convene a Student Community Standards Formal Hearing to determine sanctions, within seven (7) business days following the communication of the rejection of the appeal, barring documented unforeseen circumstances.
- If the Title IX/SaVE Coordinator and Director of Student Affairs determine there is sufficient evidence to support an appeal, the Title IX/SaVE Coordinator and/or Director of Student Affairs will return the matter to the Office of Student Grievance Resolution for further investigation within three (3) business days of receipt of the appeal determination by the Title IX/SaVE Coordinator. If the appeal is based upon bias by the investigator, a new investigator will be assigned to the investigation resulting from the appeal.
- The appeal investigation will be completed within fourteen (14) calendar days of submission to the Office of Student Grievance Resolution, by the Title IX/SaVE Coordinator, barring documented unforeseen circumstances that may extend the investigation.
- Upon completion of the appeal review, the investigator will present all findings to the Title IX/SaVE Coordinator and Director of Student Affairs.
- Once the appeal review findings by the Office of Student Grievance Resolution are submitted to the Title IX/SaVE Coordinator, the Title IX/SaVE Coordinator will make an appeal determination. The Title IX/SaVE Coordinator will report the outcome to the Director of Student, or if necessary to Human Resources, who will in turn communicate the appeal findings simultaneously and in writing to the complainant and then the accused.
- Where the accused individual is found not responsible for the alleged violation(s) upon appeal, the investigation will be closed. The Director of Student Affairs, or if necessary Human Resources, will communicate this information simultaneously and in writing to both the complainant and the accused.
- Additionally, the Director of Student Affairs will consult with the Title IX/SaVE Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.
- Where the accused individual is found responsible for the alleged violation(s) upon appeal, the Director of Student Affairs, or if necessary Human Resources, will communicate this information simultaneously and in writing to both the complainant and the accused.



- The Director of Student Affairs will convene a Student Community Standards Committee Formal Hearing to determine Sanctions within seven (7) business days of the communications of findings of the appeal, barring documented unforeseen circumstances.

Additional Information for Sexual Misconduct Investigations

- **Amnesty Policy.** University of the Rockies encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to University officials because they fear that by reporting an incident he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to University officials. To encourage reporting, University of the Rockies pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as a perpetrator, he or she would not be immune from policy violations.
- **Attempted Violations.** In most circumstances, University of the Rockies will treat attempts to commit any of the violations listed in the Student Community Standards as if those attempts had been completed.
- **False Reporting.** University of the Rockies will not tolerate intentional false reporting of incidents. It is a violation of the Student Community Standards to make an intentionally false report of any policy violation and may also violate state criminal statutes and civil defamation laws.
- **Group Actions.** When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and a hearing may proceed against the group jointly accused students, or individually, at the discretion of the University.
- **List of Witnesses and Copies of Documentary Evidence.** The University encourages an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness lists, and other written statements that may be available.
- **No-Contact Order.** Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and after ground conduct proceedings.
- **Notice of When Complaint Delivered to Accused Student.** Complainants are notified in advance regarding when notice of the complaint is delivered to the accused student, so as to protect complainants from potential retaliation.
- **Right to an Immediate Process.** University of the Rockies takes immediate and appropriate action to investigate sexual misconduct complaints.
- **Right to be Informed of Appeal Status.** The parties will be informed by the Director of Student Affairs if any of the parties to the complaint requests an appeal.
- **Right to Know Outcome and Sanctions.** Simultaneously and in writing, the complainant and the accused have the right to know the outcome and sanctions.



- **Right to Present Own Complaint or Use Proxy.** The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the University to stand as complainant in his or her place.
- **Separate Testimony Options.** Any complainant can request to give his or her testimony via alternate means to being in the physical presence of the person he or she has accused. Telephony, screens, and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.
- **Sexual History.** Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- **Character.** All parties to a complaint have a right not to face questions or discussion of their character unless the hearing chair or administrative hearing officer determines that such information is highly relevant to determining whether the policy has been violated.
- **University as complainant.** As necessary, University of the Rockies reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Possible Sanctions and Protective Measures

Any student found responsible for violating the policy on Sexual Misconduct may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by Human Resources in consultation with the Title IX/SaVE Coordinator.

In order to protect the victim, at any time during the investigation, the University may recommend interim protections or remedies. These protections may include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative working, academic or student housing arrangements. Efforts will be made to minimize the burden on the victim. Failure to comply with these interim protections may be considered a separate violation of this Policy.

Sanction Process: Student

Administrative Hearing (Student)

The Title IX/SaVE Coordinator and the Director of Student Affairs will review all case information and determine appropriate sanctions within five (5) business days of notification of acceptance of all findings to the Title IX/SaVE Coordinator, barring documented unforeseen circumstances.

Student Community Standards Committee Formal Hearing for Sanctioning (Student)

- The Director of Student Affairs may delegate decision making authority to a committee consisting of representatives from the following: Full-time faculty,



- Financial Services, Student Services, the Registrar's Office, and senior academic administration.
- At the hearing, the findings of the investigation will be admitted and reviewed. The investigator(s) should be available to discuss the investigation and to provide clarification as needed to the hearing panel. The hearing will determine appropriate sanctions for the violation(s). The goal of the hearing is to provide an equitable resolution through an equitable process. Specific information regarding hearing procedures is detailed in the *Special Procedural Provisions for Sexual Misconduct Sanction Hearings* section of this *Catalog*.
 - The Student Community Standards Committee will recommend an appropriate sanction for the violation(s) and present the recommendation to the Title IX/SaVE Coordinator.
 - The Title IX/SaVE Coordinator has final decision making authority with respect to the sanctions to be applied.
 - The Title IX/SaVE Coordinator will communicate the sanctions to the Director of Student Affairs who will communicate the sanctions simultaneously and in writing to the accused individual(s) and the complainant within seven (7) business days of the communication of the sanction determination, barring documented unforeseen circumstances.

Sanction Appeal Process: Students Only

- Where either party, the accused or the complainant, disagrees with the sanction(s), either has five (5) business days from the date sanctions are communicated, barring documented unforeseen circumstances to present an appeal of the sanctions, in writing, to the Title IX/SaVE Coordinator. The written request for appeal of the sanctions must state one or more of the five (5) basis for appeal (SEE BELOW), along with facts and information that support the grounds for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX/SaVE Coordinator will forward all case information to the Vice Provost or designee who will make a determination as to whether if there is sufficient evidence to support an appeal of sanctions on the basis of:
 - The availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
 - A potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;
 - The evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence; or,
 - The potential of bias by a panel member(s) which may have deprived the process of impartiality in a way that was outcome determinative.
 - A belief that a sanction(s) is substantially disproportionate to the severity of the offense.



- The sanction(s) appeal will be reviewed by the Vice Provost or designee within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal.
- If the appeal of the sanctions does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the Vice-Provost or designee and the decision to reject the appeal communicated to the Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator will inform the Director of Student Affairs or designee, Office of Student Grievance Resolution, and if necessary, Human Resources, of the decision.
- The Director of Student Affairs will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances.
- The Director of Student Affairs will impose all sanctions on the accused student for the violation. Human Resources will impose all sanctions on the accused employee. Once the sanctions are carried out, the The Director of Student Affairs will inform the Title IX /SaVE Coordinator and Office of Student Grievance Resolution, thereby closing the case.
- If the sanctions appeal is granted, the Title IX/SaVE Coordinator and the Director of Student Affairs will review all information presented with the sanction appeal and make a final sanction determination.
- An appeal of a sanctioning decision made by Title IX Coordinator, and the Director of Student Affairs, will be reviewed by an impartial third party in the same manner as Student Community Standards Committee Appeal information.
- Sanction appeal decisions will be completed within fourteen (14) calendar days of acceptance of the appeal grounds, barring documented circumstances that may extend the determination.
- The Title IX/SaVE Coordinator will inform the Office of Student Grievance Resolution of the final sanction decision.
- The Director of Student Affairs or if necessary, Human Resources will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision barring documented unforeseen circumstances.
- The Director of Student Affairs will impose all sanctions for the violation. Once the sanctions are carried out, the Director of Student Affairs will inform the Title IX/SaVE Coordinator and Office of Student Grievance Resolution, thereby closing the case.

Special Procedural Provisions for Sexual Misconduct Sanction Hearings

- Right to a Closed Hearing. The sanction hearing will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.
- Advisor. The accused and complainant to sexual misconduct complaints have the right to the same opportunities to have others present during the sanctioning



hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

- Right to be Present for Sanctioning Proceeding. Each party has the right to be present during Student Community Standards Hearing.
- Nondisclosure Agreements. The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

Counseling and Health Resources

Victims of sexual abuse have the option to seek out help, support, and counseling. Confidential counseling referral information is available at the Rockies Counseling Center. The Director of Student Affairs and the Office of Student Access and Wellness are available to provide assistance to accessing free, confidential counseling support services in the local community.

Disciplinary Actions and Procedures Regarding Sexual Misconduct

Disciplinary procedures regarding sexual misconduct will be in accordance with Student Community Standards proceedings in the *Academic Catalog*. Students should refer to the Student Rights and Responsibilities section of the *Academic Catalog* for information regarding disciplinary proceedings.

Specific processes regarding sexual misconduct include:

Changes to Academic Situations: The University will make changes to the victims' academic situations following an alleged sex offense if the changes are requested and reasonably available. The University does not maintain any residential campus facilities.

Advisor/Advocate Present: All parties to sexual misconduct complaints have the right to an advisor/advocate from the community. All parties must notify the Director of Student Affairs if they intend to have an advisor or advocate present.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Notice of Sexual Offense Disciplinary Outcomes

The outcome of a campus hearing is part of the education record of any student personally identified, and is protected from release under the Family Educational Rights and Privacy Act (FERPA), a federal law. However, University of the Rockies observes the following legal exceptions:

- Complainants and accused in sexual misconduct and sexual harassment incidents have a right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation, and to be kept apprised of the status of investigations.
- The University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offence, the final results of any disciplinary proceeding conducted by the institution against the



student who is the alleged perpetrator of such a crime or offense. A “crime of violence,” includes arson, burglary, robbery, criminal homicide (manslaughter by negligence, murder, and non-negligent manslaughter), forcible sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The University may not disclose the name of any other student, including the victim or witness, without the prior written consent of the other student. The University will also release this information to the complainant in any of these offenses regardless of the outcome.

- In the event that the alleged victim is deceased as a result of the crime or offense, the final results of the disciplinary hearing will be provided to next of kin (upon written request).

Sanction Statement

Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations in Student Community Standards. Sexual harassment of students, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX.

Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations in Student Community Standards.

In any complaint where there is a finding of violation of the sexual misconduct policy, the sanctioning, in addition to standard sanctioning principles, will be guided by the following goals:

- To make a reasonable effort to prevent the reoccurrence of the discriminatory conduct in the future; and
- To restore the victim, as much as possible, to his or her pre-deprivation status and undo the effects of gender-based discrimination upon him or her and to ensure that the discriminatory conduct are brought to an end.

Tips to Reduce Risk of Sexual Assault and Misconduct

Men and women should be aware of the subsequent information to help protect themselves against acquaintance rape and stranger rape sexual violence, intimate partner violence, and sexual assault on campus. The following are some tips to reduce the risk of being a victim:

- Avoid isolated settings. When you begin dating a new person, go to public places or go with other people.
- Clearly express your expectations and limits to your date.
- Be suspicious if drugs or alcohol are being forced on you. These can be used to decrease your defenses and reactions. They can also impair your judgment.



- Carry enough money to take a cab home if you have to get away. Carry your cell phone or enough change in case you need to use a pay phone.
- Tell someone the name of your date and where you are going before your date.
- Pay attention to warning signs such as being very demanding, talking in degrading ways about you or men or women in general, being irrationally suspicious or jealous, or touching you when you've said "no."
- Make an assertive refusal — hurting his/her feelings or your own embarrassment are less important than your own safety.
- Do not let your date intimidate you. If you feel uncomfortable, trust your instincts and get away from him or her.
- Trust your feelings. Gut instincts are often a sign of potential danger.
- Stay around other people.
- Avoid accepting rides from new acquaintances.
- Don't drink beverages you don't open yourself.
- Go to parties with friends that you trust. Make arrangements to watch out for each other and meet up periodically to make sure that you are all okay.

To protect against sexual assault:

- Know your sexual intentions and limits. You have the right to say "No" to any unwanted sexual contact. If you are uncertain about what you want, ask the other person to respect your feelings.
- Communicate your limits firmly and directly. If you say "No," say it like you mean it. Don't give mixed signals. Back up your words with a firm tone of voice and clear body language.
- Remember that some people still think that drinking heavily, dressing provocatively, or going to a person's room automatically indicates a willingness to have sex. Be especially careful to communicate your limits and intentions clearly in such situations.
- Listen to your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately and go to a safe place.
- Don't be afraid to make waves if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings and get out of the situation; better a few minutes of social awkwardness or embarrassment than the trauma of sexual assault.
- Be alert to your surroundings and other people. Stay in populated, well-lit areas.
- Don't walk alone at night. If you must walk alone, advise a friend of your route and estimate time of arrival/return. If you feel in danger, walk, jog, or run toward people of traffic. Draw attention to yourself by yelling, screaming, etc. If you are being followed, go to a house with lights on or to the middle of the street. Make a scene.
- If a driver stops you near the street or in a parking lot, avoid getting near the car. Do not get into the car.



- Have direct eye contact with persons approaching you. Respond immediately and assertively to questions or statements they make. These behaviors prevent you from being identified as an easy victim.
- On campus, avoid short-cuts through empty buildings, vacant lots, or areas that are poorly lit or hidden by shrubs and trees.

Prevention efforts can reduce the risk of sexual assault, but sexual assault is an action decided on by the perpetrators. If you are sexually assaulted, seek help at once. We recommend that you have a free and confidential rape examination at a local hospital to ensure your health and to preserve evidence if charges are filed later. Most Colorado hospitals will make specialized sexual assault counselors available to you. They can help you sort out your options after the immediate trauma recedes.

If you are a victim of sexual assault, we urge you to take two actions:

- Seek counseling and support to help you recover from what is a traumatic experience.
- Tell school officials and law enforcement officers what happened.

If you are assaulted:

- Try to stay calm so you will be able to gather information and make decisions.
- Evaluate the situation for possible ways to escape. If one method doesn't work, look for another escape opportunity.
- Draw attention to yourself if there are other people around - scream, swear, yell "fire" or "help," break a window, etc.
- Resist as long as it is safe to do so. If resistance is too dangerous, stop resisting.
- Claim to be sick, pregnant, have a venereal disease, or to have AIDS.
- Act hysterical, insane, or mentally incapacitated.
- If you are assaulted, do not shower, change clothes, or douche until you make a decision about reporting to the police or going to the hospital. You may request a female officer. While you will be encouraged to talk to the police, you have the right to obtain medical assistance and not talk to the police.
- Remember: You are not trying to win, you are trying to survive.
- If you are assaulted, remember that there are resources available to victims/survivors of assault.

Information regarding Sex Offenders

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of the means by which they can obtain information about registered sex offenders who may be present on campus. In accordance with the law, the University is providing the links below to the Colorado statewide Sex Offender Registry, as well as the local sex offender registry. Pursuant to the Colorado Sex Offender Registration Act, located at CRS 16-22-101 through 16-22-115, certain convicted sex offenders must register with the local law enforcement agency in the jurisdiction in which they reside. The registration of certain sex offenders is also forwarded to the Colorado Bureau of



Investigation, which maintains the Colorado statewide Sex Offender Registry. However, certain offenders included in the local law enforcement agency registries are not required to be included in the statewide registry, and individuals are encouraged to check both the statewide registry and the local registry for the area in which they reside at the links provided below.

The Colorado Sex Offender Registry is available via Internet (link is provided below) pursuant to CRS 16-22-111 and certain local law enforcement agencies have also made their registered sex offender databases available online.

Registry information is provided as an awareness tool so that community members may adequately protect themselves and their children from these individuals. The use of the sex offender registry information to harass, endanger, intimidate, threaten or in any way seek retribution on an offender through illegal channels is prohibited. Any person who engages or participates in such acts may be charged criminally.

The Colorado statewide sex offender registry maintained by the Colorado Bureau of Investigation is located at <http://sor.state.co.us/>. Questions regarding the statewide registry should be directed to the Colorado Bureau of Investigation's Program Support Unit at (303) 239-4222, or at sor@cdps.state.co.us.

The Denver area registry is maintained by the Denver Police Department (DPD) at <http://www.denvergov.org/police/PoliceDepartment/CrimeInformation/SexOffenders/tabid/441410/Default.aspx>.

Questions regarding the Denver registry should be directed to the DPD Communications Center at 720-913-2000.

Emergency Response and Evacuation Policies and Procedures

Emergency Evacuation Procedures and Send Word Now Emergency Notification System

Detailed information about the campus emergency response and evacuation procedures can be found in the Emergency Reference Guide on the University of the Rockies website at

[http://wpc.6fdc.edgecastcdn.net/006FDC/UOR/PDF/Emergency Reference Guide Denver 10 12 12 %20Final.pdf](http://wpc.6fdc.edgecastcdn.net/006FDC/UOR/PDF/Emergency%20Reference%20Guide%20Denver%2010%2012%2012%20Final.pdf).

In a confirmed emergency, the University of the Rockies Send Word Now Notification System will immediately inform members of the University of the Rockies (Denver Instructional Site) community about emergency situations through mechanisms other than regular building alarms. The VP of Operations is responsible for confirming if an emergency or dangerous situation exists and determining the level of emergency and protocols for notifying the campus. The VP of Operations is responsible for determining the appropriate segment or segments of the campus community to receive a notification and the content of the emergency message. The system can transmit short notifications by text message to a cell phone within the U.S. The messages are initiated by a member of the University's crisis communication team only when required for safety purposes.



Based on the nature of the emergency, the VP of Operations or the Campus Crisis Response team will be responsible for determining the level of emergency on campus and when to utilize the Send Word Now System. The Campus Crisis Response team will develop the content of the communication to go to the campus community and will initialize the Send Word Now System. Additionally, if necessary, notification to the larger community via written press release or telephone call

The Campus Crisis Team is composed of the Chief of Staff (866.621.0124 x1795), the Director of Student Affairs (866.621.0124 x 8820), the Communications Manager (866.621.0124 x 2172), the Director of Facilities (866.475.0317 x 7715), the VP of Operations (866.621.0124 x 1760), and the University Registrar (866.621.0124 x 1693).

Testing Emergency Response and Evacuation

The Denver Instructional Site is a non-residential facility. Drills for the Instructional Site and administrative facilities are conducted by building management partners. The Instructional Site has designated “floor wardens” to assist in fire drills and emergency evacuations. Any issues that arise during a fire drill are reported by the building management partners and/or floor wardens to the Facilities Department either via e-mail or verbally. In addition to the annual fire drill, safety inspections are conducted on a quarterly basis and a fire inspection conducted by the Denver Fire Department is conducted annually. During each new student orientation to the DIS, each student is informed of the evacuation pathways, procedures and safe harbor locations once outside of the building.

Building Evacuation Procedure

Should an emergency arise, students, faculty and staff should leave their building immediately when an alarm sounds or if they are instructed to do so by a member of the Evacuation Response Team or authorized emergency personnel.

- Notify others on your way out.
- Secure hazardous operations if possible.
- Take only important personal items. Leave non-essential items.
- Close doors behind the last person out of the room.
- Walk quickly and orderly to the nearest safe exit.
- Do not exit using elevators unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the “all clear” signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building to an established evacuation area: 15th Street between Lawrence and Arapahoe Streets

If you are required to leave the building immediately but are unable to do so due to a physical disability, injury or obstruction:

- Go to the nearest area where there are no hazards. Hazard-free stairwell landings are the best areas to await assistance.



- **Call 911 from a safe location.**
- Signal out the window to emergency responders, if possible.
- Remain calm, responders will arrive.

Evacuating a Building during a Fire

When an alarm sounds, keep low to the floor if there is smoke in the room. Feel the door or doorknob before opening any doors. If either is hot, do not open the door. If no heat is felt, open the door slightly to check for heat or heavy smoke. If heat or heavy smoke is present outside the room, close the door and stay in the room until help arrives.

If you are unable to leave the room, seal up the cracks around the door using wet clothing, sheets, etc. Hang an object out the window, such as a jacket, shirt, sheet, etc., to attract attention.

If you are able to leave the room, go to the nearest exit or stairway. Never use the elevator!

If the exit is blocked, try another exit. Close all doors behind you as you go.

If you cannot find a clear exit, go to a higher floor and signal for help by waving or shouting out a window.

If you try to escape through a smoke-filled room or corridor, move quickly in a crouched position. Cover your head and body with something that can be easily discarded should it catch on fire (preferably wet) and breathe through a wet cloth, taking short breaths through your nose.

After evacuating the building, stand clear; emergency equipment will need to maneuver around the buildings. Stay away from main entrances.

Follow all directions given by fire and police personnel, and/or University staff. Even if an alarm has been turned off, you should not return to the building until authorized to do so by a Fire Department official. Never re-enter a burning building.

Emergency Reference Guide

University of the Rockies has prepared an extensive guide relating to emergency evacuation procedures. Please refer to the website to download the guide at http://wpc.6fdc.edgecastcdn.net/006FDC/UOR/PDF/Emergency_Reference_Guide_Denver_10_12_12%20Final.pdf and the synopsis aforementioned relating to building evacuations.

The Emergency Reference Guide contains information on campus emergency contacts, procedures for medical emergencies, bomb threats, violent crime, fire, evacuations, and weather emergencies.

Fire Safety Report/Fire Log



UNIVERSITY
of the ROCKIES™

Campus Security and Safety Report
Denver Instructional Site

The Denver Instructional Site is a non-residential campus and does not maintain a Fire Safety Report/Fire Log.



Annual Disclosure of Crime Statistics

Federal law requires all institutions of higher education to collect and maintain statistics concerning specific crimes and to report these statistics annually to students and employees, and prospective students and employees. We report the Denver Instructional Site statistics to all students, whether they attend campus and/or online. University of the Rockies gathers statistics concerning the occurrence on campus and on public property of certain offenses. [†]The Denver Instructional Site does not maintain any non-campus building or property.

This report is prepared in cooperation with the local Denver Police Department surrounding our non-residential campus.

Campus crime, arrest, and referral statistics include those for the prior calendar years reported to the Office of Student Affairs and local law enforcement agencies. If you should have questions about any of the information provided in this Report please contact the President and Chief Executive Officer, Dr. Charlita Shelton, at 866.621.0124.



University of the Rockies#	Year	On Campus	Public Property*	Total
Robbery	2012	0	0	0
	2013	0	3	3
Aggravated Assault	2012	0	0	0
	2013	0	4	4
Burglary	2012	0	0	0
	2013	0	0	0
Motor Vehicle Theft	2012	0	1	1
	2013	0	1	1
Arson	2012	0	0	0
	2013	0	0	0
Criminal Homicide: Murder/Non-Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
Criminal Homicide: Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
Domestic Violence	2012	Not Reportable	Not Reportable	Not Reportable
	2013	0	0	0
Dating Violence	2012	Not Reportable	Not Reportable	Not Reportable
	2013	0	0	0
Stalking	2012	Not Reportable	Not Reportable	Not Reportable
	2013	0	0	0
Sex Offenses: Forcible Sex Offense	2012	0	0	0
	2013	0	1	1
Sex Offenses: Non Forcible Sex Offense	2012	0	0	0
	2013	0	0	0



<i>Hate Crimes</i> [^]	Year	On Campus	Public Property*	Total
Robbery	2012	0	0	0
	2013	0	0	0
Aggravated Assault	2012	0	0	0
	2013	0	0	0
Burglary	2012	0	0	0
	2013	0	0	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
Larceny/Theft	2012	0	0	0
	2013	0	0	0
Simple Assault	2012	0	0	0
	2013	0	0	0
Destruction, Damage, or Vandalism of Property	2012	0	0	0
	2013	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0
	2013	0	0	0
Intimidation	2012	0	0	0
	2013	0	0	0
Criminal Homicide: Murder/Non-Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
Sex Offenses: Forcible Sex Offense	2012	0	0	0
	2013	0	0	0
Sex Offenses: Non-Forcible Sex Offenses	2012	0	0	0
	2013	0	0	0



Arrest/Persons Referred for Campus Disciplinary Action	Year	On Campus	Public Property*	Total
Liquor Law Violations: Arrests	2012	0	0	0
	2013	0	18	18
Liquor Law Violations: Disciplinary Action	2012	0	0	0
	2013	0	0	0
Drug Law Violations: Arrests	2012	0	0	0
	2013	0	52	52
Drug Law Violations: Disciplinary Action	2012	0	0	0
	2013	0	0	0
Illegal Weapons Possessions: Arrests	2012	0	0	0
	2013	0	7	7
Illegal Weapons Possessions: Disciplinary Action	2012	0	0	0
	2013	0	0	0

+The Denver Instructional Site opened in November 2012 and the 2012 statistics represent the period from November through December 2012.

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

^ Hate crimes are any crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability and refers to the following crimes: criminal homicide (murder and non-negligent manslaughter, and negligent manslaughter), sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/ damage/vandalism of property, and any other crime involving bodily injury.

#University Commencement activities were held in the Colorado Convention Center October 26, 2013 through October 28, 2013. There were no Clery Act reportable offenses or arrests reported to the University or to the Denver Police department in, or within a one block around, the Colorado Convention Center during that time period.

The Denver Instructional Site does not maintain any residential housing.

If it appears that a hate crime has been committed, the facts must be reported immediately to the Director of Student Affairs or to a member of the faculty or staff, who will in turn report it to the VP of Operations.