

RmCAD

ROCKY MOUNTAIN COLLEGE OF ART + DESIGN

Annual Security Report

September 2024

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Emergency and Safety Contacts

- Emergency: 911
- RMCAD Safety and Security Office
 - Phone: (303)567-7271
 - Email: campussecurity@rmcad.edu
- RMCAD Reception Desk
 - Phone: (303)753-6046
 - Email: resources@rmcad.edu

Clery Act Requirements

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

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

i. Policy Disclosure

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

ii. Records Collection and Retention

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

iii. Information Dissemination

To provide members of the campus community with information needed to make informed personal safety decisions, RMCAD must provide 1) a “timely warning” of any crime that represents an ongoing threat to the safety of students and employees; 2) an “emergency notification” of any situation which poses an immediate threat to the health and safety of students or employees on campus 3) develop and maintain a log of all crimes reported to Security and ensure public access to the crime log during normal business hours and; 4) publish an annual security and fire safety report, make the report available to all current students and employees, and ensure the annual security and fire safety report is made available to prospective students and employees.

Reporting Crimes and Other Emergencies

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

i. Emergencies

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

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

As required by law, emergency call boxes are located in all elevators for reporting crimes in progress, medical emergencies, or immediate concerns about your personal safety. These phones will connect you with an operator with a monitoring center who will coordinate a rescue response, if needed, with local first responders, the Department of Safety and Security, and/or Facilities.

Emergency communications will be sent during and/or following any event on campus that poses an immediate threat to the health and safety of the College community, campus safety, and/or individuals. These are considered emergency notifications as defined in the Clery Act. Emergency communications will also be sent informing students of inclement weather, campus closures, and safety drills.

Students and community members must elect to receive text notifications by texting Yes or Y to 67587.

ii. Response

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

All Security incident reports involving students are forwarded to the Dean of Students for review. The Dean of Students is vested with the authority to sanction students for violations of RMCAD policy and inappropriate behaviors on and off campus. Conduct-related sanction options include but are not limited to disciplinary probation, suspension, and expulsion.

B. Statement Encouraging Accurate and Prompt Crime Reporting

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

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

Crimes should be reported to the Department of Safety and Security and/or RMCAD Staff for inclusion within the annual crime statistics if they occurred within RMCAD’s defined Clery boundaries. Such crimes may be used to aid in the provision of timely warnings, emergency notifications, or safety advisories to the RMCAD community.

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

C. Statement Addressing Anonymous and Voluntary Confidential Reporting

Voluntary reporting is encouraged in a variety of ways including anonymous and confidential methods. Fully anonymous reports may be submitted via mail:

Rocky Mountain College of Art + Design
Attention: Safety + Security
1600 Pierce Street
Lakewood, Colorado 80214

A variety of other confidential reporting options are also available including:

1. Online: [Confidential Report Form](#)
2. Via email: DeanOfStudents@rmcad.edu
3. In-person: RMCAD 1600 Pierce St. Lakewood, CO 80214, Texas Building, Office 125 and 327

Crime reports and tips are reviewed and investigated by college staff including, but not limited to, the Department of Safety and Security and Student Affairs departments. The Clery Act requires these departments to maintain and report accurate records on the number of incidents that take place, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community of an ongoing threat if needed.

D. Statement Addressing Counselors and Confidential Crime Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their names and/or do not want to pursue action through the criminal justice or RMCAD judicial systems. Pastoral and

professional counselors who receive confidential reports of crime are not required to report these crimes to RMCAD Authorities for inclusion in the annual disclosure of crime statistics or for the purpose of a timely warning. These positions are defined as follows:

1. Pastoral Counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
2. Professional Counselor: A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

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

Crime Alerts (Timely Warnings)

A. Issuance of Timely Warnings

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

- Whether the incident poses a serious or continuing threat to the RMCAD community, as determined at RMCAD's sole discretion;
- If the suspect has been apprehended;
- Timeliness of the reported crime to RMCAD; and,
- Whether a pattern of crimes exists that places RMCAD students or employees at risk of becoming victims of a similar crime.

In general, Timely Warnings will be issued when the following three conditions are met:

1. One of the following statutorily designated crimes is reported to RMCAD:
 - a. Homicide – Murder and non-negligent manslaughter
 - b. Sex Offenses – Forcible and non-forcible
 - c. Robbery involving force or violence
 - d. Aggravated Assault
 - i. The decision to release a Timely Warning for an Aggravated Assault depends on the facts of the case and the information known by RMCAD. For example, if an assault occurs between two students who have a disagreement, there may be no continuing threat to other

RMCAD community members. As such, a Timely Warning would not be distributed.

- e. Burglary and/or Motor Vehicle Theft
 - i. In general, Timely Warnings will not typically be issued for single incidents. A Timely Warning may be distributed if a series of incidents poses a continuing threat to the RMCAD community.
 - f. Major incidents of Arson
 - g. Hate Crimes involving bodily injury
 - h. Domestic Violence, Dating Violence, or Stalking
 - i. Timely Warnings will only be issued when there is a serious or continuing threat to the RMCAD community at large.
2. The reported crime occurred at a Clery-reportable location, which is defined as:
 - a. on campus; or,
 - b. on public property within one mile of campus that is reasonably contiguous to campus boundaries; or,
 3. The reported crime presents a serious or continuing threat to RMCAD students, faculty, and staff.

Designated RMCAD staff will work with the Executive Team in the development and dissemination of the Timely Warning. Timely Warnings will generally be disseminated via email, phone, and text message to the RMCAD community. RMCAD students, faculty, and staff will receive timely warning email notices through their Rocky Mountain College of Art & Design email accounts, and through personal cellular accounts through which the student/community member has opted into receipt of notification.

B. Emergency Response, Notifications, and Evacuation Procedures

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

To be able to provide this information to the RMCAD community, RMCAD students, faculty, and staff are encouraged to check their RMCAD email at regular intervals for bulletins and announcements regarding campus safety, as well as information regarding safety initiatives and workshops intended to educate the community on personal and community safety practices and awareness.

A. Emergency Response and Evacuation Procedures

i. Policy Statement

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

ii. Scope

RMCAD operates an on-ground campus and in an online environment. RMCAD's security protocols and policies apply primarily to the College's immediate campus location including adjacent locations under the Clery Act. RMCAD may also issue warnings to campus students, faculty, and staff in regard to events in the broader Lakewood and Denver community if such information is deemed to be helpful to the campus community. RMCAD does not maintain a policy of issuing warnings of events outside of the immediate campus community, and as such, students attending the College remotely may not be issued warnings regarding security events in their area.

iii. Situation

Events that do not pose a security risk but would interrupt classes or the regular usage of campus property (such as a snow closure or a power outage) will be issued a notification via email, phone, and/or text message through the same channel as timely warnings and emergency notifications

RMCAD will issue a warning to the campus community if and when a confirmed significant emergency or danger poses a risk to the safety and security of the College's community. RMCAD personnel will use their best judgment to determine when a warning should be issued. Although it is not possible to predict every situation that might occur, the following is a general guideline as to what situations would likely result in a campus-wide alert:

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

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

iv. Assumptions and Limitations

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

1. No single notification method will reach everyone, everywhere, every time. In order to maximize communication outreach the RMCAD executive team will utilize email, text, and phone call emergency communications as well as an emergency screen takeover of

campus computer lab workstations, and suggest increased verbal communication between campus staff, faculty, and students.

2. In a technological sense, complete delivery of emergency notifications to each member of the campus population cannot be guaranteed.
3. Other information sources outside the institution's control may generate erroneous or conflicting information (e.g. unaffiliated social media sites, word of mouth).
4. Regular testing of emergency notification systems is required to ensure proper functionality and operator skill.
5. Notification systems must account for communication impairments.
6. Several notifications are considered passive notifications requiring action by recipients. Some recipients will not take this action and, therefore, not all recipients will receive notifications during the desired timeframe.
7. There is no mechanism to ensure that RMCAD community members review their RMCAD email or other methods of communication regularly.
8. Several notification methods rely on the functionality of third-party vendors that are outside of the institution's control (i.e. cell phone service providers, electricity).

B. Confirmation of an Emergency or Dangerous Situation

i. Origination of Reports

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

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

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

Confirmation of these situations will occur through several different processes:

(1) Criminal Nature

Emergency or dangerous situations that are criminal in nature will be considered confirmed if a member of Campus Security, or other College Agent, observes the situation as it is occurring and contacts Law Enforcement. For situations that are criminal in nature that are not apparent or not directly observed by Campus Security or College Agent(s), Campus Security and/or College Agent(s) will make confirmation.

The appropriate staff (Dean of Students, Executive Team) will review the readily available information and determine if there is enough information to reasonably conclude a significant emergency or dangerous situation is occurring on campus. RMCAD staff may consult with additional departments and policy-level personnel as practicable without jeopardizing life safety.

(2) Other Emergency or Dangerous Situations

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

(3) Established Warning Points

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

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

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

ii. Population Notified/Segmented Notification

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

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

- Nature of the situation
- Response and/or evacuation procedures

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

Pre-scripted Emergency Notifications

To the greatest extent possible, the institution will develop and utilize pre-scripted emergency notifications that have been collaboratively developed and agreed upon by Security, the Dean of Students, and the Executive Team. The development of pre-scripted notifications facilitates faster dissemination.

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

Additional Content Considerations

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

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

Follow Up Information

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

iii. Concept of Operations

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

Emails, phone calls, and text messages may be used in conjunction with other campus warning systems such as the posting of Emergency Bulletins on screens in all campus computer labs and offices, and pre-recorded messages on campus phones.

Other warning systems that will be used as appropriate include Jefferson County public warning sirens, vehicle public address systems, building public address systems, and local television and radio news stations.

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

Notification Procedure

In the event that the RMCAD Director of Safety and Security (or his/her representative) becomes aware of information as to a potential or actual emergency occurring that may require activation of an Emergency Alert, he/she will immediately communicate that information to the RMCAD President

(or his/her designated representative). A decision will then be made as to the appropriate action(s) to be taken. Personnel from the Department of Safety and Security may initiate an emergency notification due to an immediate threat on campus.

iv. Emergency Response Organization

The College maintains an Incident Response Plan that outlines the responsibilities of campus departments during emergencies and/or situations that require or would best be served by employing similar response strategies. This plan outlines incident priorities, campus organization, and specific responsibilities of particular departments or positions. RMCAD departments are responsible for developing emergency response and continuity of operations plans for their areas and staff.

v. Emergency Response Education

Information about incident response procedures is provided at the beginning of each term at student orientation, and it is re-emphasized throughout the year on a campus-wide basis. Other relevant advisories are issued as needed, such as those posted at the start of inclement weather season. Information on how to receive emergency notifications and timely warnings is also located in various places, such as the Safety and Security webpage and bulletin boards on campus. Additionally, every campus building is equipped with an emergency evacuation sign that illustrates the emergency evacuation route.

vi. Statement Addressing Testing Emergency Response

In compliance with federal law, the RMCAD Timely Warning system, emergency call boxes, campus lab bulletin system, webpage, and campus emergency information messaging are tested at least once a year. Testing of the emergency response system is typically announced through internal campus e-mails and by faculty and staff. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test that meets all of the requirements of the Higher Education Opportunity Act.

vii. Statement Addressing Evacuation Procedures

When a fire alarm sounds or if you are ordered to evacuate, leave the building via the nearest safe exit. Walk briskly; do not run. Leave all belongings. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify West Metro Fire by dialing 911. Other tips for response in a fire situation include:

1. Remain calm.
2. Do not use elevators; use the stairs.
3. If you are unable to self-evacuate without the use of elevators, proceed to a temporary gathering place away from imminent danger and out of first responder traffic; often, this is near or in a stairwell. If you are part of a personal support network for someone who is unable to self-evacuate, evacuate the building and immediately inform Security or West Metro Fire Department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building.
5. Keep all walkways, streets, and parking areas clear for emergency vehicles.

6. Do not re-enter the building until notified it is safe to do so by emergency responders.

Crime Statistics

A. Scope

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

The RMCAD Campus is defined as:

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

The following map specifies RMCAD's campus boundaries:



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

1. The public sidewalk in front of campus along Pierce Street, Pierce Street, and the opposite sidewalk of Pierce Street;

2. The public sidewalk adjacent to the eastern campus boundary (northeast field and Neusteter yard) along Kendall Street, Kendall Street, and the opposite sidewalk of Kendall Street.

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

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

RMCAD does not own or operate a student housing facility nor does RMCAD have a written agreement with the Assembly and CoLab student housing facilities in Denver. As such, crimes occurring in off-campus locations where some RMCAD students live are not reportable under the Clery Act.

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

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

By October 1st of each year, an e-mail notification is made to all enrolled students, faculty, and staff that provides the website address for accessing crime statistics and information regarding how interested persons can request a printed copy. RMCAD's most current Annual Security and Fire Safety Report is posted at <https://www.rmccad.edu/security>.

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

B. Criminal Activity Off Campus

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

Security and an appropriate branch of law enforcement handle all criminal matters on RMCAD property. If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus but involving RMCAD students, that law enforcement agency may notify RMCAD; however, other agency policies do not require such notification. Students in these

cases may be subject to arrest by the local agencies and subject to RMCAD disciplinary action through the Office of Student Conduct. Information about the Office of Student Conduct may be found in the Student Handbook.

In general, prospective students, employees, and visitors to RMCAD should know that, as with any community, criminal activity occasionally occurs both on- and off-campus and it is important to take reasonable precautions at all times. Security can assist any member of the RMCAD community in determining an appropriate point of contact for police matters that occur on campus. Contact Security at (303)567-7271 for assistance. For additional local, off-campus information, you may contact the Lakewood Police Department or the Jefferson County Sheriff's Office.

C. Daily Crime Log

As required under federal law, Security maintains a daily crime log (commensurate to a police blotter), which is made available in the Security Office in Office 125 of the Texas Building. The daily crime log is updated each business day and contains all crimes reported to Security. The daily crime log is a secondary means of distributing information to the RMCAD community about crimes and crime trends on campus. The Crime Log entry includes all crimes reported to the campus security that occur within RMCAD jurisdiction. The log records the nature, date and time reported, date and time occurred, general location, and disposition of each offense.

D. Crime Statistics

i. Excluded Crimes

The Clery Act specifies the crimes and behaviors that are reportable within the Annual Security Report and Daily Crime Log. RMCAD does not provide additional crime statistics within these publications that are not reportable under the Clery Act unless an exception is implemented.

ii. Tables for the Calendar Year 2023

Criminal Offenses

Category of Offense	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Other sexual crimes	0	0	0	0	0	0
Robbery	0	1	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Hate Crimes

Category of Offense as Hate Crime	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Other sexual crimes	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

Group B Offences Classified as a Hate Crime

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

Category of Group B Offense as Hate Crime	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Larceny (theft)	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0

Weapon, Drug, and Liquor Law Violations

Note: The Clery Act only requires reporting for the following crimes if a law was broken, but not if the offender was only in violation of RMCAD's policies and procedures outlined in the Code of Conduct and employee handbook.

Category of Offense	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Weapon Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Weapon, Drug, and Liquor Law Violations: Arrests

Category of Offense	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Weapon Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Weapon, Drug, and Liquor Law Referrals for Disciplinary Action

Category of Offense	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Weapon Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

VAWA (Violence Against Women Act)

Category of Offense	Instances on-campus 2023	Instances on-campus 2022	Instances on-campus 2021	Instances in off-campus adjacent property 2023	Instances in off-campus adjacent property 2022	Instances in off-campus adjacent property 2021
Sexual Assault	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Security Awareness, Crime Prevention, and Education

A. Statement Addressing Security Awareness Programs for Students + Employees

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

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

- Student Orientation & Faculty Orientation: Tips on personal safety while on campus and in the surrounding community, information on registering vehicles and computers on campus, contact information for the RMCAD Safety and Security Office, and information regarding local laws and regulations.
- Mental Health Emergency Response Training: Individual or department-based training regarding actions you should take if you encounter a person with a mental health emergency or disturbed/disturbing individuals; this training applies also to responding to presumably non-fatal drug-related situations.
- Fire and Emergency drills: RMCAD's Executive Team, RMCAD Campus Operations, RMCAD Facilities Department, and Security collaborate on drills in order to ensure user skill and to encourage best practice familiarity.
- Alcohol and Drug Abuse Prevention and Awareness: Student Affairs provides literature regarding drug and alcohol abuse prevention and referral to external resources, treatment, and support.

B. Statement Addressing Crime Prevention Programs

i. Safety Escort

Campus Safety Officers will provide escorts upon request from one on-campus location to another on-campus location during campus hours for any safety-related reason.

ii. Visitor Sign-In

Visitors are to park in the Visitor Lot, located near the north entrance to the Texas building. Before entry into campus grounds/buildings, visitors are to provide the Texas Front Desk staff their 1) full name 2) host 3) purpose, and 4) vehicle information. To facilitate this process, visitors should utilize the doorbell located near the north entry to the Texas building to initiate contact with the front desk staff. Visitors are issued a parking permit for the day upon receipt of vehicle details. Failure to comply will result in guests being escorted off campus by members of Security or law enforcement when necessary and appropriate.

iii. Vehicle Registration

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

iv. Active Harming Response Training

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

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

C. Missing Student Policy

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

RMCAD will ensure:

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

D. Sexual Assault, Domestic Violence, Dating Violence, and Stalking Programs and Procedures

RMCAD has published policies protecting equal access to educational and employment opportunities for all of its community members. If you or someone you know is experiencing discrimination on the basis of sex, gender, or pregnancy, or sexual harassment, please submit a [Title IX Complaint Form](#) or contact the Student Affairs Office or the RMCAD Title IX Coordinator, Jenna Langer (jlanger@rmcad.edu, 303-753-6046). If you would like to contact a confidential resource,

please contact our Director of Counseling and SAS, Health and Wellness Center, Greg Keppler (gkeppler@rmcad.edu).

Resources

Title IX Policy + Procedure: [RMCAD Website](#)

RMCAD Statement Of Nondiscrimination

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

RMCAD Sexual Harassment Policy Statement

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

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

The following grievance procedures will apply to all complaints of sexual harassment including, sexual assault, domestic and dating violence, stalking, and related retaliation in order to take action to address and prevent sex-based discrimination.

Rocky Mountain College of Art + Design strictly prohibits retaliation against any individual who brings a good faith complaint under this policy or participates in any portion of an investigation.

Retaliatory conduct violates not only College policy and Title IX but may also violate state and federal law. While Rocky Mountain College of Art + Design will not tolerate making an intentionally false complaint, simply because the complaint is found to not be a violation of this policy does not necessarily mean the complaint was made in bad faith. Individuals who believe they have been the victim of retaliation should promptly report the misconduct to the Title IX Coordinator.

Primary And On-Going Prevention And Awareness Programs

RMCAD engages in educational programming to prevent and bring awareness about sexual assault.

Programming Content

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

1. Identifies sexual assault, domestic violence, dating violence, and stalking as prohibited conduct by RMCAD policies and state criminal law;

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

Description of Programs

1. New Student Orientation
 - a. RMCAD has developed regular educational campaigns consisting of workshops that include the presentation of educational materials to new students and presenting educational programs throughout the year. Specifically, RMCAD requires all incoming students to participate in an orientation program regarding Student Rights and Responsibilities (including information on sexual assault, dating, domestic violence, stalking, and support services).
2. New Employee Orientation + Onboarding
 - a. All new RMCAD employees will complete a general orientation and onboarding class administered by the Human Resources Department
3. Compliance Week
 - a. Scheduled at the beginning of each new Academic Year, Compliance Week consists of daily compliance information to our students, faculty, and staff via email and the RMCAD Mobile App. The information shared during Compliance Week provides an overview of various topics related to the rights and responsibilities of a member of the RMCAD community. Topics include the Family Educational Rights + Privacy Act (FERPA), Title IX (Sexual Misconduct and Non-Discrimination Policy), RMCAD Alcohol and Drug Policy, RMCAD Policy Updates, and other required federal notifications.
4. SafeColleges Training
 - a. At least once per year, all college employees are required to complete a variety of training modules vital to ensuring a safe and secure college community. Topics include FERPA, Title IX, bias, and cyber-security.
5. Office of Counseling
 - a. The Personal Counselor in collaboration with the Dean of Students offers coaching and direction on all of our topic areas and how to support people who may be impacted by difficult life events. Topic areas included, but are not limited to: physical assault, hazing, bias-motivated incidents, grief and loss, discrimination, harassment, sexual harassment, intimate partner abuse, sexual assault, and stalking.

E. Alcohol and Other Drug Abuse and Violence Prevention

Standards of Conduct

In compliance with the federal Drug-Free Schools and Campuses regulations, Rocky Mountain College of Art + Design (RMCAD) prohibits the unlawful manufacture, possession, use, or distribution

of a controlled substance (illicit drugs and alcohol) of any kind and of any amount by students and employees. These prohibitions cover any individual's actions that are part of any RMCAD activities, including those occurring while on RMCAD property or in the conduct of RMCAD business away from the campus. More specifically, the following is prohibited:

- The unlawful possession, manufacture, distribution, sale, purchase, or use (or misuse) of alcohol by those under the age of 21.
- The unlawful manufacture, distribution, sale, or purchase of alcohol by those over the age of 21.
- The possession, manufacture, distribution, sale, purchase, or use (or misuse) of marijuana of any kind, in any amount.
- The unlawful possession, unauthorized manufacture, distribution, sale, purchase, or use (or misuse) of a controlled substance.
- Verbal threats or disruptive, disorderly, or threatening behavior while under the influence of alcohol or drugs.
- Being in an intoxicated condition.

In accordance with local law, the following are prohibited:

- Carrying or consuming alcoholic beverages in open containers while operating a motor vehicle, regardless of age.
- Driving under the influence of alcohol, illegal drugs, or legal drugs if they impair the ability to operate a motor vehicle is illegal.

Legal, Disciplinary + Financial Implications

Legal

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

Sale and Distribution

Colorado Revised Statute, Title 12: Professions and Occupations

- Fermented malt beverages: CRS 12-46
- Alcohol beverages: CRS 12-47
- Liquors – special event permits: CRS 12-48
- Medical marijuana: CRS 12-43.3

Possession, Consumption & Furnishing

Colorado Revised Statute, Title 18: Criminal Code

- Illegal possession or consumption of ethyl alcohol by an underage person: CRS 18-13-122
- Furnishing cigarettes or tobacco products to minors: CRD 18-13-121
- Unlawful administration of gamma hydroxybutyrate (GHB) or ketamine: CRS 18-13-123
- Uniformed controlled substances act of 1992, offenses and penalties: CRS 18-18-4
- Sentencing in criminal cases: CRS 18-1.3

Driving Under the Influence (DUI & DWAI)
Colorado Revised Statute, Title 42: Vehicles & Traffic

- Alcohol and other drug offenses: CRS 42-4
- Penalties & procedure: CRS 42-17

Financial Aid

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

Disciplinary Sanctions

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

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

Health Risks

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

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

Alcohol

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

Other Drugs

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

Resources

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

College Resources

In order to assist students with alcohol and drug counseling, treatment, and assistance, the College provides information on available resources through the Student Life Division and the Counseling Office. Students are also encouraged to make an appointment with the Counseling Office to discuss treatment and additional community resources. Students may contact the Dean of Students at 720.525.7102 or the College Counselor at 303.225.8573 with questions, concerns, or the need for assistance with the aforementioned.

National Resources

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

Biennial Review

In compliance with the federal Drug-Free Schools and Campuses regulations, Rocky Mountain College of Art + Design (RMCAD), performs a biennial review of the programming, policies, and enforcement of its Alcohol and Other Drugs Program (AOD Program) to determine the effectiveness and implement changes if needed.

F. Campus Facilities and Facility Security

i. Campus Buildings

As a member of the campus community, students, faculty, and staff, in addition to RMCAD guests and visitors, have access to most campus buildings and facilities during regular hours on weekdays and for scheduled events in the evenings and on Saturdays and Sundays, excluding most holidays.

Security is responsible for locking and unlocking designated RMCAD buildings and for patrolling campus grounds and buildings. If you need assistance in gaining authorized entry outside of business hours to a RMCAD building or room and no other help is available, you may call Security at 303.567.7271.

ii. Security Considerations in the Maintenance of Campus Facilities

Lighting

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

Trees, Vines, and Shrubs

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

Accidents

Fatalities related to traffic (pedestrian and vehicle) are the number one cause of death on college campuses. To prevent accidents on campus, please be aware of pedestrian traffic and other vehicles and bicycles on campus grounds while driving or riding your bicycle on campus. If you have an accident on campus or in one of the campus parking lots, call Security at 303.567.7271.

G. Campus Counseling, Mental Health, and Other Resources

RMCAD Counseling Services offers free individual and group counseling and workshops for all currently enrolled RMCAD students. All contacts are private. Walk-in services without appointment may be available, but appointments are encouraged. Appointments with RMCAD Counseling can be made by contacting counselor@rmcad.edu.

- RMCAD Counseling Services: 303.225.8573 and 720.585.4183 (mobile)
- For after-hours consultation, please contact the Colorado Crisis Line at 1.844.493.8255.