

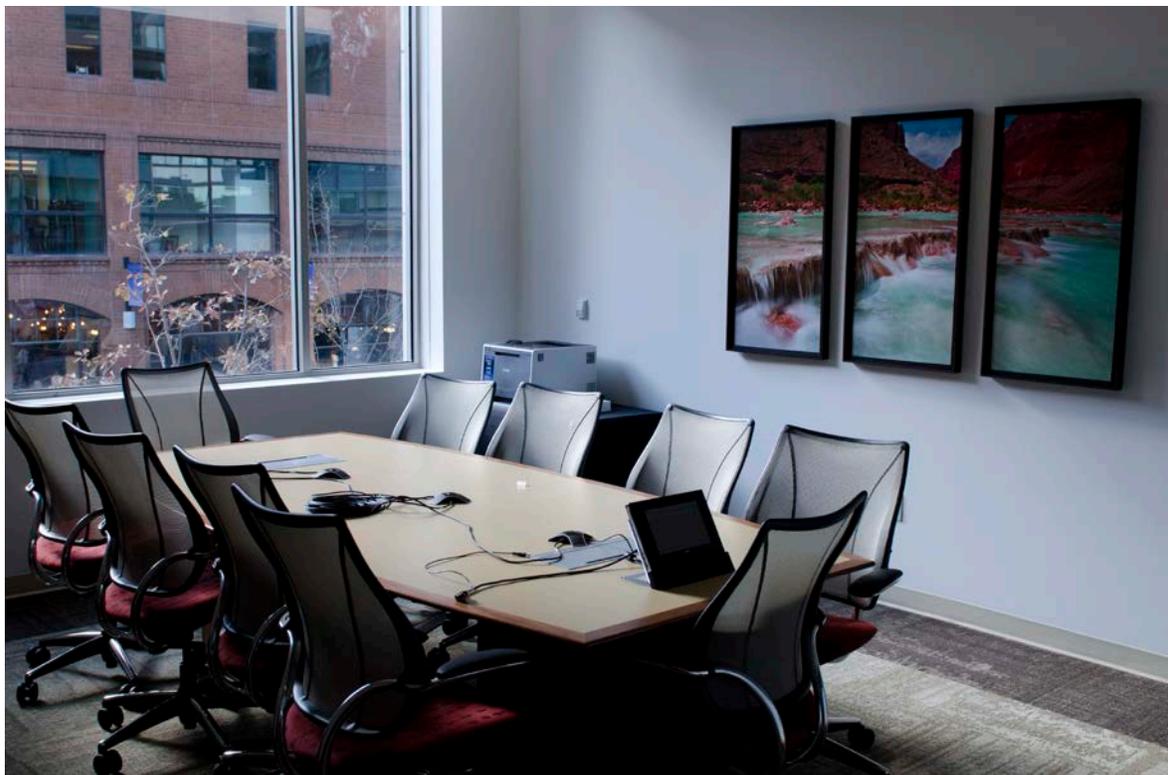


UNIVERSITY
of the ROCKIES™

Campus Security and Safety Report
Denver Instructional Site

CAMPUS SECURITY AND SAFETY REPORT

Denver Instructional Site
Published October 1, 2013





Introduction

University of the Rockies (“University”) is providing the following information to all of its current and prospective Denver Instructional Site students and employees 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”). 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 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 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. You may also request a paper copy of the report by emailing studentaffairs@rockies.edu and a copy will be mailed to you.

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	866.621.0124 x1795
VP of Operations	866-621-0124 x 1760
Director of Facilities	866.475.0317 x 7715
University Registrar	866.621.0124 x 1693

Duty to Report a Crime

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.)

University of the Rockies 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 the Denver Instructional Site security procedures and practices. 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 VP of Operations will notify the campus community in a timely manner 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.

To ensure the security of the campus, a safety audit is conducted three times a year by the Facilities Lead for the University.

The University of the Rockies maintains Security Officers for the Instructional Site. 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

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. See the University Sanctions section below for disciplinary procedures for any student who violates this policy

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

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:

Broader Horizons Counseling Services 1520 Marion St
Denver, CO 80218
(720) 234-4555

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

Behavior Services Institute 1600 Downing Street
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, including without limitation, 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 by persons under the age of 21 is specified in CRS 18-13-122, and the prohibition on serving alcohol to persons under 21 is located at CRS 12-47-



901. All members of the University community who are not of legal drinking 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 anywhere in the state of Colorado, with certain very limited exceptions. A first conviction under this statute carries a maximum fine of \$250, and may, at the discretion of the court, also include up to 24 hours of community service and a requirement to submit to an alcohol evaluation, education program or treatment program at the defendant's expense. Penalties for subsequent offenses include increased fines, mandatory alcohol evaluation, education or treatment programs, additional community service and possible imprisonment for up to twelve months.

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 is between .05 and .079 percent. A DWAI conviction carries a mandatory minimum two-day jail sentence that can go up to 180 days, a mandatory public service program ranging from 24 to 48 hours, a fine of \$200-500, and license revocation for 12 months if under 21 years old. The Court may suspend the jail sentence if an offender undergoes an alcohol/drug evaluation and attends a Victim Impact Panel.

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. A first DUI conviction carries a mandatory minimum five-day jail sentence that can go up to one year, a mandatory driver's license suspension of 90 days, a mandatory public service program ranging from 48-96 hours, and a fine of \$600-1,000. The Court may suspend the jail sentence if an offender undergoes an alcohol/drug evaluation and attends a Victim Impact Panel. If a person's BAC is over 0.20 percent s/he faces a minimum of 10 days to one year in jail, two years probation, and mandatory attendance at a Victim Impact Panel. Additionally, the person's driver's license is revoked for twelve months if he/she is under 21 years old. If the driver refuses to take a blood or breath test, he/she loses his or her license for 12 months. Penalties increase dramatically for subsequent convictions.

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. In this case, the penalty is a fine of \$100 and a mandatory driver's license suspension of 3 months, but can also include a public service program of up to 24 hours and participation, at the expense of the violator, in an alcohol use assessment, education program and/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.

Programs and Procedures Regarding Sexual Assault

Programs to promote the awareness of sexual assault, rape, acquaintance rape, and other forcible and non-forcible sex offenses are sponsored at various times of the year on campus, including New Student Orientation. Guest speakers present discussions on sexual assault awareness, reducing the risk of being a sexual assault victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Office of Student Affairs.

Sexual assault, including acquaintance rape, is an act of aggression and power. Acquaintance rape accounts for the majority of rapes committed and include situations in which a victim is physically or mentally unable to consent.

Sexual misconduct offenses include, but are not limited to:

- Sexual harassment
- Non-consensual sexual intercourse (or attempts to commit)
- Non-consensual sexual contact (or attempts to commit)
- Sexual exploitation

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 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. 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 Denver Instructional Site 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 through the Office of Student Affairs.

The Director of Student Affairs and/or the VP of Operations 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* for specific information regarding disciplinary proceedings regarding alleged sex offenses.

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 (on the Colorado Springs Campus). 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 offense, 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.



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.

Additional Sexual Abuse/Assault Information

The following additional information is provided to assist individuals in dealing with issues of sexual abuse, sexual violence, intimate partner violence and sexual assault.

Sexual violence refers to sexual activity where consent is not obtained or freely given. Anyone can experience sexual violence, but most victims are female. The person responsible for the violence is typically male and is usually someone known to the victim.

The person can be, but is not limited to, a friend, coworker, neighbor, or family member. There are



many types of sexual violence. Not all include physical contact between the victim and the perpetrator. For example; sexual harassment, threats, and peeping are sexual violence violations.

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.

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.

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

Leave your building immediately when an alarm sounds or if you 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](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

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. 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 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
Aggravated Assault	2012	0	0	0
Burglary	2012	0	0	0
Motor Vehicle Theft	2012	0	1	1
Arson	2012	0	0	0
Criminal Homicide: Murder/Non-Negligent Manslaughter	2012	0	0	0
Criminal Homicide: Negligent Manslaughter	2012	0	0	0
Sex Offenses: Forcible Sex Offense	2012	0	0	0
Sex Offenses: Non Forcible Sex Offense	2012	0	0	0



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

<i>Arrest/Persons Referred for Campus Disciplinary Action</i>	Year	On Campus	Public Property*	Total
Liquor Law Violations: Arrests	2012	0	0	0
Liquor Law Violations: Disciplinary Action	2012	0	1	1
Drug Law Violations: Arrests	2012	0	0	0
Drug Law Violations: Disciplinary Action	2012	0	1	1
Illegal Weapons Possessions: Arrests	2012	0	0	0
Illegal Weapons Possessions: Disciplinary Action	2012	0	0	0



+The Denver Instructional Site opened in November 2012 and the statistics above 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, sexual orientation, 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.

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.

