2020 Annual Security and Fire Safety Report for Colorado Northwest Community College

To comply with the Crime Awareness and Campus Security Act of 1990, also known as the Clery Act, this report is provided to inform potential and current students as well as employees with information in regards to crime statistics, crime logs, policies and procedures regarding the safety and security at Colorado Northwest Community College.

Bradley Burr
Security, Safety and Emergency Management Coordinator
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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, known as the Clery Act, is named for Jeanne Clery, a nineteen-year-old Lehigh University student who was raped and killed in her dorm room in 1986. The law was originally enacted in 1990 as the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965. The Clery Act requires all postsecondary educational institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. Specifically, higher education institutions subject to the law must do the following:

- Collect, report, and disseminate crime data.
- Develop policy statements regarding campus safety.
- Prepare and distribute an annual security report.
- Issue campus timely warnings and emergency notifications to the campus community.
- Submit crime statistics to the U.S. Department of Education.

The Clery Act has been amended many times to include additional requirements. The Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions about where to attend school. This document is designed to provide students and employees with information concerning personal safety, college policies, and to comply with federal law. The college prepares and publishes the report annually by compiling updated policy information and relevant crime data provided by local police departments (Rangely and Craig Police Departments) and campus security authorities.
The Annual Security and Fire Safety Report in most years is required by law to be available by October 1 but because of COVID-19 the United States Department of Education moved the deadline to December 31, 2020. The 2020 year brought many challenges for individuals across the United States closing down many college campuses to in person instruction. The statistics in this report do not reflect these challenges but will in the subsequent three years. The only real affect is the delay as stated before of posting this report for review. The Annual Security and Fire Safety Report can be located on the following link https://cncc.edu/campus-life/campus-safety. Copies of this report may also be obtained from the Safe Campus Office at 500 Kennedy Drive, Rangely CO 81648 or by calling (970) 675-3329.

Listed below are resource phone numbers in the local communities of Rangely and Craig, community partners and campus offices directly or indirectly associated with safety of students, staff and faculty at Colorado Northwest Community College.

Resources

Safe Campus Coordinator (970)-620-5112
Facilities Director (970)-210-4826
Campus Life Director (970)-989-3319
Rangely Police Department (970)-675-8467
Rangely Fire Department (970)-675-5093
Rangely District Hospital (970)-675-5011
Rangely Town Office (970)-675-2221
Rangely Gas and Water (970)-675-8476
Moon Lake Electric (970)-675-2291

Craig Police Department (970)-826-2360
Craig Fire Department (970)-824-5914
Craig Memorial Hospital (970)-824-9411
Craig City Hall (970)-824-8151
Craig Water Department (970)-826-2005
Yampa Valley Electric Association (970)-824-6593
A Message from President Ronald Granger

Every member of the CNCC community has a stake in providing a safe environment for teaching, exploration, activities and learning; and all of us must be committed to keeping our campuses and residence areas secure and crime-free.

As a rural community college located in a unique rural environment, we can offer our students a comparatively safe and risk free place in which to learn and live. We are proud of our rural traditions and enthusiastic about the opportunities it provides for our students to interact with nature.

We are also aware of the challenges posed by such an environment, and this booklet outlines many of the steps taken by the college to ensure the safety of its students, faculty, and staff. However, the responsibility for personal safety does not and cannot rest primarily with the college or our Safe Campus Office; rather, it rests primarily with you and me as individuals. Each of us must take personal responsibility for our own safety, as well as for the safety of those around us. Working together, we can continue to keep CNCC among the safest campuses in the nation.

Ronald Granger
President
Colorado Northwestern Community College
**Colorado Northwestern Community College**

**Mission Statement**

The Mission of Colorado Northwestern Community College is to enhance people’s lives by providing an accessible, affordable, quality education.

**Vision Statement**

Colorado Northwestern Community College will be the college of choice for students seeking a unique education grounded in the Colorado experience.

**Value Statement & Core Values**

Innovative teaching, outreach education, and continual assessment will ensure that our students have the skills to further their education, succeed at meaningful careers, and prosper in a complex and increasingly diverse world.

- **Achievement**: Provide holistic and broadly-based student support to prepare our students to achieve their educational, professional, and personal goals.

- **Life-long Learning**: Offer educational programs that encourage continued education as well as respond to evolving workforce environments.

- **Diversity**: Value and promote diversity.

- **Innovation**: Utilize innovation to provide unique learning, leadership, and recreational experiences in the diverse natural environments of Northwest Colorado.

- **Community Involvement & Development**: Create and nurture meaningful and mutually beneficial partnerships with the Northwest Colorado community and beyond.
Reporting Procedures

It is imperative that all crime, fires, suspicious activity, or emergencies be reported to the CNCC Safe Campus Coordinator at (970) 675-3329 or cell (970) 620-5112. If a threat is imminant or the safety issue serious then call 911. Emergency dispatchers are trained to assist in such matters and can direct appropriate response to such incidents. Through training and education students, staff, faculty and visitors at CNCC can feel confident that resources are available to report safety issues. These resources are as follows:

1) Submit an incident report.
   - Visit CNCC’s website at [www.cncc.edu](http://www.cncc.edu) and scroll down to College Safety.
   - Click on the link “Report and incident or concern” – The link will open a screen where the incident can be reported.
   - Once there you can keep your name anonymous or provide name and contact information.

2) Download our Mobile Safety App, titled, Spartan Alert
Mobile Safety App

- **Emergency contacts** has public safety and college personnel contact information.
- **Mobile Blue light** replicates the experience of pressing a blue light button on a pole by using location services to identify and send the user’s position to a dispatcher in the online dashboard while simultaneously triggering an emergency call.
- **Friend walk** sends the user’s position to a contact through email, SMS or messaging on the device. Once the friend accepts the Friend Walk request, the user picks their destination and their friend tracks their location in real time; they keep an eye on them to make sure they make it safely to their destination. A dispatcher is not required.
- **Virtual Walk home** allows Campus Security to monitor a user’s walk through the online dashboard. A user can request Virtual Walk home and a dispatcher on the other end will monitor their journey until they reach their destination. A user can feel safe knowing they are monitored by security. In the case of an emergency, Campus Security teams can pinpoint the user’s location immediately.
- **Report a tip** allows a user to send a tip anonymously to campus security, or the local police department. If you see or hear something suspicious.
- **Safety tool box** allows you message that you are ok, chat with campus security, and share a map with your location. It contains a flashlight, your notification history, and the ability to share the app.
- **Crime map** has a map of CNCC campus, a crime map with current crimes committed in the area. Efforts are being made to keep this updated with local police departments in Rangely and Craig.
- **Emergency plans** contains protocols and procedures for emergencies that could occur on campus.
- **Support resources** contains contact information for professionals in academic counseling, sexual assault, peer support, health counseling, and mental health counseling. A crisis hotline is also provided.

3) Call the Safe Campus Coordinator directly at (970)-675-3329 or cell (970) 620-5112.
4) Call 911 directly.
5) Visit Safe2Tell.org to anonymously report anything that concerns or threatens you, your friends, your family or your community (this is a way for members of the CCCS community to report any issues and concerns. Safe2Tell can be accessed on their website, mobile app or by calling 1-877-542-SAFE (7233).

Colorado Northwestern Community College takes safety and security seriously, and will address crime/safety reports immediately, whether through the safe campus office or law enforcement, depending on the severity.
**Timely Warnings**

If a Clery-reportable crime is substantiated and it constitutes a serious or continuing threat to the campus community, a Timely Warning is issued. The Safe Campus Coordinator will collaborate with the President’s Office to quickly develop and issue a President approved Timely Warning. The warning can be issues by the Safe Campus Coordinator or someone approved by the President.

The Timely Warning will be prompt, direct and instructive. It will advise about the threat or potential threat on campus and provide direction on the course of action that may be taken.

The Timely Warning is issued through the college’s alert system to students, faculty, and staff. Campus-wide notifications will be labeled with “TIMELY WARNING” in the subject line. They will come in the form of text messages, phone calls and emails. Students, faculty and staff are encouraged to read the alerts as soon as they receive them.

**Emergency Notifications**

The President and Safe Campus Coordinator encourages all members of the College community to promptly report emergencies and dangerous situations by calling 911, (970) 675-3329 or (970) 620-5112. Upon receiving a report, the Safe Campus Coordinator investigates to substantiate what was reported. If substantiated the Safe Campus Coordinator will contact the President or his/her designee to determine if an emergency notification will be issued. If approved by the President or his/her designee, the Safe Campus Coordinator or PIO will send out the emergency notification to the campus community affected. If 911 has been called then the Safe Campus Coordinator will assist the local police and emergency response personnel in a professional manner until all issues have been resolved.

If appropriate the Safe Campus Coordinator immediately notifies the campus community or segments of the community affected by the situation. The entire campus community is notified when there is a potential of a large segment of the community to be affected by the situation or there is a threat to the operation of the campus. The college will notify students, faculty, and staff through text messaging, recorded phone messages, e-mail and social media sites via App Armor (our campus alert system). All students must complete personal information form before they can register for classes. Students are required to either provide a cell phone number or indicate that they do not wish to provide one. Faculty and staff are encouraged, but not required, to provide emergency contact information. If the President or designee (in collaboration with the Safe Campus Coordinator) determine it is appropriate and necessary to inform the local communities outside of CNCC campus of the situation, then the Safe Campus Coordinator will notify the local Community Dispatch Center. This process will be followed during regular business hours or after hours.

**Emergency Evacuation Policies and Procedures**

The Safe Campus Coordinator/Office receives information about crimes and other emergencies from different entities on campus, local law enforcement and community. Once received the
information is investigated to determine whether there is an emergency or dangerous situation which may pose an immediate threat to the health or safety to CNCC. The College will issue an Emergency Notification immediately upon the confirmation of a significant emergency or dangerous situation involving an immediate or impending threat to the health or safety of students or employees occurring on campus. The College 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 the emergency. All emergency notifications will be done in collaboration with the President or designee.

The Safe Campus Coordinator initiates and supervises the evacuation with the cooperation of the Facilities Department, and the Vice President of Student Services. Individuals are instructed to evacuate the building calmly and quietly, following the evacuation routes posted in each building and dorms to a distance of at least 150 feet from the building. Individuals should not use the elevators because they may become inoperative. Abled individuals will be assigned to assist disabled individuals in exiting the building or to the closest stairwell (and should notify Safe Campus Office officers of the disabled person’s location). Disabled individuals who cannot use stairs should proceed to the closest stairwell and wait until help arrives. Once outside the building an accounting will take place to assure everyone has exited safely.

Individuals should not return to the building until instructed to do so by Safe Campus Coordinator or authorized personnel. Each department have been instructed to create a personalized emergency plan, and have it posted and accessible. Each should have emergency contact information, as well as meeting places for evacuations both on and off campus.

**Procedures to Test Emergency Response and Evacuation Procedures**

All of the college’s alerting methods are tested bi-annually to ensure all faculty, staff and students are familiar with emergency alerts and what their individual roles are during an actual situation.

A fire and evacuation drill is coordinated by the Safe Campus Coordinator each semester in the residential facilities. The Safe Campus Office does not tell individuals in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. The Spartan Alert System was tested on June 17 and October 30, 2020.

**Purpose of Emergency Evacuation Drills**

Evacuation drills are designed to prepare individuals for an organized evacuation in case of an emergency. Hands on actual drills allows participants to understand responsibilities that can help assure a safe resolution of the emergency situation. Testing through drills will help assess deficiencies and also physically test the alert systems.

Evacuation drills are monitored by the Safe Campus Coordinator to evaluate egress and behavioral patterns. Reports are prepared by the Safe Campus Office and identify deficient
equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

The Campus Life Staff and Resident Assistants are trained in these procedures and act as an ongoing resource for students living in residential facilities.

The Safe Campus Office documents each test it conducts, including a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. CNCC held three fire evacuation drills in the housing complexes in 2019.

Campus Safety Authorities

According to the Clery Act, every Higher Education facility needs to have established and trained Campus Safety Authorities, (CSA’s) to aid in crime prevention, reporting, and safety on campus. They are considered designated obligatory reporters any time they hear of or witness a crime on campus. The Clery Center states, “CSAs, who are individuals with significant responsibility for campus and student activities, such as campus police/security, resident assistants, coaches, and club advisors, among others. CSAs provide a critical link to getting campus community members the information and support they need when a crime has occurred.” At Colorado Northwestern Community College, our designated CSA’s are the Safe Campus Coordinator, Campus Life Director, Housing Coordinator, Residents Assistants, Ambassadors, Athletic Director, all head coaches and assistant coaches, and the H.R. Director. All participate in yearly training and refresher courses.

Clery crimes and Definitions

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

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

Bias-Related Acts: Behaviors that express hostility against a person, property or group because of their real or perceived age, color, disability, gender identity or expression, marital status, military or veteran status, national origin, personal appearance, political affiliation, race, religion, sex, sexual orientation, or any other unlawful basis in any university-recognized area of student life. Bias acts may be verbal, graphic, or physical in nature. These behaviors often contribute to creating an unsafe or unwelcoming environment for individuals and social identity groups. Acts can qualify as bias acts even when delivered with humorous intent or presented as a joke or a prank.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Dating Violence: An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence: A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting
party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

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

**Hate Crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. These crimes include arson, assault, aggravated assault, burglary, damage to property, intimidation, kidnapping, manslaughter, murder, rape, fondling, incest, statutory rape, robbery, larceny-theft, based on the actual or perceived race, color, religion, ethnicity, sex, age, marital status, sexual orientation, gender identity or expression, physical disability, or political affiliation of a victim of a criminal act.

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

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

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others to suffer substantial emotional distress. They are acts in which the stalker directly, indirectly, or through third parties by any action, method, device, or means, follow, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person’s property.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Definitions of Geography for crime reporting purposes

Clery Geography: For the purposes of collecting statistics for submission to the Department of Education and inclusion in an institution’s annual security report, Clery geography includes buildings and property that are part of the institution’s campus (including a subset of on-campus student housing facilities), the institution’s non-campus buildings or property, and public property within or immediately adjacent to and accessible from the campus. For the purposes of maintaining an institution’s crime log, Clery geography also includes areas within the patrol jurisdiction of the campus security department.

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within a mile radius (contiguous geographic area) of the college campus, that is owned by the institution but controlled by another person, is frequently used by the students, and supports institutional purposes.

On Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

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

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
Rangely Campus Geography

[Map showing Rangely Campus geography with red for On-Campus and blue for Public Property]
On Campus

Public Property
Craig Campus Geography

On-Campus Property – CNCC utilized the main campus buildings at 2801 W 9th Street, and the original CNCC building referred to as the Bell Tower at 50 College Drive for community education. There are two land parcels adjacent to campus that are owned by the Moffat County Affiliated Junior College District (MCAJCD). This land is not developed; however, it is adjacent to campus for CNCC use. This land should be included in CNCC’s on-campus property. All reported crimes and alleged crimes for these locations need to be entered on the daily crime log. Crime statistics need to be requested annually for all crimes at these locations, and reported in the on-campus column of the ASR. Students were housed at Ridgeview West Apartments at 615 Riford Road, and Quality Inn & Suites at 300 South CO-13. Crime statistics for the two student housing locations is limited to the rented rooms and common areas/parking lots for the rental term. Statistics for these specific areas are reported in the on-campus and residence hall columns of the ASR. All reported crimes and alleged crimes for these locations are entered in the daily crime log.

Non-Campus – The soccer fields at Loudy Simpson Park are used by the soccer team. The agreement reviewed by Internal Audit gives CNCC full access to the soccer fields all days from 6am-10pm except for March 1st through April 30, 2018. This location is over one mile from campus; therefore, it is a non-campus location. Crime statistics would be requested all but March 1st through April 30th from 6am-10pm, and included in the non-campus column of the ASR. All reported crimes and alleged crimes for this location are entered on the daily crime log.

Public Property – Public property consisted of public streets adjacent to and within campus and student housing locations (sidewalk/street/sidewalk). Portions of West 9th Street and Hospital Loop within the main campus. Public streets surround the Bell Tower, and Hwy 13 is adjacent to the Quality Inn & Suites. Riford Rd is adjacent to the Ridgeview West Apartments. Crime statistics for these areas need to be included in the public property column of the ASR. All reported crimes and alleged crimes for these locations are entered in the daily crime log.
Hate Crimes and Bias Incidents

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Categories of Bias

• **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

• **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

• **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

• **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

• **Ethnicity.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

• **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

• **Gender Identity.** A preformed negative opinion or attitude toward group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:

• **National Origin.** A preformed negative opinion or attitude toward a person or group of persons because of the person’s, or the person’s ancestor’s, place of origin, or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

If any of these are made known, report them immediately to the Safe Campus Coordinator (970)-675-3329. They will be dealt with immediately through legal and college sanctions.
**Missing Student Policies and Procedures**

*Missing Student Policy*

All reports of missing students (or suspected missing students) should be made to the Safe Campus Office at (970) 620-5112 or (970) 675-3329. If any faculty or staff member receives a report of a missing student, they should immediately inform the Safe Campus Office of the report regardless of how long the student is believed to have been missing. If the reported missing student resides off campus, the Safe Campus Coordinator immediately notifies the appropriate local law enforcement agency.

*Missing Student Confidential Contact Form*

The college encourages all students to identify a contact person or persons whom the college will notify within 24 hours of the determination that the student is missing. Any contact information provided in the Missing Student Confidential Contact Form is accessible only to authorized officials and it is not disclosed except to law enforcement personnel in furtherance of a missing person investigation.

*Procedures*

When the Safe Campus Office receives a missing student report, it conducts a thorough and timely investigation to determine the whereabouts of the student. The President, the Director of Student Support Services and other appropriate administrators will be notified of the missing person. If the student has designated a contact person, the Safe Campus Coordinator notifies that contact person within 24 hours that the student is missing.

If the student is under 18 years of age, the Safe Campus Coordinator notifies the student’s custodial parent or guardian and any other previously authorized contact person within 24 hours that the student is missing. If the student has contact information for a parent or guardian, it notifies the parent or guardian even if the missing student is a legal adult and the parent or guardian is not the student’s previously authorized contact.

Regardless of whether the student has identified a contact person, is 18 years of age or older, or is an emancipated minor, the Safe Campus Coordinator notifies the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

**Sexual and Gender-Based Harassment and Interpersonal Violence and Response**

*Diversity Statement*

Colorado Northwestern Community College derives strength from diversity. The College recognizes and affirms difference and variety as integral to an inclusive representation of humanity, especially in such areas as color, race and ethnicity, educational and political philosophy, sex, gender, sexual orientation, religion, age, geographic origin, and physical,
mental, and sensory capabilities. Students, staff, administration, and faculty serve as models for each other in order to reflect and nurture a healthy, pluralistic environment.

**Sexual Misconduct**

Sexual misconduct includes but are not limited to incidents of rape, acquaintance rape, and other forms of sexual assault are not tolerated, are violations of Title IX and are considered serious violations of the Student Code of Conduct. All incidents of sexual violation and misconduct shall be handled through the disciplinary process and Title IX investigation, in addition to any legal actions that may be in progress. Students must be aware of the policies and procedures so that they may act in an educated, responsible manner when dealing with sexually coercive and/or violent situations. Abusive sexual behavior within the College is harmful to both the learning environment and the sense of community the College seeks to foster. All members of the College community have the responsibility to refrain from any sexual misconduct. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to College discipline including suspension or expulsion. A student charged with assault, sexual or otherwise, whether the incident occurred on or off-campus, can be prosecuted under Colorado criminal statues and/or disciplined, suspended, or expelled under the Code of Conduct and Title IX sanction.

According to **SP 4-120a**, and **SP 19-60** (Sexual Misconduct Offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation or Sexual Harassment may be the result of a hostile environment, quid pro quo, and/or retaliation.

A **hostile environment** exists when a person is subjected to sex- or gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive to alter the conditions of a person’s employment and/or unreasonably interfere with a person’s ability to participate in or benefit from the System or College’s educational program and/or activities, from both a subjective and objective viewpoint.

The determination of whether conduct constitutes prohibited harassment can be based on the following circumstances:

- The frequency of the conduct.
- The nature and severity of the conduct.
• Whether the conduct was physically threatening.
• Whether the conduct was humiliating.
• The effect of the conduct on the alleged victim’s mental or emotional state.
• Whether the conduct was directed at more than one person.
• Whether the conduct arose in the context of other discriminatory conduct.
• Whether the conduct unreasonably interfered with the alleged victim’s educational or work performance.
• Whether a statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness; and whether the speech or conduct deserves the protections of the First Amendment and/or academic freedom.

Quid pro quo sexual harassment exists when a person engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is used in determining educational and/or employment decisions.

Retaliatory sexual harassment is any adverse employment or educational action taken against a person because of the person’s perceived participation in a complaint or investigation of sexual misconduct.

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by any individual upon any individual that is performed without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Non-Consensual Sexual Intercourse is any sexual penetration or intercourse (anal, oral or vaginal); however slight, with any object, by any individual upon any individual, that is performed without consent and/or by force.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

• Invasion of sexual privacy.
• Prostituting another person.
- Non-consensual video or audio-taping of sexual activity.

- Going beyond the boundaries of consent (such as letting uninvolved persons hide in a closet to secretly observe an act of otherwise consensual sex).

- Engaging in voyeurism.

- Knowingly transmitting a sexually transmitted infection (STI) or human immunodeficiency virus (HIV) to another person.

- Exposing one’s genitals in non-consensual circumstances and/or inducing another to expose their genitals. • Viewing or possessing child or adult pornography at work or on System or College-owned property.

- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Other forms of sexual misconduct include, but are not limited to, the following, when the act is based on a person’s actual or perceived sex or gender:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.

- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another.

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the System or College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity; hazing is also illegal under Colorado law.

- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.

- Stalking, defined as a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

- Violation of any other System or College rule.

Consent is defined as informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity. When obtained through the use of force (actual or implied, immediate or future) whether that force is physical force, threats, intimidation, or coercion, there is not valid consent. The use of alcohol or drugs by the perpetrator is not an excuse for the violation of the sexual misconduct policy. Intoxication of the assailant or survivor does not diminish the assailant’s responsibility
for the sexual assault or rape. To have sex with a person who is intoxicated is considered rape because a person under the influence of alcohol or drugs is unable to give informed consent. The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, previous sexual relationships, and/or current relationship with the perpetrator may not be taken as an indication of consent. A person who is under the age of 18, who is incapacitated or helpless by physical or mental illness, who is mentally or physically incapacitated as a result of drug or alcohol consumption, or who is unconscious or unaware, is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person commits sexual assault or rape.

*Sex under the Influence*

Students who choose to drink run the risk of impaired thinking and communication. Some individuals get themselves and their partner drunk enough to let sex “just happen.” Consensual sex requires sober, verbal communication free of threats or other coercion. College policy recognizes that someone who is drunk is unable to give consent. Remember that at least 70% of all sexual assaults involve alcohol; the use of alcohol can be a factor for the survivor, the aggressor, or both; and alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

*Sanctions*

Members of the campus community who participate directly or indirectly in a sexual offense are subject to a Title IX investigation and hearing. A student accused of sexual misconduct may face a disciplinary hearing once the Title IX investigation has been concluded. Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) include, but are not limited to, mandatory counseling, relocation, suspension, or expulsion.

*Awareness Programs*

Special programs are held throughout the year on topics such as acquaintance rape, self-defense, and alcohol awareness. At new student orientation each year the students are educated about the dangers and warning signs of dating and domestic violence, date rape, drugs, and more. We talk about prevention plans and appropriate reporting methods. Students are instructed to contact the Department of Residence Life (Rangely Campus) or the Office of Student Services (Craig Campus) if there is a particular program that would be beneficial to CNCC students.

For purposes of the Clery Act, “dating violence,” “domestic violence,” and “stalking” are defined in the Department’s regulations. Per the law and the Clery act, CNCC prohibits these crimes on and off of campus.
**Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

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

**Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

**Sexual Assault** is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668.

Colorado Northwestern Community College offers training, prevention and awareness crimes from in new student orientation and staff convocation. In those training sessions attendees are reminded the no means no and use your voice as your number one defense. Warning signs are discussed along with how to submit incident reports, how to talk to anyone within campus life. Campus Life supports and emphasizes an open door policy. The school counselor is introduced and local mental health crisis center are identified as well as resources in Rangely and Craig. Students are then instructed and encouraged our Spartan Alert App.

**Medical Attention after an Assault**

If a survivor is so inclined, it is imperative that he or she seeks immediate medical attention. Receiving medical attention is also important if it is possible the survivor has suffered internal injuries, or fears pregnancy or sexually transmitted diseases. Physical evidence of a sexual penetration is compromised after 72 hours, at a maximum, and it is best to preserve evidence by having a SANE (Sexual Assault Nurse Examination) administered within 48 hours after an assault. The SANE test is completely free to the student or staff/faculty member. Preserving
physical evidence is essential to any later criminal investigation and prosecution, and it is extremely helpful in campus adjudications. SANE results are sealed after examination and safeguarded by the police. Police will be notified when a SANE is administered. Clothing worn at the time of the assault should be placed in paper bags and taken to the hospital.

*Sexual Misconduct Reporting Procedures*

If a sexual offense occurs, students may contact a local rape hotline at **800-656-HOPE (4673)**, any member of the residence hall staff, campus Safety and Security Coordinator, or any faculty or staff member with whom they feel comfortable in order to receive support and information. Victims of sex crimes are encouraged to officially report such offenses to the Title IX Coordinator. If you are unsure of who these people are, you can report to the safe campus coordinator, campus life staff, CSA or Resident assistant, coach, friend, or anyone you feel comfortable with. Students also have the option of notifying the local police at 911 and will be assisted by the College in notifying proper law enforcement authorities if so desired. For information regarding the investigation process, please see **SP 4-31a** and **SP 19-60**.

**Colorado Northwestern Community College Title IX Coordinator:**
John Anderson  
970-629-9401  
john.anderson@cncc.edu

Regarding sexual misconduct investigations, where it is applicable, the rights of victims and the institution’s responsibilities for orders of protection, “no contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court, or by the institution, may be ordered.

**CNCC will protect the confidentiality of victims and other necessary parties by:**

- completing publicly available recordkeeping, including Clery Act reporting and disclosures, without inclusion of personally identifying information about the victim;

- maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

CNCC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

CNCC will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures. The institution must make such accommodations or provide such protective measures.
if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

CNCC will keep a standard of evidence that will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking.

**Retaliatory Acts**

If any person who reports an incident of sexual misconduct or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct, feels they are being subjected to retaliatory acts may report such incidences to the Human Resources or Title IX Coordinator.

It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of sexual misconduct, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual misconduct. Such act will be subject to discipline, up to and including expulsion for students, termination for CCCS employees, and dismissal for authorized volunteers, guests or visitors.

**Academic or Residence Hall Changes**

Initiating any academic or residence changes with the residence life staff is fully confidential and voluntary on the survivor’s part, as is seeking disciplinary action.

**Rape Trauma Syndrome (RTS)**

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or of being seriously injured, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor; rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases: the immediate or acute phase in which the survivor’s lifestyle is completely disrupted, and the long-term phase in which the survivor must recognize this disrupted lifestyle. Characteristics of RTS include shock, disbelief, sleeping and eating pattern disturbances, difficulty in concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks to the incident. The reintegration is aided by support from friends, relatives, and others in the survivor’s environment.

**Pertinent Federal Legislation**

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972. Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed. The Student Right to Know and Campus Security Act 1990 was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and in 1998 (Clery) to expand the reporting requirements and in 2000 and 2008 to added provisions dealing with registered sex
offender notification, campus emergency response and provisions to protect crime victims, "whistleblowers", and others from retaliation. Campus Sexual Assault Victim’s Bill of Rights, part of the Higher Education Amendments of 1992 provided victims of sexual assault on campus certain basic rights including protections that are intended to help the survivor of sexual assault by requiring colleges to report accurate statistics regarding sexual assaults and rapes. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

Note: The complainant and the respondent are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and

Note: Both the complainant and the respondent shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

Prevention

It can be difficult to discuss sexual expectations with someone – especially when it is early in a relationship. However, both parties must take the responsibility to prevent rape. Although no single method will make someone immune from rape or assault, there are steps parties can take to avoid potentially damaging situations. Consider the following:

• Get to know a partner and discuss sexual expectations before intimacy. Don’t let sex “just happen.”

• Clearly communicate desires and limits. Don’t make assumptions.

• Avoid excessive use of alcohol.

• Be assertive. If you say “no,” say it clearly.

• Listen to what the other person has to say. Being told “no” is not a rejection of oneself as a person. It is correct to say “no.”

• Pay attention to nonverbal actions and the actions of a partner.

• Accept a partner’s decision. Don’t try to coerce or manipulate.

• Understand and accept that a person is responsible for their behavior and choices.

• Trust ones instincts. If it seems wrong, get out of the situation immediately.

Get help and advice from instructors, campus life, safe campus, administration.
Sexual Harassment

CNCC reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Any unwelcome sexual advances, requests, or demands for sexual favors and other physical, verbal, or visual conduct of a sexual nature constitutes sexual harassment when:

1. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile, or offensive academic environment;

2. Submission to or rejection of such conduct by an individual is used as the basis for activity involvement, employment, or academic decisions affecting the individual;

3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s activity involvement, employment, or academic program. The College’s policy on Sexual Harassment includes, but is not limited to, the following behaviors:

- Verbal – such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voicemail, and threats and demands to submit sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.

- Non-verbal/Visual – such as derogatory and/or sexually-oriented posters, photographs, cartoons, drawings, e-mail messages, text or multimedia messages, or gestures.

- Physical – such as assault, unwanted touching, blocking normal movement or interfering with activity, work, or study.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of CNCC. Complaints about sexual harassment will be responded to promptly and equitably. The right to privacy of all members of the academic community will be respected in both informal and formal procedures. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Students should bring instances of harassment to the attention of the Title IX Coordinator.

Formal complaints regarding current students may be resolved through the campus judicial system, off campus law enforcement channels, or the Office for Civil Rights. Avenues for informal resolution can be explored by reporting the incident to appropriate College officials. An individual found to be responsible for sexual harassment is subject to disciplinary action for violations of this policy consistent with existing procedures.
Student Harassment

The College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status. Every member of the community should understand that attitudes of condescension, hostility, role stereotyping, and social or sexual innuendo weakens the health of the community. Harassment destroys opportunities for students to develop strong, positive self-concepts and a sense of self-confidence. Additionally, persons who harass others compromise their own integrity and credibility. Consequently, no form of harassment will be tolerated on our campus.

Harassment

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with activity involvement, work, or study effectiveness. Forms of harassment include, but are not limited to:

- **Verbal** – such as suggestive comments, derogatory slurs, off-color jokes, threats, and suggestive or insulting sounds. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voice mail messages, and obscene calls.

- **Non-verbal/ Visual** – such as derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures, and text and multimedia messages.

- **Physical** – such as unwanted physical contact including touching, interference with an individual’s normal activity, studying, work, or movement, and assault.

Title IX and Sexual Misconduct

Title IX regulations state that no person shall, on the basis of sex be excluded from participation in or be subjected to discrimination under any education program or activity operated by a recipient that receives federal financial assistance. Title IX protects students from sexual harassment and misconduct in educational programs or activities operated by recipients of federal funding. The protection against sexual harassment and misconduct derives from the general prohibitions against sex discrimination contained in the Title IX regulations. The College must take remedial action if a designated agency official finds that a recipient has discriminated against persons on the basis of sex in an education program or activity. The remedial action taken shall overcome the effects of such discrimination. Instances of believed sexual misconduct are to be reported for investigation using the incident/complaint process outlined in this handbook and available online at https://cncc.edu/report-an-incident-or-concern.

The College has a designated Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures.
Colorado Northwestern Community College (CNCC) prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120, 4-120 and 19-60. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. CNCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The College has designated John Anderson as its Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For more information, contact:

**TITLE IX COORDINATOR**

John Anderson  
2801 W 9th Street  
Craig, CO 81625  
(970) 824-1110

**HUMAN RESOURCES DIRECTOR**

Angela Miller  
500 Kennedy Dr.  
Rangely, CO 81648  
(970) 675-3235

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

**What Is Discrimination**

Discrimination is any distinction in favor of or against a person(s) on the basis of a trait of the group, class, or category to which the person(s) belongs rather than according to actual merit.

- Discrimination can occur when a person is given a preference because of a personal trait. The result is that people without the trait are at a disadvantage.
- Discrimination can occur when a person is disadvantaged because of a personal trait. The result is that people without that trait receive an unfair advantage.
- Protection from discrimination is based on whether the personal trait is covered by the College policy that is stated above.

All employees and students at CNCC are expected to obey all civil and criminal laws and shall be subject to punishment for violation of the law in the same manner as other persons. Students who believe there has been a violation of their civil rights may contact the Title IX Coordinator to file a grievance or complaint. Such complaints shall be investigated and appropriate legal action taken.

**What Is Title IX**
Title IX of the Education Amendments of 1972 is a federal law that prohibits sexual discrimination and harassment in educational institutions. **How Does It Affect Me?** The law prohibits discrimination against a person or group on the basis of sex by any College employee or student. Anyone who believes there has been an act of discrimination on the basis of sex against any person or group by a CNCC employee or student, at any of our campuses, service centers, or college-sanctioned events, may file a complaint with the CNCC Title IX Coordinator. The person making the report does not have to be a victim of the alleged discrimination but may complain on behalf of another person or group.

**Reporting an Incident or Concern of Sexual Misconduct or Harassment**- CNCC employees and students have an ethical obligation to report an incidences they are aware of concerning discrimination or harassment. If the employee or student is unsure, he or she may direct questions to the Title IX Coordinator at the College. **The Language of Title IX**- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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

**Non-Discrimination Statement**

CNCC prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies BP 3-120, BP 4-120 and BP 19-60. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. CNCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Students can directly contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

CNCC provides equal employment opportunities to all applicants and employees based on job related criteria without reference to sex, gender, sexual orientation, race, color, national or ethnic origin, age, creed, religion, disability, veteran status, pregnancy status, or marital status. Students who have EEO concerns should contact the Director of Human Resources at 970-675-3235 or visit the Human Resources Office located in the McLaughlin Building on the Rangely Campus.
The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing, mailed to the address on file at the institution, of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the college discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by CNCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CNCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
The U.S. Department of Education states, “In order to ensure that the information about registered sex offenders is readily accessible to the campus community, the Campus Sex Crimes Prevention Act requires colleges and universities to provide the campus community with clear guidance as to where this information can be found, and clarifies that Federal laws governing the privacy of educational records do not prevent campus security agencies or other administrators from disclosing such information.” It also requires registered sex offenders to provide notice to the state as to whether the person is a student, or works at an institution of higher education, identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student, and must also alert the state of any change in enrollment or employment status. In Colorado, the Department of Public Safety has made this information available through their web site at https://www.colorado.gov/pacific/cbi/sex-offender-registry. It is the policy of Colorado Northwestern Community College to notify the Title IX Coordinator and Campus Safety when sexual misconduct occurs, typically without providing identifying information about the incident, unless a victim wishes that information to be shared, or an emergency requires disclosure. Victims have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement, but will also respect the victim’s right to decline notification to authorities.

Drug and Alcohol Policy

Colorado Northwestern Community College is a dry campus. Use, possession, presence of alcohol or alcohol paraphernalia is prohibited. While in the Colorado Northwestern Community College residence halls, residence hall students and their guests will not:

- Sell, use, possess (including possession by consumption) or provide beverages containing alcohol to any residence hall student.
- Possess empty or full kegs of beer, or other common source containers of alcohol (e.g., beer bottles, pony kegs, boxed wine, etc.).
- Use or possess open beverages containing alcohol in public areas.
- Possess paraphernalia used for drinking excessive amounts of alcohol, such as keg taps or “beer bongs” are prohibited in the residence halls and will be confiscated.

While in the Colorado Northwestern Community College residence halls, residence hall students and their guests will not: **Sell, use or possess illegal drugs (including possession by consumption)** In compliance with the Drug-Free Schools and Communities Act of 1989, it is the
policy of Colorado Northwestern Community College to provide an educational environment that is free of alcohol and drug abuse. This report is published every two years, and put on the CNCC website. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on College owned or controlled property. Violations of this policy will result in disciplinary sanctions up to an including expulsion. Violations may also be referred to the proper authority for prosecution. The College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.

Per the drug or alcohol abuse education programs that are required under Section 120(a) through (d) of the HEA (otherwise known as the Drug-Free Schools and Communities Act of 1989), here at CNCC we work hard to maintain a drug and alcohol free school through education, training, and follow-through, discipline when necessary. We train student ambassadors and residence assistants on writing incident reports, performing well-being checks for the students/residents on campus, and dealing with drugs and alcohol on campus.

We hold our annual staff/faculty convocation, as well as new student orientation. Both are lengthy meetings, where the safe campus office presents our rules and policies regarding drugs and alcohol on campus, none of which is permitted at CNCC. During these orientation conversations the Student Handbook, rules and regulations, reporting issues, Title IX, and conduct issues were discussed, as well as mental health.

Safe Campus Coordinator has placed fliers around campus regarding the dangers of drug abuse, binge drinking, and of mental health awareness/suicide prevention, all of which can and often are related. We have held a training on Narcan the drug anyone can get over the counter, to counteract the effects of an Opioid overdose.

These incidents are followed up with promptly, and the proper disciplinary sanctions are put in place, so we can reduce the usage of drugs and alcohol on campus. Everyone on campus has access to our campus alert system, as well as our mobile safety app that they can send emergency calls, notifications, their location, etc., to get the proper help, drugs or alcohol involvement included. We strive tirelessly to keep CNCC a drug and alcohol free learning and living zone, by teaching and preparing, prevention, mitigation, response, and recovery from such incidents.

**Health Issues Associated with Drug Use**

**Stimulants** These include amphetamines and cocaine that stimulate the central and peripheral nervous system and the cardio-vascular system, resulting in decreased fatigue, interference with sleep patterns and decreased appetite. Health risks include drug-induced psychiatric disturbances, strokes, and destruction of nasal tissue, bronchitis, skin ulcers, increased heart rate, and increased heart rate to cardiac fibrillation, heart attack and death. **Depressants** These include barbiturates, tranquilizers and Methaqualone (“soapers”). Possible effects include disorientation and loss of coordination. An overdose can cause coma or death. Depressants taken in combination with alcohol are especially dangerous. **Hallucinogens** These include lysergic acid diethylamide (LSD, aka “acid”). Health risks include drug-induced hallucinations and other psychiatric disturbances. Birth defects in user’s children could also result. Overdose can result in psychosis episodes and even death. **Cannabis** These include marijuana and hashish. Chronic use can result in respiratory
difficulties, bronchitis, impairment of heart contraction, impairment of fertility, increased rate of chromosomes breakage and acute memory impairment. Episodic use can result in panic reactions. As with alcohol, impaired perceptions and motor functions, and inability to carry out multi-step tasks, contribute to motor vehicle crashes and other trauma.

**Narcotics**

These include heroin, morphine, codeine and opium. Risks include infection, malnutrition, hepatitis and respiratory depression. Overdose can result in coma and possible death. **Inhalants** These include aerosol products, lighter fluid and paint thinner. Associated health risks include paralysis; damage to lungs, brain, liver and bone marrow; hallucinations; convulsions; coma; and death.

**Federal Sanctions for Drugs**

Under Federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs (e.g., cocaine, meth-amphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony.

a. For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injury is involved) and fines up to $4 million for offenses by individuals ($20 million for other than individuals).
b. Penalties vary depending upon the quantity of drugs involved.
c. Federal law also prohibits trafficking of marijuana, hashish and mixtures containing such substances.
d. For illegal trafficking medically useful drugs (e.g., prescription and over-the-counter drugs), maximum prison sentences for first offenses range up to five years, and up to 10 years for second offenses.
e. Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to $100,000 for first offenses, imprisonment up to two years and fines up to $250,000 for second offenses.
f. Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to $250,000 for first offenses, depending upon the quantity of crack possessed.

**Medicinal Marijuana**

Colorado Northwestern Community College policy does not allow students to use, possess, transport, or sell marijuana or paraphernalia in or on its facilities or property. Medical and recreational Marijuana use is not permitted under Federal Law or recognized by the American with Disabilities Act (ADA), and its use in any form is not permitted on College property or during sponsored activities as a condition of compliance with Federal Law.
Tobacco

CNCC is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of the College to promote a tobacco free environment and smoking is only permitted outside of buildings on the Rangely (minimum 25 feet) campus and not at all on the Craig campus. Additionally, the use, distribution, or sale of all types of tobacco in College buildings, at events on College premises, any campus-sponsored events held at off-campus locations, or in College-owned, rented, or leased vehicles, is prohibited.

For the purpose of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking/vaping product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form. All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain enforced at all times. Violation of this policy may be cause for disciplinary action in accordance with employee and student disciplinary policies, or removal from campus in the case of visitors and contractors.

No tobacco-related advertising or sponsorship shall be permitted on CNCC campus property, at College sponsored events, or in publications produced by the College, with the exception of advertising in a newspaper or magazine that is not produced by CNCC and which is lawfully sold, bought, or distributed on campus property. For the purposes of this policy, “tobacco-related” applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors, or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products. CNCC neither solicits nor accepts any grant, gift, or anything else of value from a manufacturer, distributor, or retailer whose principal business is tobacco products.

Fighting

No fighting of any kind is allowed on any College premise. Students who engage in this type of behavior are subject to College discipline and may be turned over to the police for further investigation and possible criminal charges.

Weapons Policy

On Campus Colorado Northwestern recognizes and follows the State Board for Community Colleges and Occupational Education Board Policy (BP) and the Colorado Community College System President’s Procedures (SP). The Board policy states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:
1. Those persons conducting and participating in an approved program of instruction in the college’s curriculum which requires access to such equipment as an integral part of the instructional program;
2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado’s Concealed Carry Act, C.R.S. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act;
4. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

Colorado law defines a dangerous weapon as an instrument designed to, or that is used in a manner to produce bodily harm. This list includes; firearms, explosives, ammunition, and dangerous weapons or materials that can be deemed as harmful. Fireworks are prohibited on campus in accordance with the regulations of the Town of Rangely, as well as the City of Craig. In Residence Halls Personal possession and/or use of firearms in the residence halls (antique or modern) or other weapons is not permitted. The Residence Hall Contract states that the resident agrees not to bring any weapon or firearm, including any handgun(s) carried in accordance with the Colorado Concealed Carry Act, §18-12-201, et seq., C.R.S., into any residence hall. With regard to any weapons other than handguns carried in accordance with the Colorado Concealed Carry Act, §18-12-201, et. seq., C.R.S., College Policies, rules and regulations prohibit weapons and firearms from being brought into any residence hall. Notwithstanding any other language in the Residence Hall Contract, the College may terminate the contract immediately for violation of this provision. Colorado Northwestern Community College personnel reserve the right to determine what constitutes as a weapon. Students who obtain a Concealed Carry Permit and wish to carry a handgun in accordance with the permit must notify the Safe Campus Coordinator and will be released from their Housing & Dining Services Residence Halls Contract without financial penalty. Weapons used for sporting purposes may be stored within the Rangely Campus Armory, by contacting the Safe Campus Coordinator, the Chief Ranger or Academy Director. However, before bringing any weapon to campus, residents should check with the Safe Campus Coordinator to determine what kinds of weapons may be stored and what the procedure is for storing them. Students who violate this policy are subject to severe disciplinary action, including expulsion from the college.

**Campus Assessment Resource Evaluation Team**

CCCS Board Policy BP 19-40 states that providing a safe learning and working environment throughout the State System of Community Colleges is of paramount importance. The Colleges and the System Office shall take measures reasonably necessary to plan for emergencies and promote the safety of students, employees, facilities, and property throughout the system.

CNCC changed the name of their Behavioral Intervention Team (BIT) to the Campus Assessment Resource Evaluation Team (CARE). CARE is dedicated to prevention, intervention, and response to behaviors of concern.
Definitions

1. **Campus Assessment Resource Evaluation Team (CARE).** Campus Assessment Resource Evaluation Team (CARE) is a centralized, representative group, which meets regularly to support the students at CNCC through an established protocol. The team receives reports of behaviors of concern (from co-workers, community members, friends, colleagues, students, etc.), gathers additional information as required, and participates in recommending appropriate mechanisms for support, intervention, warning/notification and response. The team tracks risk factors and trends in behavior, and provides feedback to constituents on larger issues of concern within the community.

2. **Behaviors of concern** are incidents that are disruptive, concerning, and/or threatening, and indicate that individuals represent a potential risk to themselves or the campus community. Such incidents are necessarily subjective; however, as a guide to the types of behavior the CARE Team should review, and the factors to be considered, refer to the National Behavioral Intervention Team Association (NaBITA) 2009 Whitepaper, “Threat Assessment in the Campus Setting.” (Sokolow, Brett A., et. al.). This can be accessed through a Google Search.

Campus Security and Access

During business hours, the college (except housing facilities) is open to the public. During non-business hours, access to certain buildings may be restricted. Some facilities have individual hours, which may vary at different times of the year and operation. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

All perimeter doors for student housing facilities and other critical infrastructure doors are secured via an electronically controlled access system. The control system allows automatic locking and unlocking of doors. It also provides selected access through the use of the CNCC ID Card, which is issued to students, faculty and staff.

The Facilities Department maintains the buildings, grounds, and utility systems for the campus. Security service needs (including, but not limited to, inoperable doors, burned out lights, malfunctioning smoke alarms, and broken windows) are coordinated by the Safe Campus Office and receive priority. Emergencies and after-hours safety issues are reported to the Safe Campus Office. The Safe Campus Office and Facilities routinely survey campus lighting and identify/report any deficiencies found, such as inadequate illumination and defective fixtures, to the appropriate personnel for corrective action. Housing Service staff make daily rounds of the facilities to check for maintenance problems that may pose a safety and security hazard.

Resident Assistants inform their residents in student housing to write all maintenance concerns on a work request that can be submitted on the website. If a student reports a concern to the Housing Services Office, Housing Services staff will submit a work order to the Facilities Department. After normal business hours, emergencies and safety issues are reported to the Safe Campus Office, which will either call a Facilities staff member or submit a work order to Facilities.
Annual Fire Report

Fire Safety

This fire safety report contains fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in campus facilities.

Fire Safety Education and Training

The Residential Life and Safe Campus Office are responsible for fire prevention and safety training programs as well as regular fire and life safety inspection. Fire safety education and training programs, which can include fire extinguisher training, are taught by local fire authorities and members of the Safe Campus Office.

A fire and evacuation drill is coordinated by the Safe Campus Office each semester in each residential facility. Students learn the locations of the emergency exits in the buildings. The Safe Campus Office does not tell individuals in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat.

The purpose of the fire and evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. In addition to educating occupants of each building about fire safety and evacuation procedures during the drills, the process also provides the Safe Campus Office with an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Safe Campus Office to evaluate egress and behavioral patterns. Reports are prepared by the Safe Campus Office which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

The Resident Assistants are trained in these procedures and act as an ongoing resource for students living in residential facilities.

The Safe Campus Office documents each test it conducts, including a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced.

Fire Database Log and Incident Report

A public Fire Database Log is maintained alongside all other reports of complaints and incidents by the Safe Campus Coordinator. The log tracks, by the date that the fire was reported, any fire that occurred on-campus facility. It includes the nature, date, time, and general location of each fire.
Campus Housing works closely with the Safe Campus Office, Rangely Police Department and the Rangely Volunteer Fire Department (LFD) to ensure a safe environment for residence hall students. Residence hall staff and other university health and safety officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire-and life-safety awareness, as well as identifying any noncompliance of safety standards.

**Fire Safety Procedures**

If a fire occurs, individuals are instructed to sound the building fire alarm by pulling the red alarm pull box and, if possible, call 911 and the Safe Campus Office at (970) 675-3329.

Once a fire alarm has been sounded, individuals evacuate immediately using the nearest fire exit door or stairwell. Individuals are instructed not use elevators because they may become inoperative due to the fire. If possible, abled persons should assist disabled persons in exiting the building. Disabled persons who cannot use stairs should wait in the stairwell until the Safe Campus Office or firefighters arrive. Individuals should notify Safe Campus Office officers or fire authorities of the location of any disabled persons remaining in the building. Individuals should also notify Safe Campus Office officers or firefighters if they suspect that someone may be trapped inside.

The fire alarm may not sound continuously. Even if the alarm stops, individuals should continue the evacuation. Warn others who may enter the building after the alarm stops. Individuals should evacuate to a distance of at least 150 feet from the building and out of the way of emergency personnel. Individuals should not return to the building until instructed to do so by the Public Safety officers or other authorized personnel. When a fire alarm has been sounded or a fire otherwise reported to the Safe Campus Office, the Safe Campus Office will initiate the notification procedures for contacting appropriate personnel.

**Evacuation**

- Don’t panic; stay as calm as possible. You will need to think clearly to make the right decisions.
- Take your keys and student ID with you. Take small personal items (your backpack, purse, etc.), if you have time.
- Feel the door knob with the back of your hand or palm to test for heat.
- If the door is cool, brace yourself against it, and open it slowly to check for flames and/or smoke.
- If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor. If one exit is blocked, try the next nearest exit.
- Leave room door closed.
• Alert others by shouting or knocking on doors as you make your way to the stairs.
• Always escape via stairs – never use the elevators
• Stay together at a safe distance upwind from the building until Campus Safety advises you can return to the building.
• Failure to evacuate a building is taken very seriously by the College and could result in disciplinary action.

Trapped or Unable To Exit

• Stay calm and take steps to protect yourself.
• Close the room door(s).
• Put cloth at the bottom of the door(s).
• Call 911 and stay on the line and state your location.
• If possible, move to a room with an outside window.
• Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
• If possible open the window but be ready to shut the window quickly if smoke rushes in.
• Be patient. The rescue of occupants of large structures could take time.

How to Report that a Fire has occurred

For purposes of counting and disclosing fires in the college’s annual fire statistics all fire related incidents are reported to the Safe Campus Office at (970) 675-3329 where a fire has occurred, along with submitting an incident report.

Policies Regarding Electrical Appliances, Smoking and Open Flames in Student Housing Facilities

To ensure the safety of student residential facilities, the following items are prohibited (see Student Handbook):

• Air conditioning units (unless valid medical documentation of necessity)
• Open flames, candles (lit or unlit), incense, oil lamps, halogen lamps
• Ceiling fans
• Combustible engines and materials, including grills and petroleum products
• Decorations made of flammable materials (including live Christmas trees and wreaths)
• Electrical appliances including refrigerators larger than 4.5 cubic feet, microwaves drawing more than 750 watts, personal appliances drawing more than 400 watts.

• Extension cords that are not UL approved

**Fire Safety Improvements**

The college assesses and upgrades fire safety equipment to ensure that all equipment meets National Fire Safety standards. The college continues to evaluate and improve smoke/heat detection systems, as necessary, to meet life safety requirements and protect college assets. It periodically assesses the need for other improvements in fire safety, making recommended improvements as soon as possible. Fire drills in the residence halls are held twice a year.

**Definitions**

• **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

• **Unintentional Fire:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

• **Intentional Fire:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.

• **Undetermined Fire:** A fire in which the cause cannot be determined.

• **Fire-related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

• **Fire-related Death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers or a fire or (ii) dies within one year of injuries sustained as a result of the fire.

• **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity.

• **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
### CNCC Fire Statistics 2019

<table>
<thead>
<tr>
<th>On-Campus Housing Locations</th>
<th>Address</th>
<th>Total Fires per building</th>
<th>Fire number</th>
<th>Cause of Fire</th>
<th>Number of injuries that required medical attention</th>
<th>Number of deaths related to the fire</th>
<th>Value of property damage caused by fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ross Hall (Rangely)</td>
<td>500 Kennedy Dr. Rangely, CO</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nichols North and South Hall (Rangely)</td>
<td>500 Kennedy Dr. Rangely, CO</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Holland East and West (Rangely)</td>
<td>500 Kennedy Dr. Rangely, CO</td>
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<td>0</td>
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</tr>
<tr>
<td>Ridgeview Apartments (Craig)</td>
<td>615 Riford Rd #5G, Craig, CO</td>
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</tr>
<tr>
<td>Quality Inn &amp; Suites (Craig)</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

At Colorado Northwestern Community College, we hold annual training for the Resident’s assistants, campus life associates, on using fire extinguishers, especially in the dorms. We teach to only put out small fires if properly trained that are the size of small garbage cans.
We teach the P.A.S.S. system, Pull, Aim, Squeeze, and Sweep. For all fires, our policy is rapid, but organized evacuations of the buildings, which we train for annually. Memorandums of Understanding have been established with both the Craig and Rangely Fire Departments.

**On-campus student housing fire safety systems:**

**Ridgeview Apartments**
- 12 First Alert Carbon Monoxide Detectors
- 1 First Alert Smoke Detectors in each apartment
- Extinguishers per Apartment Building

**Timberglen Apartments**
- Data not collected at the time of the report

**Ross Hall**
- Control Unit Manufacturer – Simplex
- Ross Model # - 4100U (Node 15)
- Circuit Styles – 4 (SLC)
- Number of Circuits – 1 SLC, 4 NAC, 6 hardwired IDC Zones
- Transmission Type – Digital

**Nichols Halls**
- Control Unit Manufacturer – Simplex
- Nichols Model # - 4100U (Node 13)
- Circuit Styles – 4 (SLC)
- Number of Circuits – 1 SLC, 3 NAC
- Transmission Type – Digital

**Holland East & West**
- Control Unit Manufacturer – Simplex
- Holland Model # - 4100U (Node 9)
- Circuit Styles – 4 (SLC)
- Number of Circuits – 1 SLC, 5 NAC
- Transmission Type – Digital
Daily Crime and Fire Database Log

The Safe Campus Office maintains a daily crime and fire log. The daily crime and fire log includes all criminal incidents, alleged criminal incidents, and fire-related incidents that are reported to or identified by the Safe Campus Office.

The log includes the date and time the incident was reported and occurred. The log also includes the nature of the incident, the general location of the incident, and the disposition of the complaint. The daily crime and fire log is a live document, and can be requested from the Safe Campus Coordinator by anyone in the public, a student, staff or faculty member. The law requires the log to be updated within two days of a crime or fire that occurred on campus.

Safe Campus Office

In order to maintain a safe living, working, and learning environment, CNCC has developed the Safe Campus Program. The program entails having a Safe Campus Office which has a coordinator, contact persons, emergency procedures, and services to enhance safety throughout the college. All concerns related to a person’s health, safety, and well-being should be directed to the Safe Campus Coordinator. Notification to the Safe Campus Coordinator can be through the Complaint and Incident Reporting process on the CNCC website, through email or by phone.

Students, staff, faculty and visitors are encouraged to contact the Safe Campus Coordinator for any safety or security related issue.

Services provided by the department include building security, locks and keys, campus patrols, staff/student escorts, motorist assistance, parking permits, emergency operations, incident reporting, investigations, maintenance of the lost and found, campus alerts and notifications, and more.

The Coordinator of the Safe Campus Office serves as the college’s law enforcement liaison with local, state, and federal law enforcement officials and emergency management agencies. The Safe Campus Office works closely with local, state, and federal law enforcement agencies as circumstances demand. The Safe Campus Office does not have authority to arrest. Leaders of the Safe Campus Office and the local police departments meet on both a formal and informal basis and discuss incidents that occur in and around the campus area.

There is a written memorandum of understanding between the Safe Campus Office and local law enforcement agencies where campuses are located (Rangely PD and Craig PD). The Safe Campus Office does not have any off-campus buildings or properties owned or controlled by any officially recognized student organizations.

Each Memorandum of Understanding seeks to enhance public safety and the quality of life in Rangely, Craig and CNCC by strengthening the working relationship between these entities. While most issues of misconduct and other campus public safety issues are handled by the
college’s Community Safety Office, CNCC acknowledges that there are occasional issues in its community life that require the intervention and assistance of law enforcement. The agreements are meant to:

- Foster clearer communication between CNCC and local law enforcement.
- Overcome potential barriers between CNCC and local law enforcement.
- Coordinate appropriate law enforcement services for CNCC.
- Suggest effective problem-solving strategies, which can be supported by CNCC and local law enforcement.

Our hope is that a greater understanding of the perspectives held by each of the parties can illuminate opportunities for compromise and cooperation. Recognizing the benefits to be received by each and to promote a safe and secure living and learning environment on and around the CNCC campus.

The CNCC Safe Campus Coordinator (College Coordinator) is the primary contact person for any and all issues related to the memorandums of understanding. CNCC will designate a person on the Rangely Campus to serve as Safe Campus Associate. In response to an incident on the CNCC Rangely campus, RPD will contact the Safe Campus Associate. RPD will maintain a College Resource Coordinator (RPD Coordinator) as contact person for CNCC, with the understanding that the RPD contact will likely be made by the person who is the on-duty supervisor at the time of the contact. The intention of the agreements are to provide a seamless transition between the services and security responses provided by CNCC and the services RPD and other law enforcement agencies.

In the MOU with the Rangely and Craig Police Departments (RPD & CPD) they agree to the following:

- When contacted by the CNCC Community Safety Office, work cooperatively to resolve, enforce, and inform. Specifically, while carrying out the duties prescribed by the Colorado statute for public safety (unless the investigation will be compromised, or confidentiality is required (in the judgement of the LE coordinator/supervisor). Each PD will keep the College Coordinator informed of the situation throughout the course of either PD’s involvement with students, staff and college business until closure of investigation and any potential litigation.
- Unless conducting a sensitive or confidential investigation not initiated by CNCC, the LE Coordinator will keep the College Coordinator informed of the situation as both a resource and a courtesy to the college.
- Each PD provides periodical patrol of the campus, as time and resources allow and
determined by the LE supervisors and administrators. Patrols include periodic vehicle and foot in and around buildings and residential housing in an effort to protect and assure public safety. NOTE: It is understood and agreed that the College coordinator would be consulted directly should RPD choose to elevate its activity at the campus in the following ways; having a frequent and routine presence on the campus, walking the halls and stopping and questioning students; having non-uniformed officers on campus for surveillance, monitoring traffic in the parking lots and on the roads around the campus with heightened presence.

- RPD and CPD will respond to and investigate all person-to-person crimes on the CNCC campus.
- RPD and CPD will assist with dignitary protection when directed by the Chief of Police and based upon an existing policy of the Town of Rangely or Craig.
- RPD and CPD will support CNCC by responding and investigating reported drug crimes that occur campus.

Colorado Northwestern Community College (CNCC) agrees to the following:

- Provide reasonable campus access to RPD and CPD officers for official law enforcement needs and investigations.
- Provide assistance to RPD and CPD whenever possible while RPD and CPD personnel are on the CNCC Campus in the performance of their law enforcement duties.
- Provide basic community safety for CNCC campuses.
- Investigate all college conduct cases as deemed necessary. Consult and involve RPD and CPD in criminal matters and assist in determining appropriate action on criminal matters.
- Work with crime victims; provide assistance and consultation.
- Appropriately and accurately document all conduct infractions, Title IX concerns, and crimes and facilitate appropriate information sharing to Rangely and Craig Police Departments as per law and policies.
- If there is evidence of a felony drug crime, weapons offense, or other similar crime, RPD or CPD will be informed and the case will be turned over to law enforcement officials.
- Turn over the RPD and CPD any unlawfully possessed firearms or other weapons seized from persons on campus.

Updates or amendments to these agreements must be made in writing when signed by the President of CNCC and Police Chiefs after consultation with the College Safety and Security Coordinator.
In conclusion, this agreement is written with the hope and intent to establish communication and structure for the well-being of both the CNCC campus community and the Communities of Rangely, and Craig Colorado. It is expected that this agreement and its performance by the parties is done in compliance with the requirements of the Clery Act.

**Safety and Assistance for Persons with Disability**

Safety of all persons is a priority of the Safe Campus Office. Persons with disabilities may have special needs and challenges. Persons with a disability that may require assistance are asked to inform the Safe Campus Coordinator and discuss options for a plan that can include volunteer assistance from faculty and staff and assistance to safe evacuation areas outside of the buildings in the event of an emergency. The Safe Campus Office can be found in the Johnson Building. You may reach the CNCC Security & Emergency Management Coordinator at 970-675-3329 or 970-620-5112.

**Personal Support Services**

CNCC is dedicated to student success. In order to promote success CNCC provides an environment that produces academic success and enhancing self-esteem and positive emotional development. Support staff are available to work with students to determine ways to provide support in every aspect of college life. Our mission is to provide confidential and quality academic and career advising with limited personal mentoring. Where appropriate and necessary, CNCC will help connect students with professional counseling services and referrals to local mental health professionals.

Services include:

- Crisis Intervention
- Counseling Referrals
- Career Counseling
- Accommodations and Disability

**Arrests and Referrals**

Arrest and referral statistics include the number of arrests and the number of persons referred for disciplinary action for the following violations:

- Liquor law violations. The violation of state or local laws prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
• Drug law violations. The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

• Weapon law violations. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

### CNCC Crime Statistics Rangely Campus

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus</th>
<th>Student Housing</th>
<th>Non Campus</th>
<th>Public Property</th>
<th>Total</th>
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<tr>
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<tr>
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## CNCC Crime Statistics Craig Campus

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- 2017 listed a motor vehicle theft that occurred on-campus. This crime has been unproven and the annual security report has been updated accordingly. 09/24/19
- One criminal arrest was made by the Rangely Police Department in 2018 on a burglary offense
- One hate crime was committed in 2018 in the form of intimidation, based on race, sexuality, gender.

**Lost and Found**

The Lost & Found department is located at the Safe Campus Office on the Rangely campus and at Information Central on the Craig campus. Items can be turned in to each respective office or may be left with Campus Life personnel in Rangely. A reasonable attempt is made to return any lost item to the rightful owner. Items will be stored for a minimum of 60 days. After 60 days property is disposed of as per campus policy and state law.
Mental Health Counseling

We have a strong partnership with Mind Springs Mental Health, in both Rangely and Craig, they provide services to our students when needed.

In addition, we currently have a Master’s degree student of Mental Health counseling on our campus. She is an intern and works under a professional Student Counselor. They will offer a number of opportunities for mental health sessions dealing with suicide prevention, academics, depression, healthy living/school habits, student/family affairs, and much more.

We are committed to working together as a college community, to support, enhance, and create an enduring culture of a safe learning and living environment at Colorado Northwestern Community College. We are a unique program in a unique location in our great country. We pride ourselves in being among the safest college campuses in the Nation.