



## Pueblo Community College Clery Act Manual

### PURPOSE

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ([20 U.S.C.A. §1092\(f\)](#)) and implementing regulations, [34 C.F.R. §668.41 and 668.46](#)) ("Clery Act") requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes occurring on or near their campuses and to publish policy statements concerning campus safety and security. This document outlines the institutional responsibilities and procedures for complying with the Clery Act.

Pueblo Community College (PCC) will comply with all requirements of the Clery Act. This document sets forth procedures intended to ensure Pueblo Community College's ongoing compliance with the Clery Act's crime, fire reporting, and disclosure obligations.

### DEFINITIONS USED

When used in this document the following words and phrases are defined as follows:

**Annual Security Report (ASR):** An annual report published by the College, the ASR informs the College community about important policies, procedures, crime prevention programs, including crime statistics for the previous three (3) years for reported Clery crimes that occurred on campus property, non-campus property, or public property of the College (see definitions below). This includes but is not limited to: statistics for Clery crimes by type, location and year; arrests, and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons; campus safety and security-related policy statements that address crime reporting and prevention; law enforcement databases of registered sex offenders; drug, alcohol and sex offenses; procedures for issuing timely warnings to campus of potentially dangerous criminal and emergency situations, and campus evacuation procedures. The ASR also contains information about the College's drug and alcohol policies found in [Appendix A](#) to this policy.

The ASR is available online at the following [website](#), and in a printed booklet available to anyone requesting a copy from the PCC Police Department or the office of the Vice President of Student Success.

**On-Campus Property:** 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 or reasonably contiguous to the area identified in this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Business Day:** A business day is Monday through Friday, except for days when the institution is closed (for example, closed for holidays or other scheduled breaks).

**Campus Security Authorities (CSAs):** Pueblo Community College encourages all criminal incidents be reported to law enforcement. Students may also report a crime to a Campus Security Authority who is responsible for forwarding non-identifying information to the PCC Police Department for inclusion in the Annual Security Report, regardless of whether the victim chooses to file a report with law enforcement. CSAs are defined by Clery as “someone who has significant responsibility for students and campus activities”. The following are a few **examples** of CSAs:

**Club Sponsors**  
**PCC Police Department**  
**Disability Resources and Services Staff**  
**Student Life Staff**

**Vice President of Student Success**  
**Department Chairs**  
**Success Coaches**  
**Title IX Coordinators**

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, a federal law that requires colleges and universities to disclose information about crime on and around their campuses and to provide other safety and crime information to members of the campus community. Amended in 2013 with the passage of the Violence Against Women Reauthorization Act (VAWA 2013), including provisions of the Campus Sexual Violence Elimination Act (Campus SaVE Act), the Clery Act now requires reporting of crime statistics for dating violence, domestic violence, and stalking. The Clery Act is codified at [20 U.S. Code § 1092\(f\)](#) and its implementing regulations are found in [34 C.F.R. §§ 668.41\(e\) and 668.46](#).

**Clery Crimes:** Crimes required by the Clery Act to be reported to the College community, includes: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses; robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes; dating violence; domestic violence; and stalking.

**Daily Crime Log (DCL):** A log maintained by the PCC Police Department of all alleged criminal incidents reported to the PCC Police. Incidents are recorded in the Daily Crime Log with the date and time the alleged crime is reported, the date and time the alleged crime occurred, the nature of the alleged crime, and its general location. The Daily Crime Log may be found at the following [website](#).

**Emergency Notifications:** An announcement to inform the campus community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An Emergency Notification is different from a Timely Warning (see below), as it includes both Clery crimes and other types of emergencies, (e.g., fire, infectious disease outbreak, terrorist attack, natural disaster, weather emergency).

**Hate Crimes:** Clery crimes which are: murder and non-negligent manslaughter, rape, fondling, incest, statutory rape, robbery aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, or destruction, damage, or vandalism of property that are motivated by bias toward race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

**Non-Campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution, or and any building or property owned or controlled by the College 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.

**Pastoral Counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. Pastoral Counselors, when acting within this capacity, are not Campus Security Authorities.

**Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution. Professional Counselors, when acting in this capacity, are not Campus Security Authorities.

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities (not owned by the college), that is within the campus, or immediately adjacent to and accessible from the campus.

**Timely Warning:** An announcement made to alert the campus community about Clery Crimes in the event that there is an ongoing threat to the safety of students or employees. For purposes of this policy, "timely" means as soon as reasonably practicable after an incident has been reported to Campus Security Authorities.

## STATEMENT OF COMPLIANCE

The College recognizes the importance of safety awareness to the campuses/sites and the larger community and is committed to complying with the Clery Act and making its campuses/sites safe and secure. In accordance with the requirements of the Clery Act, the College will:

1. Appoint a Clery Compliance Committee and officer to manage and oversee compliance with the Clery Act.
2. Publish an Annual Security Report (ASR) each year by Oct. 1. On an annual basis the Annual Security Report will be reviewed by the Clery Compliance Committee and any updates will be made. This includes but not limited to policy changes and criminal statistics.
3. Issue a Timely Warning to alert students and employees of a Clery crime that poses an ongoing threat to the safety of students or employees. Timely Warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow the community to take precautions to protect themselves and help prevent similar crimes from occurring.
4. Issue an Emergency Notification to alert and inform the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
5. Maintain a Daily Crime Log (DCL) of all crimes reported. This log will be available for public inspection, upon request at the PCC Police Department or the office of the Vice President of Student Success.
6. Compile and disclose statistics on the types of Clery Crimes reported for the College's Campus Property, Non-Campus Property, and Public Property (including data received from applicable law enforcement agencies).
7. Collects Clery Crime reports made to PCC Police, law enforcement agencies, and Campus Security Authorities (CSAs).
8. Annually submit to the Department of Education (DOE) statistics of Clery crimes reported over the past three (3) years, as required by the Clery Act.
9. Annually, and no later than October 1, publish and provide the campus community and the public with online access to the ASR, and make printed copies available upon request.
10. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or reported to them.
11. Provide annual training for all CSAs.
12. Through the PCC Police Department (PCCPD) and other appropriate departments, establish and conduct training at all College campuses to educate the campus about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues at all campuses.

13. Provide a prompt, fair, and impartial process from initial investigation to the final result of any disciplinary proceedings arising from a reported offense of sexual assault, dating violence, domestic violence, or stalking, with all the procedural protections required by the Clery Act.

## **CLERY COMPLIANCE COMMITTEE**

The college president shall appoint members from varied college divisions that have responsibilities for Clery Act compliance to serve on the Clery Compliance Committee.

The Clery Compliance Committee is charged with a primary function of identifying and evaluating processes, procedures, and practices to manage compliance with the Clery Act.

The Committee is also responsible for assigning the development of each policy statement requirement to the appropriate department and for reviewing the policy statements for accuracy prior to publication of the Annual Security and Fire Safety Report.

The college will offer annual training to the Clery Compliance Committee members in order to remain current of the Clery Act and how it applies to PCC.

## **PUBLISH ANNUAL SECURITY REPORT**

Refer to the definitions section contained in this document for a full description for publishing the Annual Security Report. This report is updated yearly by the Clery Compliance Committee.

# **Notifications to the Campus Community of Crimes and Emergencies**

In certain situations, or incidents, the college will issue a Timely Warning or Emergency Notification. When the College determines a Timely Warning or Emergency Notification will be issued. The following methods may be utilized to deliver the message:

- Cisco phone intercom system
- Transmitting messages to PCC computers (Lynx's system)
- Informational television system
- myPCC Alert (e-mail, text (SMS), and/or voice/voicemail to individual cell and/home phones)

In all emergency notifications, the College will ensure the names of crime victims are not publicly disclosed. Other information from which a crime victim could reasonably be identified will be omitted or redacted from the emergency notification.

The PCC Police Department will test the emergency notification systems each semester to ensure proper functionality.

Students and employees are strongly encouraged to download myPCC Alert, which is the official mobile communication/safety app of Pueblo Community College. Students and employees are automatically enrolled to receive emergency text messages to the number they provide the college when employed or enrolled in the college. Students and employees should periodically check to make sure that their mobile number in the system is correct. This information can be verified logging onto the PCC Portal and going to myPCC Alert.

## **TIMELY WARNINGS**

It is sometimes necessary to notify the campus community about criminal incidents (included but not limited to Clery Act reportable crimes) which constitute a serious threat and that have occurred on Pueblo Community College properties or in contiguous public properties. As a result, Pueblo Community College has developed a timely warning procedure to alert campus community members in order to help prevent similar crimes and protect the campus community. Timely warnings are triggered by crimes (included but not limited to Clery Act reportable crimes) that have already occurred, but represent a serious or continuing threat to the campus community. The warning will be issued as soon as the pertinent information is available. The decision to issue a timely warning will be a collaborative effort between the PCC Police Chief or his/her designee and the President or his/her designee.

Notifications may take the form of text messages, emails, or phone call(s). The PCC Police Chief will consider the nature of the incident, the continuing danger to the campus community, as well as the possible risk of compromising law enforcement efforts to determine whether a timely warning is warranted. Timely warning notifications are prepared and sent by Marketing and/or the PCC Police Department.

## **EMERGENCY NOTIFICATIONS**

Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. This shall include a dangerous situation involving an immediate threat to the health or safety of campus members. This notification will be sent immediately upon confirmation that a dangerous situation or emergency exists or threatens. The ultimate authority for decisions related to emergencies rest with the College President. The President has delegated this authority to the PCC Police Chief or his/her designee and the deans of the other campuses/sites in an emergency situation (Emergency Notification). The decision to issue an emergency notification will be decided on a case-by-case basis in compliance with the Clery Act and after consideration of available facts. The PCC Police Chief or his/her designee and the deans of the other campuses/sites will communicate with local first responders to determine the level of threat. Based on the information collected, an emergency notification may be sent. The President, PCC Police Chief or his/her designee, and the deans of the other campuses/sites in an emergency situation, may issue an emergency notification immediately if time does not allow for further communication with local responders.

Because every campus/site has its own unique systems, each campus/site uses various forms of communication in order to send out emergency notifications, as indicated below. The dynamic and fluid nature of emergencies dictates that one or more, and not necessarily all of the methods, will be used.

Emergency notifications will be sent to the campuses/sites that are impacted: staff, students, and faculty, are notified in one or more of the following: text messages, emails, phone call(s), and Zone Paging System.

## **SAFETY ALERTS, GENERAL SAFETY INFORMATION**

On occasion, important information about safety and security of the campus community may be communicated by the College, but the circumstances may not warrant the issuance of either a timely warning or an emergency notification. When these circumstances arise, PCC may issue safety alerts. These alerts are not required by law but will serve to inform the campus community of safety threats.

General safety information also found on the Pueblo Community College Police Department [website](#).

## **DAILY CRIME LOG**

The Pueblo Community College Police Department provides to the Assistant of the Vice President of Student Success a daily report of criminal incidents and alleged criminal incidents. The Assistant of the Vice President of Student Success saves this report on the PCC “U” Drive (Daily Crime Logs) and provides the information to the Webmaster who posts the information on the Pueblo Community College [website](#). A printed copy of the crime log may be obtained from the Pueblo Community College Police Department. Any changes to the disposition of a reported incident or alleged incident are updated within two (2) business days of the change following the above process. The college police provides reports for holidays, weekends, and other scheduled breaks on the next business day. The Daily Crime Log is found at the following [website](#).

## **HOW CLERY CRIME STATISTICS ARE PREPARED AND DISCLOSED**

Each year, the PCC Police Department gathers Clery Crime statistics for purposes of compiling the disclosures required by law. These statistics are then reported as required to the U.S. Department of Education (DOE) and published in the Annual Security Report (ASR). The statistics are compiled from Campus Security Authority (CSA) reports, the Pueblo Police Department, Cañon City Police Department, Montezuma County Sheriff’s Office, the Durango Police Department, Bayfield Marshal’s Office, Dean of Students, as well as the PCC Police Department. Each year the Vice President of Student Success Administrative Assistant through the PCC Police Department will make a “reasonable, good-faith effort” to obtain Clery Act crime statistics from all local law enforcement agencies having jurisdiction as defined by the Clery Act and enter the statistics into the U.S Department of Education’s [website](#) no later than October 1. All Clery Act statistical records are retained in the office of Vice President of Student Success office.

The ASR shall include the total number of disciplinary referrals for weapons law violations, drug law violations, and liquor law violations.

## **CAMPUS SECURITY AUTHORITIES (CSAs)**

The Clery Act makes provision to identify a number of college employees "Campus Security Authorities" (CSAs) with specific responsibilities for reporting Clery Crimes. CSAs are college employees involved in any aspect of campus security and safety, student services, or direct interaction with students as part of their assigned duties, CSAs will review the Notice to Campus Security Authorities document listed in the References section. Please contact the office of the Vice President of Student Success on any CSA questions.

The College identifies Campus Security Authorities by examining the job descriptions of employees to determine whether they are expected, as part of their duties, to have security responsibilities or significant responsibilities for student or campus activities. All identified CSAs are notified and trained annually of their responsibilities. The office of the Vice President of



Student Success office maintains a list of CSAs, sends online training, and retains training records.

Campus Security Authorities are required to promptly report to the PCC Police Department information of alleged crimes that they witness or that are reported in good faith by others. A crime must be “reported” when it is brought to the attention of a CSA or local law enforcement personnel by a victim, witness, other third party, or the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the College.

## **CLERY ACT TRAINING**

PCC Human Resource Department provides on-line Clery Act training to all new employees and biannual training to all college employees thereafter addressing the obligations of the Clery Act.

## **ADJUDICATION OF SEXUAL MISCONDUCT VIOLATIONS**

Regardless of whether criminal charges are being sought, a person, or the College on behalf of a person, must report a complaint under the Civil Rights and Sexual Misconduct Process, Colorado Community College [SP 19-60a](#). Reports of all domestic violence, dating violence, sexual assault, and stalking made to PCC Police Department will automatically be referred to the Title IX Coordinator for review and investigation when appropriate regardless if the complainant chooses to pursue criminal charges.

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

- Completed within reasonably prompt timeframes, which, pursuant to College procedure, is ninety (90) days. If the college finds it necessary to extend this timeline, it may do so for good cause. The college will provide written notice to the parties of the delay and the reason for the delay;
- The processes shall be conducted in a manner that is transparent to the involved parties;
- The processes allow for timely notice of meetings at which the parties, may be present;
- Provides timely access to the parties and appropriate officials to any information that will be used after the fact-finding investigation but during the disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the parties.

All college officials involved with the investigation and discipline process are trained annually on the Civil Rights Offenses. These employees are taught how to investigate and hearing process that protects the safety of the victim and promotes accountability.

Upon receipt of a complaint, the Title IX/EO Coordinator will review the complaint to determine whether the complaint alleges sufficient information to support that a civil rights violation has occurred (reasonable cause). If the Title IX/EO Coordinator is unable to make this determination in reviewing the complaint alone, the Title IX/EO Coordinator may, at their discretion, reach out to the Complainant or others, as relevant, for clarification and/or additional information. If no reasonable cause is found to initiate a formal investigation, the Title IX/EO Coordinator shall inform the Complainant of this decision and discuss other options for addressing the reported concerns.

If there is reasonable cause and the Complainant wishes to proceed, the Title IX/EO Coordinator will initiate an informal resolution or a formal investigation. If the Complainant does not wish to proceed, the Title IX/EO Coordinator will consider the Complainant's preference, but reserves the right, when necessary to protect the College community, to initiate an informal resolution or formal investigation of the complaint. The Title IX/EO Coordinator also reserves the right to initiate an investigation and resolve a complaint without a participating or identifiable Complainant.

If a formal investigation is initiated, the Title IX/EO Coordinator shall provide written notice (Notice of Investigation) to the Complainant and Respondent notifying them of the investigation and will assign one or more impartial investigators to investigate the complaint. The investigation will include an objective evaluation of all relevant evidence, both inculpatory (incriminating or tending to show responsibility for a violation) and exculpatory (exonerating or tending to negate responsibility for a violation). The investigator(s) may request an interview with the Complainant, the Respondent, and any witnesses, including expert witnesses for Sexual Harassment cases, deemed relevant by the investigator(s). The parties will be provided with sufficient details of the allegations (such as identity of parties, nature of the conduct, and date/location of the incident, if known). All parties and other witness or participants in the investigation process will be provided written notice of the date, time, location, participants and purpose of any interview or meeting with sufficient time to prepare to participate.

The Complainant and the Respondent have the opportunity to be advised and accompanied by an advisor of their choice, at their expense, at any stage of the process. In the event of a live hearing, if either party does not have an advisor, the College will provide one to that party at no cost. An advisor may consult and advise their advisee, but may not speak on behalf of their advisee.

### **Preliminary Investigation Report**

Following the fact gathering stage of the formal investigation, the investigator(s) shall issue a Preliminary Investigation Report to the Complainant and Respondent (and their advisors, if applicable) for review. The Preliminary Investigation Report will include relevant facts as gathered by the investigators. At this stage, parties may review upon request all evidence collected as part of the investigation, whether or not it will be relied upon in reaching a determination. The Complainant and the Respondent will have ten (10) calendar days to review and respond to the Preliminary Investigation Report with any changes, clarifications, or questions.

### **Final Investigation Report**

At the conclusion of the fact gathering stage and formal investigation, including any relevant information submitted in response to the Preliminary Investigation Report, the investigator(s) shall issue a Final Investigation Report to the Title IX/EO Coordinator detailing the factual findings and summarizing the relevant evidence. This report will not contain any determinations as to whether the conduct is in violation of applicable policies.

Upon receipt of the Final Investigation Report, the Title IX/EO Coordinator shall proceed as follows:

- For cases involving Sexual Harassment within the United States, the Title IX/EO Coordinator shall initiate a live hearing as in SP 19-60. If a live hearing cannot be held due to refusal of parties to participate, the College reserves the right to address the conduct through the procedures applicable to non-Sexual Harassment/Title IX cases.
- For other civil rights cases (non-Sexual Harassment or Sexual Harassment outside the United States), the Title IX/EO Coordinator will obtain a written Determination Report from the investigators as to whether or not, based on a preponderance of the evidence, the alleged behavior took place and whether that behavior constitutes a civil rights violation. The determination shall include a summary of all evidence and information used to reach these conclusions.

Once a final determination has been made, either through the live hearing process or by the investigators, complainant and respondent will be notified of their right to appeal. In the event of an appeal, the Title IX/EO Coordinator shall perform an initial review to determine if the appeal meets the limited grounds as described in SP 19-60 and is timely (filed within ten [10] calendar days). If the appeal is found to meet these criteria, the Title IX/EO Coordinator shall forward the appeal to a designated appellate officer, who shall give written notice to the opposing party and provide a suitable time frame for the opposing party to submit a written response to the appeal.

Written notice of the outcome of the appeal shall be provided simultaneously to the parties.

If the Respondent is found in violation of policies or procedures outlined herein, the findings shall be provided to the Disciplinary Authority to proceed in accordance with applicable policies:

- For classified employees, disciplinary action will be taken pursuant to the applicable State Personnel Rules and Regulations at the following [website](#).
  - For students, disciplinary action will be taken pursuant to [BP 4-30](#) and [SP 4-30a](#), Student Discipline at the following [website](#).
  - Instructors and Administrative, Professional-Technical (APT) employees are at-will under [BP 3-10](#), and may not be subject to additional procedures when issuing sanctions at the following [website](#).
1. Attend a hearing before a properly trained hearing panel or person;
  2. The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing.
  3. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The System or College may remove or dismiss an advisor who become disruptive or who does not abide by the restrictions on their participation as explained above.
  4. An employee and student conduct decision are based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused violated State Board for Community Colleges and Occupational Education (SBCCOE) Policy?”
  5. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, and shall be given the rationale for the discipline decision.
  6. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

## **REPORTING A CRIME**

In the event of any crime, fire, or emergency on campus or its surrounding area(s), students and employees are encouraged to and should immediately notify the law enforcement entity for the respective locations below and accurately report concerns. As outlined in the PCC Student Handbook, the College encourages and expects students, faculty, and staff to engage as active

bystanders and report to College officials' incidents that involve infractions and/or concerning behavior outlined in the PCC Student Handbook.

**Pueblo Campus** - Pueblo Community College PCC Police Department, Student Center, Room 103 at 719.549.3355, or 911.

**City of Pueblo** – Pueblo Police Department, 200 S. Main St, Pueblo, Co 81003, at 719.553.2538  
**Pueblo County** – Pueblo County Sheriff's Office, 909 Court St, Pueblo, CO 81003 at 719.583.6125

**Fremont Campus** - Pueblo Community College Police Department (Room L104), at 719.296.6130 or 911

**City of Cañon City** – Cañon City Police Department, 161 Justice Center Road, Cañon City, CO 81212 at 719.276.5600

**Fremont County** - Fremont County Sheriff's Officer, 100 Justice Center Road, Cañon City, CO 81212 at 719.276.5555

**PCC Southwest Durango Site/City of Durango** – Durango Police Department, 990 E. 2nd Ave., Durango, CO 81301 at 970.375.4700 or 911

**PCC Southwest Campus - Mancos/City of Cortez** - Montezuma County Sheriff's Office, 730 E Driscoll Street, Cortez, CO 81321 at 970.565.8452 or 911

**PCC Southwest Bayfield Site/City of Bayfield** – Bayfield Marshal's Office, 1199 Bayfield Parkway, Bayfield, CO 81122 at 970.884.9636 or 911

## **REPORTING A CRIME TO A CAMPUS SECURITY AUTHORITY (CSA)**

Although Pueblo Community College encourages all criminal incidents be reported to law enforcement a student may report a crime to a Campus Security Authority; however, students may also report a crime to a Campus Security Authority (CSA) who is responsible for forwarding non-identifying information to the PCC Police Department for inclusion in the Annual Security Report, regardless of whether the victim chooses to file a report with law enforcement. CSAs are defined by Clery "as someone who has significant responsibility for students and campus activities." As outlined in the PCC Student Handbook, the College encourages and expects students, faculty, and staff to engage as active bystanders and report to College officials' incidents that involve infractions and/or concerning behavior outlined in the PCC Student Handbook. The following are a few examples of CSAs:

**Campus Security Authorities**  
**Club Sponsors**  
**PCC Police Department**  
**Disability Resources and Services Staff**  
**Student Life Staff**

**Campus Security Authorities**  
**Vice President of Student Success**  
**Department Chairs**  
**Success Coaches**  
**Title IX Coordinators**

## EXEMPTION FROM REPORTING

Licensed professional mental health counselors and pastoral counselors (employed by religious organizations to provide confidential counseling) who are working within the scope of their license or religious assignment at the time they receive the crime report are exempt from reporting under the Clery Act. Individuals seeking confidential discussions of concerns may explore and utilize local professionals referenced above who are working within the scope of their license or religious assignment. Please refer to the Student Resource Guide Related to Sexual Misconduct, policies, procedures, and victim services located on the PCC Title IX & Sexual Misconduct [webpage](#).

## ANONYMOUS & CONFIDENTIAL CRIME REPORTING

Victims and witnesses of a crime who wish to remain anonymous may call the following to report a crime anonymously. Please remember these are voice message systems only and immediate action will not be taken.

- Pueblo Campus - Pueblo Crime Stoppers at 719.549.7867
- Fremont Campus - Fremont County Crime Stoppers at 719.275.7867
- PCC Southwest Sites and PCC Southwest Campus - Durango-La Plata Crime Stoppers at 970.247.1112
- [Safe2Tell](#): 1.877.542.SAFE (7233)
- PCC website to report a concern or incident at this [link](#) and choose to exclude their contact information from the report.

## SECURITY OF AND ACCESS TO CAMPUS FACILITIES

As a public facility, our campuses/sites are open to visitors, students, faculty, and staff during set operational hours and for special events. Access to facilities after hours or during periods when the college is closed is limited based on individual/department needs and/or direction from college administration. Access and security of PCC buildings are a combination of electronic and mechanical locking hardware. The electronic access software and mechanical hardware are managed by the PCC Police Department and Facility Services. For afterhours access or building schedule changes, contact the designated contacts for the applicable campuses/sites below.

Fremont Campus – 719.296.6108  
Pueblo Campus – 719.549.3355

PCC Southwest Campus and Sites:  
Bayfield – 970.385.2098  
Durango – 970.385.2020  
Mancos – 970.564.6203

## **EMERGENCY PREPAREDNESS AND EVACUATION PROCEDURES**

Pueblo Community College Police Department conducts annual drills in the areas of and not limited to fires, lockout, and/or lockdown. Each drill, regardless of its size, will have documented a description of the drill, the date held, the start and end times, whether the drill was unannounced or announced as well as a summary and assessment of the drill. Each drill of the emergency response and evacuation system serves as a learning experience, so that Pueblo Community College can fine tune the existing system as well as adjust for future needs. These tests also serve as training opportunities for the campus community as a whole. It is through this training that students, faculty, and staff can become more aware of their surroundings and the best course of action during given scenarios.

Each semester a communication will be sent to employees and students to inform them of the emergency operations plan located at the PCC Police webpage at this [link](#).

## **DISTRIBUTION OF THE ANNUAL SECURITY REPORT (ASR)**

The Vice President of Student Success or designee will publish the ASR by October 1 of each year. Every student and employee will receive notice of its availability by email each semester! The email notice will contain a summary of the report, the URL of the location where PCC community members may view the report, and instructions on how to request a printed copy. A similar notice will be provided to every prospective employee and every new student through the Human Resources and Admissions websites.

## **RECORDS RETENTION**

Supporting records used in compiling the ASR shall be retained for three (3) years from the latest publication of the report. Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; Timely Warning and Emergency Notification notices; and other documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the ASR.

## **LAW ENFORCEMENT QUALIFICATIONS AUTHORITY AND WORKING RELATIONSHIPS WITH OTHER ENFORCEMENT AGENCIES**

Pueblo Community College maintains its own professional police. The department is staffed with experienced State-Certified peace officers who have been trained in Colorado Peace Officer Standards and Training (P.O.S.T.) procedures; therefore, possess authority per Colorado Revised Statute ([CRS 16-2.5-101](#)). PCC maintains the following campuses/sites (Pueblo, Fremont, Durango site, Bayfield site, and Mancos) located in the state of Colorado; the above-mentioned campuses and sites are PCC Police's primary jurisdiction. PCC's main campus is

located in the City and County of Pueblo; therefore, working closely with the Pueblo County Sheriff's Office and the Pueblo Police Department. Memorandums of Understanding are in place with both agencies for immediate mutual aid assistance criminal investigations. The Fremont Campus is located in Cañon City and is staffed with a State-Certified peace officer which is the police officer's primary jurisdiction. There is a Memorandum of Understanding with the Cañon City Police Department for mutual aid assistance regarding criminal investigations. The PCC Southwest Campus and Durango Site is staffed with private security guards. Law enforcement services are also provided by the Durango Police Department for the PCC Southwest Site in Durango, the Bayfield Marshal's Office for the Bayfield Site, and the Montezuma County Sheriff's Office for the PCC Southwest Campus in Mancos.

Depending on campus locations the PCC Police Department may call upon other state agencies such as: Colorado Bureau of Investigations (CBI), Colorado State Patrol (CSP) and/or the Federal Bureau of Investigations (FBI) to assist with a critical incident.

## **REFERENCES:**

Each year, PCC publishes an Annual Security Report and College Drug/Alcohol Policy handbook which contains crime statistics, policies, and links to resources.

CCCS System Policies and Procedures at the following [website](#).

Current PCC Annual Security Report located at the following [website](#).

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C.A. §1092(f) and implementing regulations, 34 C.F.R. §668.41 and 668.46). At the following [website](#).

Pueblo Community College Police Department home [page](#).

The 2016 [Handbook](#) for Campus Safety and Security Reporting, Department of Education and the rescission of and the replacement of the 2016 Handbook at the following [website](#).

[PCC Drug and Alcohol Policy](#).

[PCC web page to report a concern or incident](#).