



## **2016 Biennial Report**

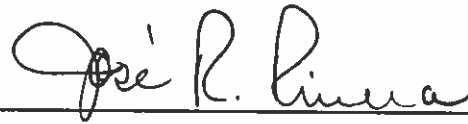
### **Drug-Free Schools and Community Act**

**October 1, 2016**

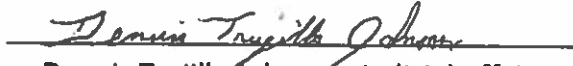
# Pueblo Community College

Drug Free Schools and Community Act  
Biennial Review 2016  
AY 2014 - 2015 and AY 2015-2016

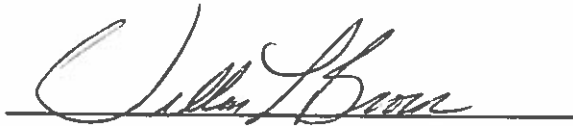
Dean of Student Success  
Division of Student Services  
10.1.16



Dr. Jose R. Rivera, Interim Dean of Student Success



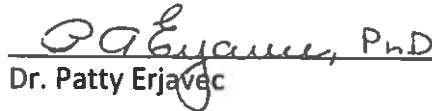
Dennis Trujillo Johnson, Judicial Affairs



William Brown, Chief of Police

## President's Review and Approval:

The Pueblo Community College 2016 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the PCC website.

  
Dr. Patty Erjavec President

9/22/16  
Date

## Introduction/Overview

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**Abbreviations:**

- AA – Alcohol Anonymous**
- AOD - Alcohol and Other Drugs**
- AOI - Areas of Interests**
- AQIP – Academic Quality Improvement Program**
- ASR – Annual Security Report**
- BIT – Behavior Intervention Team**
- BP - Board Policy**
- CCCS – Colorado Community College System**
- CE - Concurrent Enrollment**
- CEMT – College Emergency Management Team**
- CQI – Continuous Quality Improvement**
- CSEAP – State Employee Assistance Program**
- CSSO - Chief Student Services Officer**
- DAAPP - Drug and Alcohol Abuse Prevention Program**
- DFSCA – Drug Free School and Communities Act**
- DOE – Department of Education**
- FAFSA – Free Application for Federal Student Aid**
- FB - Facebook**
- FSA – Federal Student Aid**
- IHE – Institution of Higher Education**
- IR - Institutional Research**
- N/A to PCC - Not Applicable at PCC**
- NSO – New Student Orientation**
- PS – Public Safety**
- PCC - Pueblo Community College (all branch campuses included)**
- SP - System Policy**
- VAWA – Violence against Women’s Act**

## Executive Summary

### Introduction/Overview:

Pueblo Community College (PCC) is located in Pueblo, Colorado and serves students in Pueblo County. The main campus provides oversight of all college operational functions; eight buildings on 33 acres where over 5,000 students attend classes working towards degrees or certificates. The campus is wireless and has up-to-date technology in classrooms, laboratories, and extensive student support services geared towards academic excellence. The extensive degree and certificate offerings can be located in the Degree and Certificate Programs section that leads towards a career in business and industry or transfer to a four-year university. Additionally, PCC has received State approval to move forward with two Bachelor degrees. There are two other campuses: Fremont Campus, located in Cañon City, Colorado, providing educational programs and services to the citizens of Fremont and Custer Counties. The SCCC East Campus in Durango and the West Campus in Mancos, CO provide educational programs and services to the citizens of Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties in the southwest corner of Colorado.

We have also continued to add to the services and outreach through the Downtown Studio located in the Downtown district to fulfill its mission and support our community by reaching out to all generations of veterans and actively helping them to transition from military service to college life as we wish to show our commitment to those who have served our country. This location also serves other potential incoming students who participate in our Options 4 Change and Staying the Course classes who are eligible for loan forgiveness program. The site is staffed by PCC personnel knowledgeable about veterans' issues and provides an environment aimed at "bridging the gap" that many veterans and displaced workers need to make the transition to college life. Services available include academic advising, educational testing, GED, developmental education, and other educational program opportunities.

Pueblo Community College (PCC) understands the Drug Free Schools and Communities Act (DFSCA) compliance requirements to receive federal funds. PCC is required to verify its compliance and has adopted and implemented prevention guidelines for the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

### In order to be in compliance, Pueblo Community College must:

Have written policies on use and abuse of alcohol and other drugs on college campuses.

- Develop methods for the annual distribution of the policies to all its students, staff, and faculty members.
- Prepare the biennial review on the effectiveness of its alcohol and drug (AOD) programs and the consistency of authorized and required policies.
- Maintain Biennial Reviews for inspection by the U.S. Department of Education (DOE).

### **Background of Drug-Free Schools and Communities Act:**

In order to fulfill compliance, the 2016 Biennial Review of Pueblo Community College alcohol and other drug related policies and programs for the 2015-16 and 2016-2017 academic years were conducted December 2015- August 16, 2016. The objectives of the review as identified by the U.S. Department of Education included:

- Determining the effectiveness of the College's AOD programs.
- Implementing needed changes to alcohol and other drug programs.
- Ensuring the disciplinary sanctions for violating standards of conduct are enforced consistently by all college employees and students.

The Office of the Dean of Student Success, in cooperation with the Judicial Affairs Office at Pueblo Community College is required to provide a signed statement certifying the Biennial Review and acknowledging awareness of the recommendations within the report. The President of the College, the Dean of Student Success, the Director of Student Conduct and Judicial Affairs, and the Director of Public Safety have signed and affirmed the 2016 report. Biennial Reports are maintained in the Dean of Student Success's Office located on the Pueblo Campus, Student Center, Room 241 and on the [website](#).

### **Why PCC is conducting a Biennial Review?**

Pueblo Community College upholds the Drug Free Schools and Campus Act by complying with and understands the U.S. Department of Education's mandate for a Biennial Review. In keeping with this mandate, PCC has been committed to continual improvement of processes, programs, and notifications that inform the college community about the Alcohol and Drug use and the policies that govern the college's response within the campus community. Prior to the inception of the biennial review and even before this mandate, the College has notified PCC students and staff through annual postcards mailings on where to find drug and alcohol policies and procedures, and the location of Clery Act Report. The College is committed to this process and understands the value of informing the college community of the need to maintain a zero tolerance drug and alcohol free college.

### **Time Frame of the Biennial Review Covers:**

- Annual Year 2014 and 2015-2016

### **Biennial Review Process:**

The following departments participated in the biennial review:

- Dean of Student Success
- Director of Student Conduct and Judicial Affairs
- Director of Public Safety
- Director of Health Clinic

In February of each even numbered year, the Dean of Student Success assembles the Biennial Review Team. The Team is dedicated to:

1. Assure the College has conducted a statistical review of all of the elements of the College DAAPP.
2. Determine which elements of the program have demonstrated a positive result and which elements either need to be improved or revised.
3. Document the results of the review.

The Biennial Review Team will complete and publish the results of the statistical review and the College review, identifying the accomplishments (elements that demonstrated positive results) and recommendations for improvement (elements that need improvement or revision). The report also includes recommendations for any new elements that the College wishes to include in the DAAPP for the next two years.

Pueblo Community College, like other universities and colleges in the U.S., believe in assisting students with awareness programs, educational programs, and counseling services that will have a direct effect on a student's understanding of the College's policies, awareness, and intervention programs. Each Biennial review will begin at the beginning of the due year and be completed at the end of each spring semester.

**Where the Biennial Review Report is kept on Campus:**

A copy of the Biennial Report is maintained in the Dean of Student Success's Office and on the College's [website](#).

**How to Request/Receive current and past Biennial Report(s):**

Biennial Reports are maintained in the Dean of Student Success's Office located on the Pueblo Campus, Student Center, Room 241 and on the [website](#).

**How long Biennial Review Reports are kept:**

- PCC will retain copies of the Biennial Review for seven (7) years in the aforementioned locations.



## Annual Policy Notification:

### Primary methods utilized to distribute policy to Students

#### Dates/times policy is distributed:

Pueblo Community College annually notifies students and staff of the PCC Drug and Alcohol Abuse Prevention Program (DAAPP).

The following timetable articulates the notification methods in place to inform both students and staff on PCC alcohol and drug policies:

All notifications are transmitted via email addresses issued by the College.

|   |   |
|---|---|
| <p><b>FIRST DISTRIBUTION:</b><br/>All students and employees receive a copy of the PCC DAAPP by October 1 of each year.</p>   | <p>October 1 of each year.</p>  |
| <p><b>SECOND DISTRIBUTION:</b><br/>All students new to the College after October 1 and all new employees who begin working at the College after October 1 receive a copy of the PCC DAAPP on or before February 1. This distribution is for new students who begin their enrollment during the spring semester each year.</p>   | <p>All new employees who begin working at the College after October 1 will receive a copy of the PCC DAAPP on or before February 1.</p>                                     |
| <p><b>THIRD DISTRIBUTION:</b><br/>All students new to the College after February 1 and all new student employees, and College employees who begin working at the College after February 1 receive a copy of the PCC DAAPP on or before June 15 of each year. This distribution includes new students who begin their enrollment during the summer enrollment each year.</p> | <p>All new student employees and College employees who begin working at the College after February 1 receive a copy of the PCC DAAPP on or before June 15 of each year.</p> |

### **Methods of Distribution used:**

The PCC DAAPP is formatted as a PDF and ADA compliant document and sent to students and employees via College assigned email addresses.

- Upon acceptance and enrollment at PCC, students are assigned a college student email address.
- New employees are assigned a College employee e-mail address.

**NOTE:** At Pueblo Community College, email is the official means of communication.

In order to assure PCC's Policy is in compliance; PCC prints a limited number of copies of the PCC DAAPP and has copies available for inspection in the PCC Human Resources Office and in the Office of the Dean of Student Success. Additional copies will be printed as needed.

For college employees, the College maintains a copy of the PCC DAAPP on the Human Resources page of the PCC website portal. In addition, the College informs those visiting the College's website that a hard copy of the PCC DAAPP may be requested by contacting the PCC Human Resources office. Copies may either be hand delivered or mailed to those requesting a copy.

For students, the College places the PCC DAAPP on the Student Life section of the PCC website. In addition to this copy, the College informs those visiting the site that they may request a copy of the PCC DAAPP by contacting the Office of the Dean of Student Success. Copies may either be hand delivered or mailed to those requesting a copy.

### **How Students get DAAPP information:**

PCC sends to all students' notification postcards as well as an electronic copy of the College's DAAPP. The Student Code of Conduct serves as the primary method students are informed about the expectations and PCC standards of conduct. The Student Handbook contains the PCC DAAPP Policy, Clery protocols, (use of postcards) sent to all students, staff, and faculty. PCC is committed to this practice since the inception of the Clery Act. The postcards summarize where to find existing policies and procedures, on drugs and alcohol, notify all on the location of Clery Act information, and provide additional information regarding drugs and alcohol awareness. In addition to the general Student Handbook, students are required, by their specific area of study, to follow drug and alcohol handbooks within their departments. Students in specialized programs are made aware of additional programs requirements during the application process for acceptance into specialized programs.

Pueblo Community College through its New Student Orientations (NSO) program is committed to annually informing students about expected student conduct and community expectations. The Office of Project ACCESS Services and Health Services sponsor numerous programs and

Any areas highlighted in blue is a hyperlink which will direct you to a website.

events throughout the year related to alcohol and drug awareness. The Student Code of Conduct or Student Handbook sets the standards of conduct expected of students. College employees adhere to the State Board for Community Colleges and Occupational Education BP 3-24, Drug-Free Workplace Policy (see Student Handbook). The following are descriptors of the standard of conduct from the PCC Student Handbook Student Code of Conduct.

- i. Standards of conduct.
- ii. Pueblo Community College will annually distribute the DAAPP information to all students and College employees.
- iii. Legal sanctions for unlawful possession or distribution of illegal drugs and alcohol.

**Content of Policies:** Refer to Appendix.

### **How Students are notified of policy after first Distribution:**

After first distributions, all students who are new to the College will receive notification through a second or third distribution method. All new students, student employees, and employees who begin enrollment or employment at the College after February 1 will receive a copy of the PCC DAAPP on or before June 15 of each year. This distribution is for new students who begin their enrollment during the summer term of each year. The College will notify students at the start of each semester. Additionally, students enrolled in on-line classes will have the postcard delivered to their mailing address on file in the Records Office.

### **How data is collected and Assessed:**

At the beginning of June, the Biennial Report Team is assigned specific tasks, i.e. SWOT, calendaring, assessing/updating policy, etc. The team gathers data on alcohol and drug educational activities, statistical data, required updates, and other information via email, in person, or within departmental divisions. Each associate on campus who has ongoing awareness, educational, and counseling (AOD) programs are asked to review data and to report it to the Biennial Report Team. Compiled data will be assessed by the Institutional Research (IR) Office for accuracy and return it to the Biennial Report Team. IR uses national recognized tools in assessment. IR sends a survey at each campus to collect data on drugs and alcohol use/abuse on campus. PCC uses an assessment plan matrix to assess impact/effectiveness of some of its DAAPP program outcomes. The data are prepared into the Biennial Review Report by the Dean of Student Success and reviewed by the Biennial Review Team. The report is forwarded to and approved by the President of the College.

## **Annual Policy Notification Processes:**

### **Primary methods utilized to distribute to Employees**

#### **Description of which Employees get Policy:**

The Pueblo Community College Drug Free Workplace documents are available on the [HR Webpage](#). This information is also posted on the [PCC Employment site](#) and accessible to potential applicants. The information includes an acknowledgement form each employee is required to sign upon hire, the responsibilities of the employee, and the consequences for failure to abide by terms and conditions of the Drug Free Workplace. Additionally, it includes the Pueblo Community College Drug Awareness Program information defining the roles and responsibilities, hazards, and resources available to employees. A copy of the Drug Free Workplace Act of 1988 is also included in each newly hired employee's packet.

#### **Dates/times Policy is Distributed:**

Upon hire, every PCC employee and volunteer is given a Drug Free Workplace Acknowledgement Form for signature indicating they understand and will abide by the terms of the Drug Free Workplace Statement. They also receive a copy of the Colorado Community College and Occupational Education System Board Policy regarding The College's commitment to a drug free workplace. In addition to the electronic website on Drug Free Workplace policies, a copy of the program is accessible to all current and prospective employees. The Human Resources Office makes available a printed copy upon request. Pueblo Community College annually distributes a copy of the PCC Drug and Alcohol Abuse Prevention Program (DAAPP).

#### **How all Employees/Volunteers get the DAAPP or Request a Copy:**

Every employee and volunteer upon hire is given a Drug Free Workplace Acknowledgement Form for signature indicating they understand and will abide by the terms of the Drug Free Workplace Statement. They also receive a copy of the Colorado Community College and Occupational Education System Board Policy regarding a drug free workplace. In addition to the electronic website copy of the program, accessible to all employees and prospective employees, HR makes available a printed copy upon request.

#### **All Methods and Additional Methods of Distribution Used:**

The notices and distribution for employees are similar as for students.

## Alcohol or Drug (AOD) Prevalence Rate Incident Rate Needs

### Assessment and Trend Data

Drug related incidents and fatality violations observed/reported from fall 2014 through fall 2015. During this reporting period, no fatalities have been noted or reported at PCC.

#### Drug Related Incidents/Fatality Violations

| ALLEGATION                  | TERM        | CASES     | RESULT OF INVESTIGATIONS |                 |             |          |           |            |
|-----------------------------|-------------|-----------|--------------------------|-----------------|-------------|----------|-----------|------------|
|                             |             |           | CASE DISMISSED           | NOT RESPONSIBLE | RESPONSIBLE | Warning  | Probation | Suspension |
| ALCOHOL                     | FALL 2014   | 1         | 0                        | 0               | 1           | -        | -         | 1          |
|                             | SPRING 2015 | 1         | 0                        | 0               | 1           | 0        | 1         | 0          |
|                             | SUMMER 2015 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
|                             | FALL 2015   | 2         | 1                        | 0               | 1           | 0        | 1         | 0          |
|                             | SPRING 2016 | 1         | **                       | -               | -           | -        | -         | -          |
| <b>TOTALS - ALCOHOL</b>     |             | <b>6</b>  | <b>1</b>                 | <b>0</b>        | <b>4</b>    | <b>0</b> | <b>2</b>  | <b>2</b>   |
| MARIJUANA                   | FALL 2014   | 7         | 1                        | 2               | 4           | 0        | 2         | 2          |
|                             | SPRING 2015 | 5         | 0                        | 2               | 3           | 0        | 0         | 3          |
|                             | SUMMER 2015 | 0         | -                        | -               | -           | -        | -         | -          |
|                             | FALL 2015   | 1         | 1                        | 0               | 0           | -        | -         | -          |
|                             | SPRING 2016 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
| <b>TOTALS - MARIJUANA</b>   |             | <b>14</b> | <b>2</b>                 | <b>4</b>        | <b>8</b>    | <b>0</b> | <b>2</b>  | <b>6</b>   |
| OTHER DRUGS                 | FALL 2014   | 1         | *                        | 0               | 0           | -        | -         | -          |
|                             | SPRING 2015 | 0         | -                        | -               | -           | -        | -         | -          |
|                             | SUMMER 2015 | 1         | 1                        | 0               | 0           | -        | -         | -          |
|                             | FALL 2015   | 0         | -                        | -               | -           | -        | -         | -          |
|                             | SPRING 2016 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
| <b>TOTALS - OTHER DRUGS</b> |             | <b>3</b>  | <b>1</b>                 | <b>0</b>        | <b>1</b>    | <b>0</b> | <b>0</b>  | <b>1</b>   |

\* Student withdrew before case could be investigated

\*\* Student withdrew from classes before case processed

Source: Maxient database report, June 16, 2016

Any areas highlighted in blue is a hyperlink which will direct you to a website.

### Alcohol and Other Drug Data:

PCC conducted a survey of students during the fall 2014 semester to gather data on alcohol and other drug use/abuse. The survey link was sent to 3,457 students, and 273 (7.90 percent) completed the survey.

Survey data did not identify any specific trends or needs related to alcohol and drug use/abuse. Due to the low student return rate, the College was unable to determine a specific approach for increasing awareness and preventing alcohol and drug use/abuse.

### Alcohol and Other Drug Related Ambulance Transports:

PCC did not have any emergency room visits related to drug or alcohol related incidents. However, should the necessity arise to transport staff or students on alcohol or drug related abuse, all transports will be by ambulance.

| Medical Transports To Hospital | Number of People |
|--------------------------------|------------------|
| Students – 2014-15             | 0                |
| Staff – 2014-15                | 0                |
| Students – 2015-16             | 0                |
| Staff – 2015-16                | 0                |

### Trends:

One trend in Colorado is the legal use of medical and recreational marijuana with the passing of Amendment 64. The possession and use of marijuana is no longer a crime in the state of Colorado, the possession and use of marijuana does remain illegal under federal law, i.e. The Controlled Substance Act and the Drug Free Schools and Communities Act and PCC recognizes and adheres to these federal laws. After Amendment 64 passed, there has been an increase in the reported cases of marijuana use and/or possession on campus. In response, each semester the College sends a notice to students regarding marijuana use and that it is not allowed on campus. ([See Colorado Amendment 64 and FAQ in appendices](#)).

### Biennial Surveys:

PCC has not assessed drug and alcohol usage in a formal survey as recommended by the National College Health Assessment II; however, a survey has been developed and will be conducted college-wide during fall 2016.

## **Alcohol or Drug (AOD) Policy, Enforcement and Compliance Inventory and Related Outcomes/Data**

### **Students, Staff, and Faculty: Policy Related to Alcohol and other Drug Use**

#### **Amnesty Responsible Action Protocol Policies not applicable to PCC:**

Based on survey responses, PCC has not needed to develop an amnesty or responsible action protocol. The very low numbers of students with alcohol violations on campus support this action. In addition, PCC does not have an Athletics Department and no policies applicable to team sport and drug testing is required.

#### **Athletic Department Alcohol and Drug Use Policy:**

As stated above, policies for this area are not applicable to PCC since the college does not have an Athletics Department and does not sponsor or support athletics sports. An Alcohol or Drug Use Policy is not required.

#### **Employee Assistance Program Referral Policy:**

##### **Staff Program:**

Pueblo Community College provides staff and faculty the Colorado State Employee Assistance Program (CSEAP) which assists employees in assessment, referral, and acquiring short term counseling service.

##### **PCC Behavioral Intervention Team (BIT):**

Students who find themselves in violation of drug and alcohol policies may be referred by the Judicial Office to the Behavioral Intervention Team (BIT). The BIT, a cross-representation of constituents, reviews student cases and refers students to external referral agencies for intervention assistance. The PCC Health Clinic also provides limited services to students and staff experiencing drug and alcohol problems. [Refer to the website link for details.](#)

#### **Financial Aid Drug Convictions Policy:**

Is found in the [2016-2017 financial aid handbook](#) (pages 1-19 - 1-20):

At PCC, a student is ineligible for financial aid if the student is convicted of a drug violation that took place while the student was receiving financial aid. A conviction is not counted if the offense was not during a time when the student was receiving financial aid. unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a drug or alcohol conviction reversed, set aside, or removed from the student's record does not count against the student, neither does one received when the student was a juvenile, unless the student was tried as an adult. The chart below illustrates the period of ineligibility for FSA

funds, depending on whether the conviction was for sale or possession, and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

| <b>Periods of Financial Aid Ineligibility</b> |                                    |                                 |
|---|------------------------------------|---------------------------------|
|   | <b>Possession of Illegal Drugs</b> | <b>Sale of Illegal Drugs</b>    |
| <b>1<sup>st</sup> Offense</b>                 | 1 year from date of conviction     | 2 years from date of conviction |
| <b>2<sup>nd</sup> Offense</b>                 | 2 years from date of conviction    | Indefinite period               |
| <b>3+ Offenses</b>                            | Indefinite period                  |                                 |

When a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the long period of ineligibility prevails. The College will provide each student, who becomes ineligible for FSA funds, due to a drug conviction, a written notice of their eligibility loss and the directions on how a student's Financial Student Aid eligible can be restored.

A student regains eligibility the day after the period of ineligibility expires (i.e., for a 1st or 2nd offense); or when the student successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests provided by the rehabilitation program. Any future drug or alcohol conviction will make the student ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

1. Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program;
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession are maintained on the student's record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify and provide documentation they have successfully completed the rehabilitation program. When a student responds to a drug or alcohol conviction question on the FAFSA, the student is not required to confirm the reported information unless there is conflicting information.

When a student regains eligibility during any financial aid award year, the student may become eligible for the Pell Grant, TEACH, or Campus-Based aid for the current payment period and eligible for the Direct Loans for the period of enrollment.



### **Alcohol/Drugs use in the Classroom:**

Student suspected of using drugs in the classroom will be reported by the observing individual (i.e. faculty, staff, and students). The report form is accessible on the portal and on the [Judicial Affairs website](#).

### **Alcohol Poisoning/Drunk Students:**

A student placing themselves and others at risk is in violation of the Student Code of Conduct (conduct that is detrimental to the College or the safety of self and/or others). A student found to be incapacitated due to alcohol poisoning will be escorted to a local medical facility by the Department of Public Safety. If a student is a minor, the parents will be immediately contacted. The student will face disciplinary actions as prescribed in the PCC Student Handbook.

### **Authority for Policy Oversight:**

#### **Administration of Policy:**

The Dean of Student Success Office is responsible for the administrative planning and execution of the Biennial Review, inclusive of any biennial recommendations.

#### **Monitoring of Policy:**

The Dean of Student Success Office works in collaboration with a cross representation of college staff to monitor and execute the policy and keep the PCC community current on policy updates. The primary offices involved include the Institutional Research group, Judicial Affairs Officer, and the Public Safety Office.

#### **Discipline/Sanctioning/Adjudication of Policy:**

The Dean of Student Success Office through the Judicial Affairs Officer is the primary PCC facilitator of the discipline, imposing sanctions, and adjudication of student cases and violations. This includes keeping records and meeting reporting requirements.

## Methods used for General Enforcement:

### Description of Law Enforcement/Security Forces and Authority/Jurisdiction:

The Pueblo Community College Department of Public Safety provides law enforcement and security services to the Pueblo and Fremont campuses in an effort to provide a safe campus for students, staff, faculty, and visitors. Pueblo Community College maintains its own professional police department. The department is staffed with experienced State-Certified peace officers who are current in Colorado Peace Officer Standards and Training (P.O.S.T.) procedures. State law grants PCC police officers the same powers of arrest as city and county officers. The Police Department also employs state security guards who also have the power to arrest while on campus, per Colorado State Statute (C.R.S. 24-7-103). A representative from the PCC Department of Public Safety also participates with the College Emergency Management Team (CEMT) and the Behavioral Intervention Team (BIT).

### Working Relationship with Other Law Enforcement Agencies:

Pueblo Community College Department of Public Safety maintains excellent working relationships with all local and state law enforcement agencies. PCC maintains four campuses: Pueblo, Fremont, and SCCC Campuses at Durango and Mancos. PCC's main campus is located in the City and County of Pueblo, therefore working closely with Pueblo County Sheriff's Office and Pueblo Police Department. Memorandums of understanding are in place with both agencies for immediate mutual aid assistance. The Fremont campus is located in Cañon City and is staffed with a State-Certified peace officer and security guard. There is as a memorandum of understanding with the Cañon City Police Department for mutual aid assistance. The Durango and Mancos campuses are staffed with private security guards. Law enforcement services are provided by the Durango Police Department (Durango campus) and the Montezuma County Sheriff's Office for Mancos.

### Violations of Judicial/Discipline Policy:

PCC had minimal use of alcohol on campus. The cases listed dealt with students who came to campus under the influence of alcohol. The two suspensions were students who had previous discipline cases against them unrelated to alcohol use or possession.

The College has experienced a higher number of marijuana cases than alcohol cases. The cases in fall 2014 and spring 2015 involved students in the College's Alternative High School Diploma program with students between the ages of 17-20 and not enrolled in college-level classes. All of the suspensions were students having marijuana in their possession and probation of students under the influence and not having marijuana in their possession.

PCC had a decline in marijuana cases from fall 2014 through fall 2015. We can only surmise the decline of marijuana use is due to the College's efforts to better inform students of the College policies related to marijuana possession and consumption on campus. The higher number of cases involved younger students believing that Amendment 64, the voter-approved amendment legalizing recreational marijuana sale, possession, and consumption in individuals'

homes, allowed them to possess and consume marijuana anywhere in public. The College has made known that PCC does not allow students to possess or consume marijuana on any of its campuses. The College has seen a decline in fewer cases involving marijuana usage and/or consumption. The College realizes the use/abuse, possession or consuming marijuana on campus, and believes either that students are less obvious regarding marijuana (using vapors and eating edibles as two ways that students are less likely to be caught with or under the influence), or that faculty and staff are more tolerant of marijuana usage. If the latter is true, then the College will work closely with the faculty and staff to report possible violations.

The cases involving other drugs use accounted for two students accused of heroin possession. In the first case, the student withdrew from classes before the College could address the allegation. The second case involved a domestic dispute where a former spouse reported the allegation. The allegation could not be substantiated resulting in the College dismissing the case.

**Behavior Reporting Form Charges per Term and Totals**  
**Resolutions and Sanctions**

| ALLEGATION                  | TERM        | CASES     | RESULT OF INVESTIGATIONS |                 |             |          |           |            |
|-----------------------------|-------------|-----------|--------------------------|-----------------|-------------|----------|-----------|------------|
|                             |             |           | CASE DISMISSED           | NOT RESPONSIBLE | RESPONSIBLE | Warning  | Probation | Suspension |
| ALCOHOL                     | FALL 2014   | 1         | 0                        | 0               | 1           | -        | -         | 1          |
|                             | SPRING 2015 | 1         | 0                        | 0               | 1           | 0        | 1         | 0          |
|                             | SUMMER 2015 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
|                             | FALL 2015   | 2         | 1                        | 0               | 1           | 0        | 1         | 0          |
|                             | SPRING 2016 | 1         | **                       | -               | -           | -        | -         | -          |
|                             | SUMMER 2016 | 0         | -                        | -               | -           | -        | -         | -          |
| <b>TOTALS - ALCOHOL</b>     |             | <b>6</b>  | <b>1</b>                 | <b>0</b>        | <b>4</b>    | <b>0</b> | <b>2</b>  | <b>2</b>   |
| MARIJUANA                   | FALL 2014   | 7         | 1                        | 2               | 4           | 0        | 2         | 2          |
|                             | SPRING 2015 | 5         | 0                        | 2               | 3           | 0        | 0         | 3          |
|                             | SUMMER 2015 | 0         | -                        | -               | -           | -        | -         | -          |
|                             | FALL 2015   | 1         | 1                        | 0               | 0           | -        | -         | -          |
|                             | SPRING 2016 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
|                             | SUMMER 2016 | 0         | -                        | -               | -           | -        | -         | -          |
| <b>TOTALS - MARIJUANA</b>   |             | <b>14</b> | <b>2</b>                 | <b>4</b>        | <b>8</b>    | <b>0</b> | <b>2</b>  | <b>6</b>   |
| OTHER DRUGS                 | FALL 2014   | 1         | *                        | 0               | 0           | -        | -         | -          |
|                             | SPRING 2015 | 0         | -                        | -               | -           | -        | -         | -          |
|                             | SUMMER 2015 | 1         | 1                        | 0               | 0           | -        | -         | -          |
|                             | FALL 2015   | 0         | -                        | -               | -           | -        | -         | -          |
|                             | SPRING 2016 | 1         | 0                        | 0               | 1           | 0        | 0         | 1          |
|                             | SUMMER 2016 | 0         | -                        | -               | -           | -        | -         | -          |
| <b>TOTALS - OTHER DRUGS</b> |             | <b>3</b>  | <b>1</b>                 | <b>0</b>        | <b>1</b>    | <b>0</b> | <b>0</b>  | <b>1</b>   |

\* Student withdrew from classes before case could be investigated

Source: Maxient database report, June 16, 2016.

**Number of Sanctions:**

The resolutions and sanctions data above identifies the number of students suspended for marijuana possession while on campus and the number of students on probation for being under the influence but not in possession of marijuana. During the four semesters reported,

Any areas highlighted in blue is a hyperlink which will direct you to a website.

only one student was involved in more than one incident; this student was placed on probation in fall 2014 semester and then suspended in spring 2015 for drug abuse.

**Requests to Serve Alcohol:**

Community individuals or groups may rent facilities on campus where alcohol may be served. No violations have resulted from these events. The PCC Conference and Event Services maintain records for events on campus that serve alcohol.

**Sanctions for Drug & Alcohol Use:**

Local, state, and federal laws make illegal use of drugs and alcohol serious and enforceable crimes. Convictions can lead to imprisonment, fines, and assigned community service. In order to assure fair and consistent treatment of all students or employees accused of illegal use of drugs and alcohol, the College will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the College as well complies with local, state, and federal regulations.

Sanctions will be imposed on students or employees who violated State Board or College drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, disciplinary action including termination for employees. (Refer to Student Handbook or the System Policy 4-30).

**Drugs and Alcohol on Campus or as Part of any College Activity:**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), PCC students, staff, or faculty shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or as part of any College activity. Any student, staff, or faculty convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. These penalties range in severity from a fine of \$100 up to \$8,000,000 and/or life imprisonment.

The exact penalty assessed depends upon the nature and severity of the offense. The possession and/or consumption of alcohol by a minor are addressed in the Student Handbook. The College will impose penalties against students who violate the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226).

Violators will be subject to disciplinary action under student disciplinary policies. The sanctions include, but are not limited to, probation, suspension, or expulsion from the College, termination of employment, and referral to authorities for prosecution, as appropriate. Employees are subject to corrective and/or disciplinary action including termination from employment per State Personnel Rules and Regulations.

**Campus Alcohol Policy:**

Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or vinous or spirituous liquor. The furnishing of alcoholic beverages to under-age persons is prohibited.

No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.

Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area. (Drug & Alcohol: BP 3-24 and Student Handbook.)

**Student Code of Conduct – Related to Alcohol and Drugs:**

- **Administration of Policy:** The Office of Student and Judicial Affairs is the primary office dedicated to enforcing and administering disciplinary action and sanctions.
- **Monitoring of Policy:** The Dean of Student Success, Student and Judicial Affairs, Public Safety, and BIT are all key overseers of the policies related to alcohol and other drugs.
- **Overseer of Adminstrating Policy:** The Dean of Student Success in conjunction with the President's office. Administrative Policies 100, 300 and 800 contain student relevant policies.
- **Overseer of Monitoring Policy:** The Colorado Community College System Office, the President of the College, all Academic Deans, and the Dean of Student Success, all have oversight of the policies in their areas.
- **Overseer of Discipline Sanction and Adjudication:** The Director of Student and Judicial Affairs along with all other staff, faculty, and students who report alcohol/drug violations.
- **Methods used for Enforcement:** The responsibility of administering the PCC student discipline system is delegated to the Dean of Student Success Office through the Director of Student and Judicial Affairs (DSJA). The Dean of Student Success Office through the Director of Student and Judicial Affairs may delegate authority to other groups or individuals for handling violations of the College Student Code of Conduct. The College attempts to resolve all cases at the lowest level possible, and all discipline related activities are monitored by a central administrative authority to ensure fairness and consistency. Therefore, all disciplinary proceedings and sanctions imposed by any designated discipline officer will be reported to the Dean of Student Success Office through the Director of Student and Judicial Affairs or designee for record-keeping and documentation.

Any areas highlighted in blue is a hyperlink which will direct you to a website.

When a case is not resolved at the lowest possible level, other persons may become involved in the discipline process. The intent of College is to afford timely due process in a fair and equitable manner. The following procedures summarize the process for all disciplinary cases which are a reflection of student behavior. Included in such behaviors are allegations of Academic Dishonesty. Any member of the College community may file a complaint or charges against any student for proscribed conduct, misconduct, or violations, hereby referred to as misconduct. Charges shall be prepared in writing and submitted to the Dean of Student Success Office through the Director of Student and Judicial Affairs. Any charge should be submitted as soon as possible after the event takes place. College disciplinary proceedings may be instituted against a student charged with a violation of a law if the violation occurred at the College or College-sanctioned event or was of such a nature as to impact the educational mission of the College, and a violation of the College's Student Code of Conduct.

- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The procedural rights afforded to students may be waived by the student. The Dean of Student Success or designee shall receive all allegations of student misconduct, investigate the complaints, including meeting with the student to give them the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on Federal or State Civil Rights Laws, the College will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President's Procedure (SP) 4-31a.
- Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the Dean of Student Success or designee shall render a sanction decision. The Dean of Student Success or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved. If an administrative resolution is not achieved, the Dean of Student Success or designee shall issue a decision determining whether the alleged conduct occurred; whether the conduct violated the Student Code of Conduct or other College procedures; and impose a sanction(s) as appropriate. The student shall receive written notice of the decision and be advised of their right to appeal the decision, subject to the grounds below, by filing a written appeal with the Dean of Student Success or designee within seven (7) days of service of the decision.
- In the event of an appeal, the Dean of Student Success or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response); the Dean of Student Success or designee will then draft a response memorandum (also shared with all parties). All appeals and responses are forwarded to the appeals

Any areas highlighted in blue is a hyperlink which will direct you to a website.

officer or committee for initial review to determine if the appeal meets the limited grounds and is timely.

- Alcoholic Beverages – Payment from college accounts. This section is not applicable to PCC.

#### **Alcoholic Beverages – Sale, Serving, and Consumption:**

Pueblo Community College will take immediate action if any student or employee is violating a law related to the use and sale of alcohol and/or drugs. The possession, sale, and use of any illegal drug are strictly prohibited on the PCC Campus. Any violations will be immediately reported to the law enforcement entity responsible for the campus where the violation occurred. Alcohol sale, use, and possession are dictated by Colorado law and PCC Policies and Procedures. PCC will strictly enforce these laws and policies. The following applies to all students, employees, and guests of the College.

The sale of alcoholic beverages is prohibited except in designated areas, at times and dates approved by PCC Administrators and licensed by the Colorado State Department of Revenue.

- Persons under 21 years of age cannot legally possess or consume malt (6 percent beer), fermented malt liquor (3.2 percent beer), or vinous or spirituous liquor. The furnishing of alcoholic beverages to under-age persons is strictly prohibited.
- No person under legal drinking age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- Alcohol cannot be consumed or carried in open containers on any street, sidewalk, alley, automobile, or public area. Refer to the Drug & Alcohol (BP 3-24) 2016-2017 Student Handbook.

#### **Available Counseling, Treatment, and Rehabilitation Programs:**

The College does not provide direct counseling, treatment or rehabilitation services on any of its campuses. It does, however, provide information regarding referral services at each campus location:

List of referral programs offered relating to drug and alcohol uses:

- [Parkview Medical Center](#): adult chemical dependency program offers students Confidential Care, 12 step programs, Family programs, Individual Family therapy, Relapse support, Workshops treatment on co-occurring disorders, all with a holistic approach. Every attempt is made at PCC to timely refer students to those community services that will provide support.
- [Addict2Athlete](#)
- [Alano Club](#) (support & referral)

Any areas highlighted in blue is a hyperlink which will direct you to a website.



- Alcoholics Anonymous: PCC works to connect to local AA classes and groups throughout the local counties we serve.
- Crossroads Turning Point
- Health Solutions formerly Spanish Peaks
- Substance Abuse Program
- Special Women's Services

**Collaborations with Local Agencies:**

The College will continue to develop and outreach to the community it serves and to make available assistance health and human services programs which can better serve students and employees. (Appendix: See Community Resource List).

**Employee/Program - CSEAP:**

Pueblo Community College provides staff and faculty the Colorado State Employee Assistance Program (CSEAP) which assists employees in assessment, referral, and acquiring short term counseling service.

**PCC Behavioral Intervention Team:**

The Behavioral Intervention Team, a multidisciplinary college team reviews reported cases and may refer a student to an outside counseling or intervention agency. Often when students find themselves in violation of drug and/or alcohol policies the Judicial Affairs Office staff will refer a student to the Behavioral Intervention Team to determine needed intervention. The BIT team collaborates closely with the [PCC Health Clinic](#) who also provides a number of services to students and staff.

## Alcohol and Other Drugs Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data

### Prevention Efforts

#### Programs/Interventions/Type and Classification:

The College each semester sends a notification to students regarding marijuana use on campus. College policy mandates it will not permit students or staff to possess or be under the influence of marijuana. E-mail notifications to students and college employees started in the fall 2015 referencing the violation of drugs and alcohol to students at the College, specifically, the marijuana policy; in spring 2016, the College sent information on heroin and prescription drugs. In fall 2016, the College will send out information on cocaine and other recreational drugs policies. In spring 2017, the College will send updated information on marijuana and alcohol policies, and in fall 2017 the College will send updated information on heroin and prescription drug use and abuse.

#### Identified Group Based and Individual Based Offerings:

- **Addict 2 Athlete Outreach** to athletes having struggled with addiction. **Group Based Classifications.**
- **Alano Club:** This support and referral program was helpful for older student wanting to connect with older addicts. **Group Based Classifications.**
- **Alcoholics Anonymous:** PCC will refer students to the meetings. **Group Based Classifications.**
- **Crossroads Turning Point:** While very few students took advantage of this residential drug and alcohol program, it helps rehabilitate addicts and gives them the resources to get a fresh start. **Individual Based Classifications.**
- **Health Solutions, formerly Spanish Peaks,** is a full service assistance program. **Individual Based Classifications.**

The Pueblo Community College Department of Public Safety has partnered with PS CARE (Psychology and Sociology student club) to assist with educating the campus community about the dangers of driving under the influence (DUI) of drugs and/or alcohol. On March 30, 2016, during the annual student sponsored event, Spring Fling, students, staff, faculty, and visitors were given the opportunity to wear the DUI goggles as PCC Police Officers had them perform the SFST (Standard Field Sobriety Field Test). On April 25, 2016, a second event was also held including the use of the DUI goggles, Standard Field Sobriety Field Test, and adding the use of four-wheel peddle cars. Both events afforded participants an opportunity to experience and

discuss the effects of drugs and alcohol related to operating a motor vehicle while under the influence of said drugs/alcohol.

**Universal or Entire Populated Based Programs Programs/Interventions under consideration on campus:**

- On-Line Alcohol Education Programs (i.e., Alcohol/Edu,MyStudentBody).
- Collaboration with the Social Marketing Campaigns, with the PCC's marketing team, to explore college awareness and optimize outreach at all campus locations.
- Awareness campaigns: in addition, PCC is working closely with the Associated Student Government and Student Life Office to plan and implement other Awareness Programs in 2016-17.

**Environmental/Socio-Ecological Based Programs**

Pueblo Community College will continue to explore other awareness programs designed to accentuate the negative impact of use/abuse of alcohol/drugs in fostering a comprehensive positive campaign for students and the college community. Such as:

- Alcohol and other Drug Task force, Campus coalition, Campus/Community coalition, and available support groups.
- Alcohol-Free Social Options.
- Social Norms Campaign.
- Wellness Programming Facilities.
- Increased Service Learning/Volunteer Opportunities.
- Alcohol Minimization of Tailgating and other Campus/Community Celebratory Events.
- Social Host Ordinance Development/Creation.
- Responsible Beverage Service/Server Education Programs.

## Alcohol and Other Drugs Goal Achievement and Objective Achievement

### How PCC addressed the recommendations from 2014:

- Develop new comprehensive list of protocols on delivery of DAAPP (developing the wellness consortium.)
  - The College developed a comprehensive protocol for delivering the DAAPP document to all new and continuing students and employees on an annual basis. This protocol is included in this document. The College did not develop a wellness consortium, but it did develop a College Wellness Committee that will be asked to address issues related to drug and alcohol abuse.
- Survey will be conducted in 2014 to gain a baseline for assessing the program.
  - The College conducted a survey in fall 2014 that provided a baseline for assessing the program. Information regarding this survey is included in this document.
- We are currently working to establish MOU's with local drug and alcohol rehabilitation offices, the department of health, the options program that teaches addicts and users to find new options instead of using drugs and alcohol. And several other agencies that will assist our students in a holistic way.
  - The College chose not to pursue MOUs as a result of the fall 2014 survey, which did not identify a need for the College to provide such resources for our students.
- Improvement of quality treatment for students needing assistance.
  - The College addressed this recommendation by bringing Catholic Charities and the Department of Social Services staff members to the Pueblo Campus through the Project ACCESS program.
- Develop new code of conduct sanctions the AOD uses and steady our focus on retaining and graduating students of concern.
  - Due to the dearth of drug and alcohol cases at the PCC campuses, the College found no need to develop new sanctions.
- Improvement of programs and educational offering
  - The College addressed this recommendation by having Student Judicial Affairs and the Wellness Clinic provide information on specific drugs and alcohol to all students twice per semester, beginning in fall 2015.
- Develop embedded processes/ protocols that will improve our current record keeping practices.

- The College recognized during the biennium that it did not need to improve its record keeping practices.
- Actualize and build upon two way communications with our system offices
  - The College recognized that it has developed a strong working relationship with the CCCS offices and continues to communicate actively with the offices.
- We are currently working on an annual calendar that is our guide throughout the year to send out notifications and any reports.
  - This calendar is an ongoing College project.
- Actual goals and objectives that will receive specific focus during the next biennium period.
  - The College developed goals for the 2016-2018 period and included these in this document.
- If possible, action, plan, or steps to be taken to help meet goals and objectives, including time lines, individual/office being responsible, etc.
  - The College has addressed the elements of this recommendation through its efforts related to the other recommendations.

## Recommendations for Next Biennial Review

### Goals for next Biennial Review:

- Conduct a Survey in 2016 to gain a baseline for assessing the Drug and Alcohol Awareness and Prevention Program (DAAPP).
- Strengthen programs and educational offering.
- Build on community drug and alcohol resources.

## Recommendations for Improvements

### Alcohol and Other Drugs Prevention Program

Pueblo Community College (PCC) is a commuter college serving many adult students and during this reporting period has experienced minimal alcohol problems on its campuses. PCC has had infrequent complaints about students smelling of alcohol or drugs, or in possession of it. At PCC, it is probable that there are students dealing with the negative effects of alcohol and drug abuse. PCC needs to meet not only the academic needs of its students but the social and cultural needs as well. A summary of the recommendations PCC is committed to for the next two (2) years as follows:

#### Focus on Notifications of our Drug and Alcohol Programs:

PCC will continue to provide a number of extracurricular opportunities and programs that can help students deal with drug or alcohol abuse. PCC will continue to be pro-active in providing information to students as well as faculty and staff regarding the risks associated with alcohol and drugs abuse. To assist employees as well as students, the College provides a long list of local community health organizations with professional referrals needed to overcome addiction and abuse. PCC is committed to continual quality improvements in the delivery of services to student and employee, and notifying the college community on DAAPP policies, procedures, and offerings to develop a more fluid and seamless process for students to get information and to utilize the services. To this end, the College will focus on:

- Making PCC tobacco free.
- Engaging the College community in alcohol and drug national campaigns.

## **Focus on Strengthening Sanctions/Offerings on Drug and Alcohol Related Incidents:**

Pueblo Community College has established a balanced approach for students found responsible for violating drug and alcohol policies and protocols. The balanced approach is for students and employees to take responsibility for making better decisions.

- Recommend alcohol and drug related classes for students found in violation of the Student Code of Conduct or staff in violation of employee standards.
- Provide resources for students who violate the student drug and alcohol policy and seek to find new and effective sanctions designed to correct behavior (educate) versus punishment.

## **Judicial Affairs:**

PCC offers a judicial process putting students first and student success as the goal. Whether it's success at a college, or success in overcoming some of life's biggest obstacles, students deserve to be respected and valued as they move and strive toward their personal, career, or professional goals. The challenge of adjudication is a job requires working toward maintaining better communication about the process. The College recognizes that we have an obligation to impress upon the college community that decisions are being made in the short/long term interest of the student, employees, and the institution.

## **A Focus on Collaboration:**

In the coming year, PCC will attempt to increase the drug and alcohol educational programs with the community partners.

## **VAWA Focus:**

The Violence against Women's Act or (VAWA) initiatives will continue to be a priority with the College. Drugs and Alcohol contribute to the problem of violence against women. PCC is committed to developing programs that will address and educate the community about violence and the use of drugs and alcohol.

## **Assessment Focus:**

The College will continue to improve the evaluation of Alcohol and Drug program offerings.

## Summary

The 2016 review of the drug and alcohol policies has afforded an opportunity to continue building upon the existing drug and alcohol program. The Biennial Report Team's review of the programs and data has helped to evaluate strengths and weaknesses of existing programs. It provides a renewed sense of direction and purpose for the next two (2) years. As mentioned in this report, the challenge faced in Colorado with the new marijuana laws will continue to pose a challenge to Pueblo Community College students and staff. In an effort to address these challenges, the College's mission will be to continue working diligently to improve programming and educate the community on the impact of this drug. The College will continue to streamline its drug and alcohol policies as a catalyst to promote a positive impact on students, staff, faculty, and community members.



## Appendix

- Actual policy distributed to all students, staff, and faculty on DAAP Protocols sent out October 1
- Actual emails sent to all students, staff, and faculty
- Survey results/executive summaries distributed by mid-October
- Policy and program related materials and supporting data/references distributed by mid-October

### **Addressing calls regarding alleged criminal activity, harmful activity, and/or violations of the PCC Student Code of Conduct.**

1. If a person at Pueblo Community College receives a call where the caller alleges that a PCC employee and/or student has or is planning to commit a criminal activity, an activity that could harm the College, and/or an activity that would be a violation of the PCC Student Code of Conduct, the following steps should be adhered to:
  - a. Attempt to obtain the name of the caller
  - b. Attempt to obtain the phone number of the caller
  - c. Attempt to find out the reason why the person is making the call
  - d. Gather all information possible about the alleged action
  - e. Forward all of the above information to the PCC Department of Public Safety

At this point, the recipient of the call has fulfilled their responsibility. The College requires the recipient of the call to protect the confidentiality of all parties.

2. The College will have the Department of Public Safety (DPS) investigate the allegation(s). DPS will:
  - a. involve the PCC Student and Judicial Affairs Office if the allegation involves a student(s).
  - b. defer to the PCC Student and Judicial Affairs Office if the allegation involves academic misconduct.
  - c. investigate the allegation together with the PCC Student and Judicial Affairs Office on other issues.
  - d. involve the Human Resources Office if the allegation involves an employee who is not a student.

Any areas highlighted in blue is a hyperlink which will direct you to a website.

- e. be responsible for notifying any PCC office that might have a direct interest in the allegation.

**For example:**

**DPS will:**

- notify the PCC Financial Aid office if the allegation is credible and involves the use of financial aid funds.
- notify the Library if the allegation is credible and involves the theft or destruction of Library materials.
- notify Admissions and Records if the allegation involves misuse or tampering with college transcripts.
- notify Admissions and Records if the allegation is that a student has provided false information on an application.

**Student Judicial Affairs Office will:**

- be responsible for notifying any PCC office or department that might have a direct interest in the allegation
- notify the specific academic department and/or division if the allegation is that a student has been, is, could be, or is planning to commit an act of academic misconduct on a test or an academic activity

3. All allegations relating to students will be documented in the student conduct manager software – Maxient.

## **[ALCOHOL AND DRUGS](#)**

### **ANNUAL SECURITY REPORT/CLERY CRIME STATS:**

**[2014](#)**

**[2015](#)**

**[2016](#)**

## STUDENT HANDBOOK

### HEALTH SERVICES

### COLORADO COMMUNITY COLLEGE SYSTEM

#### DEPARTMENTAL PROGRAM HANDBOOKS:

##### Background and Drug Checks:

Criminal background and drug checks are required of students entering all health certificate and/or degree programs. Certain offenses will preclude a student from enrolling in a health program. Students should check with the program Department Chair for specific requirements.

#### PROGRAMS

|                                 |                              |
|---------------------------------|------------------------------|
| Accounting                      | Applied Technology           |
| Automotive Technology           | Business Management          |
| Computer Information Systems    | Cosmetology                  |
| Dental Assisting                | Dental Hygiene – AAS & BAS   |
| Digital Media                   | Early Childhood Education    |
| Electromechanical Technology    | Emergency Medical Services   |
| Engineering Technology          | Fire Science Technology      |
| Health Information Technologies | Hospitality Studies          |
| Law Enforcement Academy         | Library Technician           |
| Machining Technology            | Medical Assistant            |
| Medical Sonography              | Nursing                      |
| Occupational Therapy Assistant  | Office Administration        |
| Physical Therapist Assistant    | Psychiatric Technician       |
| Radiologic Technology           | Respirator Care Practitioner |
| Surgical Technology             | Welding                      |

Any areas highlighted in [blue](#) is a hyperlink which will direct you to a website.

[Colorado Amendment 64](#) was a ballot measure to amend Colorado's Constitution, outlining a statewide drug policy for cannabis. The measure passed on November 6, 2012, and marked "an electoral first not only for America but for the world."<sup>[2]</sup> Now enacted as Article 18, section 16 of the state constitution, the law addresses "personal use and regulation of marijuana" for adults 21 and over, as well as commercial cultivation, manufacture, and sale, effectively regulating cannabis in a manner similar to alcohol.<sup>[3]</sup>

PCC's drug conviction policy is found in the [2016-2017 financial aid handbook](#) (pages 1-19 - 1-20):

## COMMUNITY RESOURCES LIST:

### Pueblo Campus:

- Addict2Athlete – 1000 West 6<sup>th</sup> Street, Suite T, Pueblo, CO 81005 – 719.250.7805
- Alano Club (support & referral) - 320 Clark Street, Pueblo, CO 81003 – 719.542.6347
- Alcoholic Anonymous - 4035 Club Manor Drive, Suite A, Pueblo, CO 81008 – 719.546.1173
- Crossroads Turning Point - 509 E. 13th Street, Pueblo, CO 81001 – 719.546.6666; Special Women's Services - 3500 Baltimore, Pueblo, CO 81008 – 719.545.1181
- Parkview-Chemical Dependency Program - 58 Club Manor Drive, Pueblo, CO 81008 – 719.584.4343 Adolescent Substance Abuse Program - 56 Club Manor Drive, Suite 104, Pueblo, CO 81008 – 719.584.4457
- Suicide Prevention – Teen Hot Line – 1.800.273.8255

### Fremont Campus:

- Alcoholics Anonymous – 719.275.7089
- Family Crisis Services, Inc. - 3228 Independence Road, Cañon City, CO 81212 – 719.275.2429
- Rocky Mountain Behavioral Health - 3239 Independence Road, Cañon City, CO 81212 – 719.275.7650
- Solvista Health; Cañon City call 719.275.2351; Westcliffe call 719.783.9064

### **SCCC West Campus (Mancos) and East Campus (Durango)**

- Al-Anon and Al-Ateen Family Groups SW Groups – 970.259.2982
- Alcohol & Drug Treatment Referral – 800.454.8966
- Detox of La Plata County, Durango, CO – 970.259.8732
- Preferred Counseling Services, Durango, CO – 970.739.8970 or 970.259.3952
- Recovery Center – CARS, Cortez, CO – 970.565.4109
- Axis Health System (formerly Southwest Colorado Mental Health Center, Inc.)
  - Cortez, CO – 970.565.7946
  - Durango, CO – 970.259.2162
  - Pagosa Springs, CO – 970.264.2104
  - Emergency Suicide Prevention – 970.247.5245
  - Crossroads – Emergencies, Durango, CO – 970.403.0180