



## 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 paragraph (1) of 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**  
**Department of Public Safety**  
**Disability Resources and Services Staff**  
**Student Life Staff**

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

**Clery Act:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, 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:** 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 Notification:** 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 and any incidents of larceny-theft, simple assault, 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 Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution, 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. Non-campus property may be located anywhere in the world.

**Pastoral Counselor:** An individual recognized by a religious order or denomination who provides confidential counseling and is functioning within the scope of that recognition as a Pastoral Counselor. Pastoral Counselors, when acting within that capacity, are not Campus Security Authorities.

**Professional Counselor:** An individual whose responsibilities include providing mental health counseling to members of the College community and who are functioning within the scope of their professional license or certification. Professional Counselors, when acting in that 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 campus and the larger community and is committed to complying with the Clery Act and making its campuses safe and secure. In accordance with the requirements 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 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 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, local law enforcement, and Campus Security Authorities (CSAs).
8. Annually submit to the Department of Education 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**

Whenever a Clery Crime has been reported and it is determined that an ongoing threat to the safety of students or employees exists, the College will issue a Timely Warning. Timely Warnings may be issued by any reasonable means of communication to the campus community, but, most commonly, will be made through the PCC email system, the myPCC text alert system, and on one or more of the College's social media sites. All crimes should be immediately reported to the PCC Police Department (PCCPD) so that an evaluation can be made as to whether a timely warning is warranted. In Timely Warnings, the College will assure that the names of crime victims are not publicly disclosed.

The College will follow certain procedures in determining whether or not a Timely Warning will be issued. Once the initial report of a Clery crime has been received, the PCCPD will contact the Vice President of Finance and Operations and/or the College President if the Vice President of Finance and Operations is unavailable to receive information about the crime and any ongoing threat to safety that may exist in connection with the crime. If either agrees that a Timely Warning should be issued, it will be issued promptly. In the event that PCCPD personnel are unable to contact the Vice President of Finance and Operations or President in a timely fashion, the Chief of the PCC Police Department, or an officer acting with the Chief's authorization, may issue the Timely Warning.

## **EMERGENCY NOTIFICATIONS**

Whenever it is confirmed by the College that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on or nearby the campus (or other place where the Clery Act applies to PCC), the College will issue an Emergency Notification. The Emergency Notification is issued immediately upon confirmation that a dangerous situation, threat, or emergency exists.

The decision to issue an Emergency Notification may be made by the Chief of PCC Police, an officer expressly authorized by the Chief of PCC Police, the Vice President of Finance and Operations or the PCC President. Because of the urgent nature of these notices, the College's primary objective will be to confirm whether or not such emergency conditions exist as quickly as possible, determine the content of the notification, and issue the notification without delay.

The kinds of situations in which an Emergency Notification would be issued include (but are not limited to):

- Outbreak of infectious disease such as meningitis, norovirus or other serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak or chemical spill
- Terrorist incident
- Armed intruder/Active Killer

- Bomb threat
- Civil unrest, rioting or campus protest
- Explosion or large fire

## **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 and published in the annual ASR. The statistics are compiled from CSA reports, the Pueblo Police Department, Cañon City Police Department, Montezuma County Sheriff’s Office, the Durango Police Department as well as the PCC Police Department. Each year the Vice President of Student Success through the Assistant to the Vice President of Student Success 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.

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 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 System Procedure 19-60 ([SP 19-60](#)). 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 conduct an investigation 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 give consideration to 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 conduct an investigation into 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 and SP 4-30, 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 is 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 OR OTHER EMERGENCY**

Pueblo Community College requires the prompt reporting of crimes and other emergencies to Pueblo Community College Police Department (PCCPD). Prompt reporting expedites safety, investigation, crime reduction, community awareness, and accurate statistical data collection.

In the event of any crime, fire, or emergency on campus or its surrounding area(s), students and employees should immediately notify the law enforcement entity for the respective location, as follows:

**Pueblo Campus** - Pueblo Community College Police Department, Student Center, Room 152 at 719.549.3355, 911 or by using one of eight Blue Emergency Phones, located throughout the Pueblo campus. The phones are directly connected to the Pueblo County Sheriff's Office Communication Center who dispatches PCC police officers.

**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 719.583.6250

**Fremont Campus** - Pueblo Community College Police Department (Room FC115), 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 or 911

**Fremont County** - Fremont County Sheriff's Officer, 100 Justice Center Road, Cañon City, CO 81212 at 719.276.5555 or 911

**PCC Southwest Site/Bayfield** – Bayfield Marshal's Office, 1199 Bayfield Parkway, Bayfield, CO 81122 at 970.844.9636 or 911

**PCC Southwest Site/City of Durango** – Durango Police Department, 990 E. 2nd Ave., Durango, CO 81301 at 970.385.2900 or 911

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

## **REPORTING CRIMES ON A VOLUNTARY, CONFIDENTIAL BASIS**

Crime victims or witnesses may report crimes on a voluntary confidential basis and will be included in the annual disclosure of Clery crime statistics. Procedures are included in the ASR. Among the confidential resources to whom such reports may be made are designated victim advocates, Pastoral Counselors, and Professional Counselors.

The College will not publish the names or other identifying information (addresses, ID numbers, etc.) of victims of sexual or gender violence crimes in any public record (unless required to do so by law), including in Daily Crime Logs, Timely Warnings, and Emergency Notifications).

A witness to a crime and who wishes to remain anonymous may also call the following telephone number to report a crime anonymously. These numbers 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 Campus and Sites - Durango-La Plata Crime Stoppers at 970.247.1112
- Any Campus - [Safe2Tell](#): 1.877.542.SAFE

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Physical security is a critical part of the safety we enjoy at PCC. The Campus Emergency Management Team, Department of Public Safety, and Facilities Management are key partners in maintaining security. These teams meet regularly to ensure prompt repair of safety-related maintenance issues like door locks, lighting, surveillance systems, etc. Facilities Management reviews all repair orders daily and prioritize for immediate timely review and repair as quickly as possible.

## **EMERGENCY RESPONSE AND EVACUATION**

The College publishes procedures for emergency response and for evacuating the campus, or portions of the campus, when required. Standard Response Protocol procedures and emergency procedure flipchart guides are posted in classrooms and throughout College buildings.

In accordance with Clery Act requirements, the College publishes annual information about the exercises it uses to test its [emergency operations plan](#) in the Annual Security Report (ASR).

## **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! 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.

## **PCC POLICE JURISDICTION; AGREEMENTS WITH OTHER LAW 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. PCC police officers have arrest powers granted by Colorado State Statute (C.R.S. 24-7). The PCC Police Department also employs state security guards who also have the power to arrest while on campus. PCC maintains three (3) campuses and two (2) sites (Pueblo Campus, Fremont Campus, PCC Southwest Site (Durango), PCC Southwest Site (Bayfield), and PCC Southwest Campus (Mancos); all located in the state of Colorado. The PCC's main campus is located in the City and County of Pueblo and works closely with the Pueblo County Sheriff's office, and Pueblo Police Department. Memorandums of Understanding are in place with both agencies to assist and provide immediate mutual aid assistance. The Fremont campus located in Cañon City is staffed with a state-certified peace officer and security guard. A Memorandum of Understanding (MOU) is in place with the Cañon City Police Department to provide additional law enforcement services as needed. The PCC Southwest Campus (Mancos) and PCC Southwest Site (Durango) are staffed with private security guards. Law enforcement services are provided by the Durango Police Department for the Durango Site, the Montezuma County Sheriff's office for the Mancos Campus, and the Marshal's office for the Bayfield Site. MOUs are retained with the office of the Vice President of Student Success.

## **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 Protocol 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 [Handbook](#) for Campus Safety and Security Reporting, Department of Education.

[PCC Drug and Alcohol Policy](#).