

# **Casper College Annual Security and Fire Safety Report**

**2019**

## Table of Contents

Letter from the Vice President of Student Services.....	4
Letter from the Director of Campus Security .....	4
Preparation and Distribution of the Annual Security and Annual Fire Safety Report.....	5
Definitions of Terms and Crime Definitions .....	6
Campus Security Authority.....	11
Crime Reporting Procedures.....	12
Safety on Campus .....	13
Confidential Reporting.....	13
Campus Emergency Notification.....	14
Timely Warnings .....	15
Emergency Response Guide .....	16
Drills, Exercises, and Training.....	16
Daily Crime Logs.....	17
Security and Access to Facilities .....	17
Security Awareness Programs for Students and Employees .....	19
Crime Prevention Programs for Students and Employees.....	19
Alcohol and Drugs .....	20
Substance Abuse Education.....	21
Sexual Assault Prevention and Response .....	21
Reporting.....	21
Notification of law enforcement .....	22
Confidentiality .....	23
Resources and Support.....	23
Interim Actions .....	23
Due Process.....	24
Investigating a Complaint.....	24

Sanctions and Protective Actions.....	24
By-Stander Intervention.....	25
Sex Offender Registration.....	25
Student Discipline/ Code of Conduct .....	25
Student Rights and Responsibilities.....	26
Student Code of Conduct Link .....	26
College Jurisdiction .....	26
Criminal Activity off Campus Regarding Recognized Student Organizations .....	26
Missing Student .....	26
Procedures upon Receiving a Report of a Missing Person .....	27
Weapons.....	28
Student Handbook Link .....	28

## Letter from the Vice President of Student Services

The Casper College Annual Campus Security and Fire Safety Report, includes crime and fire statistics for 2017, 2018, and 2019. This report contains information on the resources and services available to you as a student or employee of Casper College. It also contains statistics about crimes reported on or around our campus, as well as fire safety information and statistics. We strive to make our campus as safe as possible, but it is up to all of us to assure this happens by being aware of policies and reporting potential problems as soon as possible.

We have campus security officers on campus 24 hours a day 7 days per week. They can be reached on campus by dialing extension 2688, or off campus at (307) 268-2688. For immediate threats call 911.

If you have any questions regarding the contents of this report or questions regarding safety, please direct your questions to the Director of Campus Security, John Becker at (307) 268-2672, or myself at (307) 268-2210.

Sincerely,

Kim Byrd

Vice President for Student Services

## Letter from the Director of Campus Security

Casper College Campus Security is here to ensure that the campus is a safe learning, living, and working environment for our students, faculty, staff, and visitors.

Please contact security, (307) 268-2688 with any questions or concerns that you may have; we are on duty 24/7, 365 days a year to serve you.

Sincerely,

John Becker

Director of Campus Security

**2016 Jeanne Clery Disclosure of Campus Security Policy and Fire Safety & Campus Crime Statistics Act (includes statistics for 2017, 2018, and 2019)**

## Preparation and Distribution of the Annual Security and Annual Fire Safety Report

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (Public Law 110-315), the following information is made available to current and prospective students, employees, and applicants.

Each year, the college discloses the crimes reportable under the Clery Act to the US Department of Education and the public. This information is derived from reports received by the Campus Security Department from members of the public, Campus Security Authorities on and off campus, outside law enforcement agencies, and anonymous reports. The crimes are compiled during each calendar year as required.

Each academic year, the Annual Security Report and the Crime Statistics for the preceding three calendar years will be published in this report as well as on the security website:

(<http://www.caspercollege.edu/sites/default/files/documents/security/annual-security-report.pdf>)

The Daily Crime Log will be posted on the Campus Security webpage, as well as in hard copy form in Strausner Hall, and distributed to other offices on campus for posting.

Each year, every currently enrolled student and employee of the college will be sent an email in his/her Casper College email account inbox, the official means of communication for Casper College, with the website address to access the Annual Security Report and Annual Fire Safety Report and other campus safety information.

The Office of Human Resources is in charge of making applicants for college employment aware of the means to access the Annual Security Report and the Crime Statistics for the college for the preceding three calendar years at the time their application is submitted.

The Office of Enrollment Services is in charge of making prospective students to the college aware of the means to access the Annual Security Report and the Crime Statistics for the preceding three calendar years.

## Definitions of Terms and Crime Definitions

The following information comes from a variety of sources. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest, and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. For the categories of Domestic Violence, Dating Violence, and Stalking, definitions are provided by the Violence Against Women Reauthorization Act of 2013.

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

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

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

**Burglary - Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.

**Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

**Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

**Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Destruction/Damage/Vandalism of Property:** Willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by any of the following;

- A current or former spouse or intimate partner of the victim.

- A person with whom the victim shares a child in common.
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

**Hate Crimes:** Are a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
  - Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related

term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

**Motor Vehicle:** A motor vehicle is a self-propelled vehicle that runs on land surfaces and not on rails. Examples of motor vehicles include sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, all-terrain vehicles, golf carts, and snowmobiles. Motor vehicle theft does not include farm equipment, bulldozers, airplanes, construction equipment, or water craft such as motorboats, sailboats, houseboats, or jet skis.

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

**Sexual Assault (Sex Offenses):**

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.



- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Stalking:** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to;
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.
- **Weapons:** Carrying, Possessing, Etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Other definitions defined by Casper College:**

**Anonymous:** An individual gives no personal information about himself/herself.

**Arrest:** Persons processed by arrest, citation, or summons. Issuance of college discipline, detention by investigation of college policy by security, housing, or other college authorities does not constitute arrest.

**Awareness programs:** Community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Business day:** Monday through Friday, excluding any day when the institution is closed.

**Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area 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).

**Campus security authority:** In addition to the Campus Security Department, other employees are considered “Campus Security Authorities” for the purposes of the Jeanne Clery Act. These positions include but are not limited to:

- Vice President for Student Services

- Professional and Student Employees of the Department of Housing and Student Life including the Director of Student Life, the Housing Area Coordinator, the Activities Coordinator, the Resident Assistants, and the Desk Attendants
- College Athletic Director, the Coaches and Assistant Coaches of any Casper College Athletic team
- Sponsors and Advisors of Student clubs or organizations

Campus Security Authorities are required to report any Clery Act-reportable offense of which they are made aware by any person to Campus Security in a timely manner.

Pastoral counselors and professional counselors are not considered to be “Campus Security Authorities” for the purposes of this document. Casper College does not employ any person designated as a Pastoral counselor. The Director of Counseling will report Clery reportable crimes as a statistic to the Campus Security Department. They will not provide the name of any party involved. However, if they deem it appropriate, they will inform the person whom they are counseling that they have the option to contact Campus Security and/or law enforcement to make a report of a crime.

**Clery geography:** For the purposes of collecting statistics on the reportable crimes for submission to the department and inclusion in an institution's annual security report, Clery geography includes- buildings and property that are part of the institution's campus; the institution's non-campus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

**Consent:** Knowing, voluntary, and clear permission, through word or action, to engage in mutually agreed upon sexual activity or contact. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence alone cannot be assumed to show consent. Absence of resistance does not imply consent. Previous relationships of prior consent cannot imply consent to any future acts. Consent cannot be obtained by coercion, force, or the threat of either. Consent can be withdrawn at any time. A person who was asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or whose agreement was made under duress or by threat, coercion, or force, cannot give consent.

**Disability:** An individual who has; (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; b) a record of such impairment; or (c) being regarded as having such an impairment.

**Location of Crime:**

- **On campus:** Anywhere on the Casper College campus, includes all properties owned by the college and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; or reasonably contiguous to the area and owned by the college but controlled by another person is frequently used by students and supports the institutional purpose.
- **Residence facilities:** College owned or operated residential facilities.

- **Non-campus property:** Building or property owned or controlled by institution in direct support of or in relations to the institution's educational purposes; is frequently used by students and is not within the same reasonably contiguous geographic area of the university, or is owned or controlled by a student organization that is officially recognized by the university.
- **Public property:** sidewalks, streets, and adjacent public property surrounding the campus. All streets, sidewalks, and parking lots contained within the boundaries of the campus proper are considered to be "On Campus" for the purpose of crime reporting. NOTE: Private residences and private businesses adjacent to campus are NOT public property.

**Ongoing prevention and awareness campaigns:** Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Referred for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Retaliation:** Adverse reaction taken against a person for reporting harassment, supporting a person bringing a grievance, or for assisting or providing information relevant to a claim of harassment. Includes but is not limited to intimidation, threats, or menacing behavior, coercion, or discriminatory actions.

**Sex offenses:** any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**Test:** Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

**Unfounded:** A complaint that is determined through sworn law enforcement investigation to be false or baseless. If the investigation shows that no offense occurred nor was attempted, procedures dictate that the reported offense must be unfounded.

## Campus Security Authority

Casper College Campus Security Officers are not law enforcement officers and do not have authority to arrest. The jurisdiction of the Campus Security Department is limited, in most cases, to the geographical boundaries of the Casper College campus.

Campus Security Officers do have the authority to enforce the rules and regulations of the College including the Student Code of Conduct, housing regulations, and parking and traffic regulations. They also have the authority to require identification of any person on the Casper College property and to order any person to leave the property if he/she refuses to provide identification or is not enrolled or employed at the college and has no legitimate business on the campus. They also have the authority to document incidents that occur on the campus for the

benefit of the college. They have the authority to summon assistance from local law enforcement or to refer matters involving a violation of federal, state, or local law, statute or ordinance to the appropriate law enforcement agency for resolution.

Additionally, Campus Security Officers have the authority to search any area owned or controlled by the college including the personal effects contained within any area owned or controlled by the college for contraband and prohibited articles, including, but not limited to, alcohol, drugs or controlled substances, weapons or stolen property. Any student or staff member refusing to allow a Campus Security Officer to search an area owned or controlled by the college or interfering with such a search is subject to disciplinary action and the Campus Security Officer may summon assistance from law enforcement. Campus Security Officers may ask the owner/operator of a privately-owned vehicle for permission to search the vehicle. The owner/operator has the right to refuse to permit a search, but may be ordered to remove the vehicle from campus pending review. Campus Security Officers have the authority to impound prohibited articles or to order their immediate removal from the campus.

The Casper College Campus Security Department maintains a professional working relationship with all local law enforcement agencies, including, but not limited to, the Casper Police Department, Natrona County Sheriff's Office, and the Wyoming Highway Patrol. Relationships are also maintained between Casper College and all state and federal law enforcement agencies as well. The local SRT team is made up of officers from a combination of the above-mentioned agencies who conduct training on campus on a regular basis. Casper Police officers also visit campus to become familiar with the buildings and their floor plans.

## Crime Reporting Procedures

Students, staff and visitors are encouraged to report all crimes and safety-related issues to the Campus Security Department (Strausner Hall # 205), or by calling (307) 268-2688, or to local law enforcement (Hall of Justice, 201 N. David Casper, WY 82601, (307) 235-8278), or by calling 911 from any campus telephone. If a report is made to the Campus Security Department that constitutes a violation of the law, the Campus Security Department will assist by contacting local law enforcement if it is desired. In certain cases, the Campus Security Department will summon local law enforcement regardless.

In the case of domestic violence, dating violence, stalking or sexual assault, a person may report the incident to one of the college's two Title IX officials instead of or in addition to Campus Security and/or the local police. The Title IX Administrator is the Associate Vice President of Student Services (Gateway Building # 412) who can be reached at (307) 268-2667. The second Title IX officer is the Director of Human Resources (Gateway Building # 402) who may be reached at (307) 268-2025.

Campus Security reports are public records subject to release under the Open Records Act. Therefore, there is no mechanism for voluntary confidential reporting of criminal offenses other than the anonymity offered by the CC Care Team form. Casper College cannot guarantee the confidentiality of any person who reports a crime.

Campus Security will investigate all reports made to it to the best of its ability and may refer reports of serious crimes to law enforcement. When Campus Security becomes aware of a potentially dangerous threat to the College community, an Immediate Notification or Timely Warning will be issued (See Policy Statement).

## Safety on Campus

Students, employees, and visitors are encouraged to take responsibility for their own security and the security of others. Knowledge of safety precautions and resources can make a difference in a crisis.

The following practices help protect everyone.

- In an Emergency call 911.
- Call Campus Security extension 2688 from any campus landline phone or (307) 268-2688 from a cell or off-campus phone for assistance on campus.
- Walk with a companion, especially at night. If a companion is unavailable at night, Campus Security may be called for an escort.
- Be aware of your surroundings, and alert for unusual or suspicious persons, vehicles or items.
- Listen to your instincts and act on them.
- Know the people you visit both on and off campus.
- Close and lock ground floor windows when you are not in your campus residence or office.
- Keep vehicle windows rolled up and doors locked at all times. Lock valuables in the trunk where they cannot be seen or take them with you.
- Notify Campus Security when working on campus at night or on the weekend in an area usually locked at that time, so officers are aware of your presence in case of an emergency.
- Be aware and concerned about use and abuse of alcohol and drugs. Sexual assaults and other violent acts occur more often when people are under the influence of alcohol or drugs.
- Immediately report weapons on campus to Campus Security. Weapons, including concealed weapons for which the carrier has a legal permit, are prohibited in all college owned or leased buildings. The term “weapon” includes any object or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to, all operable or inoperable firearms (or replicas), explosives, dangerous chemicals outside of laboratory settings, clubs or other impact weapons, swords, arrows, bows, martial arts weapons, and knives designed or adapted for combat or use against another person. (Go to Casper College Policy Manual for the full policy.)
- Pay attention to security alerts, safety announcements, and other information about crime prevention and personal safety provided by the college.

## Confidential Reporting

Any campus (student, faculty or employee) or community member may make an anonymous report of a crime or suspicious circumstance by accessing the CC Care Team form from the College website <https://cm.maxient.com/reportingform.php?CasperCollege> and submitting the information. The anonymity aids in the confidentiality of the reporting party. The information received in the report will be used to investigate the person of concern or the offense reported and will be included in the annual disclosure of crime statistics, if applicable.

An anonymous tip can also be submitted to Safe2Tell at <https://www.safe2tellwy.org/>

## Campus Emergency Notification

Upon confirmation of a significant emergency or dangerous situation where there is an immediate threat to the health or safety of students or staff on the Casper College campus, without delay and taking into account the safety of the campus community, Public Relations, Security Coordinator, in conjunction with the office of the Vice President of Student Services (VPSS) will determine the content of the notification, and initiate the notification system. The only reason for a delay in issuing an immediate notification would be if it's determined that issuing a notification will compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate an emergency.

The notification will be sent via the CC Alert mass notification system in place at the college. The message will include specific emergency response instructions and/or evacuation procedures pertinent to the specific emergency. This system will send email, text, and/or telephone messages to the individuals who are automatically enrolled. There will be additional information or instructions sent either on the CC Alert system or posted on the college website.

The college also has in place an external warning siren system which may be activated to alert the outdoor campus community to a potentially dangerous situation on or about the campus, with either a pre-recorded message or live public address function. The college siren system does not supplant the emergency alert system maintained by the Natrona County Office of Emergency Management for the dissemination of National Weather Service warnings or other emergency notifications and is not linked to that system.

The types of incidents that may cause an immediate threat to the community, include, but are not limited to:

- An active shooter on campus
- Hostage/barricaded situation
- Fire/Explosion
- Gas leak
- Tornado
- Biological threat (anthrax, etc.)
- Significant flooding
- Hazardous materials spill
- Tornado
- Suspicious death

Suspicious package with **confirmation** of a device.

The college will gather information from any available source, including, but not limited to, observations from staff, reports from witnesses, information from public safety personnel or dispatch, and information from emergency management authorities or the National Weather Service to confirm that a significant emergency or dangerous situation exists.

The college official receiving such information will notify Campus Security, the office of the president, and the offices of any of the three vice-presidents or the Office of Public Relations.

Staff from any of these offices who receive the report from the college official will use the knowledge at hand to create the content of the notification, sometimes in collaboration with staff



from one or more of the other offices. The notification will be sent without delay using the CC Alert notification system. Any of the following offices can activate the notification system, Public Relations, the Campus Security Department and the Vice President Student Services.

Staff from the above-named offices who determine the content of the notification will also determine, using the information available to them, the appropriate segment or segments of the campus community to receive the notification. If a situation has the potential to threaten a large portion of the campus community or the operation of the college as a whole, the entire campus will be notified. If the situation is restricted to a single building or area of campus, the notification may be restricted to the population that will be affected in that location. The situation will be assessed on a continuing basis for the duration of the incident and additional segments of the campus community may be notified if the dynamics change and necessitate additional notifications.

Additionally, any person designated by the president or a vice president to assist in the resolution of the crisis may be empowered to determine whether a threatening situation is occurring, the content of an emergency notification message, and to initiate the activation of the alert system by contacting Public Relations or the Safety and Security Coordinator.

Information concerning a significant emergency or dangerous situation on campus may be disseminated to the larger community by:

Contacting Casper Police Dispatch

Contacting Natrona County Emergency Management

Contacting local television, radio, and print media outlets

Posting information on the College website

Use of the CC Alert mass notification system

Activating the College warning siren system

The Natrona County Office of Emergency Management may activate their emergency warning siren/public address systems under certain circumstances to alert the community to a crisis situation and/or disseminate information. This is not controlled by the college.

## Timely Warnings

The Publication Relations Office, or the Safety and Security Coordinator or designee will issue timely warnings after consultation with the office of the (VPSS)/and or the president. Timely warnings are sent campus wide for incidents that have occurred on campus or adjacent property that pose a serious or continuous threat to students and employees. The warning will be sent as soon as pertinent information is obtained, including type of crime, location, and description of suspect(s), if applicable and available, unless the warning would compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency or dangerous situation.

The college may use any of the following means to communicate information to issue a timely warning:

- **Mobile devices.** The college enrolls employees and people who register for a class into the CC ALERT system. This mass notification system sends email, text and telephone messages based on the contact information provided by the enrollee. Update your CC Alert account whenever you change phone numbers or email addresses. To update your information or to stop getting messages, login to [www.caspercollege.edu/alert](http://www.caspercollege.edu/alert) and remove or change your number or text the word "STOP" to 67283.
- **The Web.** Visit [www.caspercollege.edu](http://www.caspercollege.edu).
- **Phone.** Call the campus info line at (307) 268-2100.
- **Email.** Check your official college email.
- **Social media.** Check the Casper College Facebook page.
- **Campus alert system (audible).** Casper College has an outdoor warning siren/public address unit on campus. The college uses the sirens to alert people who are outdoors of an emergency. People outdoors on campus should be able to hear the sirens and public address announcements, which may not be audible inside campus buildings. People indoors should access other communication methods.

## Emergency Response Guide

The Emergency Response guide is available by clicking or pasting the following link into your browser: <http://www.caspercollege.edu/wp-content/uploads/2019/07/cc-emergency-response-guide.pdf>

## Drills, Exercises, and Training

The college will conduct at least one annual test of the emergency response and evacuation procedures, and one exercise, which may be community wide, may involve specific departments, or plans, and/or functional capabilities of the campus emergency response plans.

- The test will be scheduled in advance.
- The test will include a drill. For example, the testing of the CC Alert system, the activation of the emergency warning sirens, or the ability to contact decision-makers during a crisis.
- The test will contain an exercise incorporating public sector emergency response and public safety personnel, coordinating their response efforts with the college.
- The test will contain follow-through activities, such as a debriefing following the test, or an after-action report.
- The test will assess the emergency plans and capabilities through measurable goals.
- The test will evaluate a portion of the college's emergency plan and capabilities.
- The exercise may be a tabletop, a functional, or a full-scale event.



The college will publicize its emergency response and evacuation procedures in conjunction with one of the annual tests by sending a blast email via the CC Alert system. Additionally, the announcement will be emailed each year to each registered student and employee of the college advising them where to access the Annual Security Report and Annual Fire Safety Report. And will also include information about where to access the College's Emergency Response Guide which contains the Emergency Response and Evacuation procedures.

The college will document each test and exercise, including a description of the exercise, the date and time of the test or exercise, and whether it was announced or unannounced.

September 7, 2019, Casper College along with Natrona County Emergency Services, Casper Natrona County Department of Health and the Natrona County Emergency Management hosted a full-scale exercise "Operation Devil Dust." The exercise involved a disgruntled former student of the college parked in front of Casper College's Liesinger Hall northeast entrance. He enters the building firing rounds in the ceiling of the hallway and takes a group of students hostage in a classroom. He corrals the hostages against a wall at gunpoint, calls dispatch as he physically throws refined "yellowcake" into their faces and surrenders. Lockdown of the area by security, entry made by Casper Police Department, and decontamination performed by Casper Fire Department.

On June 25, 2018, Casper College hosted a tabletop exercise presented by Natrona County Emergency Management that involved participants from Casper College, the Casper Fire Department, Natrona County Sheriff's Office, Wyoming Medical Center, the Coroner's Office, and the Health Department. The exercise involved a suspect from a domestic violence situation that crashed his vehicle into the crowd at the Presidents Welcome Back event at Murane Field, then shooting into the crowd before being subdued. Additionally, the suspect shot or ran over numerous other victims along his route of travel. The exercise focused on the various locations and the demands for emergency services at each one, as well as the evacuation and safety of the remaining members of the crowd on the field.

On April 15, 2016, Senior Casper College leadership participated in a Senior Officials Workshop taught by the National Emergency Response and Rescue Training Center, a FEMA component. This workshop included a tabletop exercise focusing on an active shooter situation on campus, including evacuation and shelter in place elements. Law enforcement, fire, emergency management, and elected officials from municipal, county, and state agencies also participated.

## Daily Crime Logs

The Daily Crime Log can be accessed by clicking on or pasting the following link: <http://www.caspercollege.edu/security>. Click on appropriate year under Daily Crime Log.

## Security and Access to Facilities

The Campus Security Department has personnel on duty 24 hours a day, seven days a week, holidays included.

Access to campus facilities by the public is limited to those hours when the buildings are open for classes and college business, except when special arrangements are made with the Campus Facilities and Partnerships Coordinator. Generally, college facilities are unlocked by 6:00 AM or prior to the start of a special function, and locked after the events scheduled in that building for the day are concluded. With the exception of the UW/UU Building and the Music building, the campus closes at 10:00PM, the Union and Music buildings remain open until 12:00AM. On weekends, holidays, and other periods when the college is not open for business, the facilities will remain locked unless activities are taking place in a building.

During hours when the buildings are not open to the public, Campus Security Officers patrol the facilities, checking for unsecured doors and unauthorized occupancy. Personnel who have been issued keys have no restrictions on the hours when they and those whom they authorize to be in the buildings with them may be inside the facilities. Certain students are granted after-hours access with the approval of an authorized college employee. Keys to facilities are issued by the Casper College Physical Plant.

Persons who have been identified to the Campus Security Department as having a need to be granted access to a building outside of normal occupancy hours will be granted access upon request. Faculty or staff members requiring access outside of normal occupancy hours will be granted access upon proper identification.

The exterior doors to the residence hall are locked 24 hours a day, seven days a week and access is only possible with the student residents ID card. The desk in the lobby is staffed by Housing employees from 9:00 AM until midnight Monday through Friday and on weekends as designated.

The apartment-style housing facilities (Wheeler Terrace, Thorson, and Civic Apartments) all have individual exterior doors to each apartment. The security of these doors is the responsibility of the apartment occupant.

A Campus Security Officer is assigned to the residence halls during certain times and days. When an officer is present he/she patrols the interior hallways, the exterior grounds and parking areas, and monitors the cameras. He/she takes reports, deals with violations, and summons assistance as needed. Security personnel are not assigned to the residence halls on a 24-hour basis and are not present seven days a week.

Access to Housing facilities is generally granted by Housing staff. Campus Security may grant access to residents who have locked themselves out of their rooms during hours when Housing staff is not on duty after the identity of the resident has been established.

Campus Security Officers who observe maintenance issues that may constitute safety hazards, including, but not limited to, light outages, doors that do not secure properly, icy sidewalks, or water leaks will bring them to the attention of the College Physical Plant. Custodial and maintenance personnel also report such issues to their supervisors. Any college employee observing a maintenance issue that may constitute a safety hazard may report such directly to the Physical Plant.

## Security Awareness Programs for Students and Employees

Students and Employees are informed about the services provided by Campus Security by means of the Campus Security website.

Campus Security also makes presentations at Orientation activities at the beginning of each semester and addresses the residential student community as part of a mandatory meeting prior to the first day of class in the fall semester. Campus Security also presents safety programs, and Bystander Intervention at the Residence Hall, and other times and locations on campus as requested.

New employees receive information concerning Campus Security and other safety information as part of their orientation session. Information concerning security issues is also discussed during the annual “Welcome Back” meeting which is open to faculty and staff members.

Information concerning the CC Alert system is available on the college website as well as on posters and pamphlets distributed on campus. [www.caspercollege.edu](http://www.caspercollege.edu)

Presentations concerning safety and security issues are available to any group on campus upon request, and individuals may contact Campus Security directly for information about specific matters of concern.

In collaboration with on-campus offices such as Housing, Student Life, and Counseling, and with external partners, information is distributed during Campus Safety Week to students and staff at tables set up in high traffic areas. Local law enforcement and crime prevention agencies are also invited to campus throughout the year to distribute information and address students.

## Crime Prevention Programs for Students and Employees

Upon request Campus Security will meet with any group on campus to assist in the deterrence of criminal activity. Dormitory safety, office safety, and personal safety information is offered.

Any person on the campus may call Campus Security for an escort if they feel that their safety is at risk.

Campus Security maintains a file of protective orders submitted by students and employees in order to be aware of issues affecting the campus population.

Campus Security staff are made aware of situations involving people who are known or suspected to have been involved in activity that has the potential to affect the college as a whole or individuals at the college. Campus Security may make local law enforcement aware of this information.

Bystander intervention presentations as well as general safety presentations are presented each semester to students and staff, and upon request.

Casper College utilizes Safe 2 Tell Wyoming, which is a confidential tip line for any type of threat, or potentially dangerous situation. Students, faculty, staff and, parents can make anonymous reports. The program also provides education to students to help them identify

potential indicators of dangerous situations, or behaviors. The program deals with reports of a variety of issues, including, but not limited to, domestic violence, suicide threats, bullying, and drug and alcohol use.

## Alcohol and Drugs

No person is allowed to possess, consume or distribute alcoholic beverages, including but not limited to, beer or cereal malt beverage, wine, wine coolers, distilled spirits or any beverage derived from the fermentation of grapes, grains, fruits, or honey.

The age of the person possessing, consuming, or distributing the alcoholic beverage is not relevant for the purposes of determining the violation of this policy, except that persons under the legal drinking age of 21 years of age are subject to referral to law enforcement for the violation of laws related to the possession, consumption, or distribution of alcoholic beverages.

Campus Security Officers may impound or destroy any alcoholic beverage they encounter pursuant to the course of their duties. Any person found in possession of alcoholic beverages or in a situation where a reasonable person would, or should know that alcoholic beverages are present in the location is subject to college and/or Housing disciplinary action, even if such person has not consumed alcohol.

Any person refusing to cooperate with Campus Security Officers or Housing staff pursuant to an investigation concerning the possession, consumption, or distribution of alcoholic beverages, refusing to identify himself/herself or hindering or attempting to hinder such an investigation is subject to disciplinary action, and local law enforcement may be summoned to facilitate the investigation.

Alcoholic beverages inside a vehicle constitute possession.

Persons in violation of the policy and/or laws concerning the possession, use, and sale of alcoholic beverages, particularly who are under the legal drinking age of 21, are subject to arrest and prosecution by local law enforcement and to sanction by the courts as provided for in Wyoming law.

No person may possess, consume, or distribute illegal drugs on the campus of Casper College. Persons found in possession of illegal drugs are subject to college and/or Housing disciplinary action and law enforcement may be summoned to assist Campus Security.

Any person found distributing illegal drugs for remuneration or found manufacturing illegal drugs on the Casper College campus may be subject to college and/or Housing disciplinary action and law enforcement may be summoned and the case referred to them.

Illegal drugs inside a vehicle constitute possession.

Any person violating state or federal laws concerning the possession, use, or sale of illegal drugs are subject to arrest and prosecution by local, state, or federal law enforcement and to sanction by the courts as provided for in local, state, and federal law.

## Substance Abuse Education

Any student found in possession of alcoholic beverages or illegal drugs is subject to discipline through the Student Code of Conduct, Alcohol.edu education and possibly referral to the Wellness Center for substance abuse assessment.

The Wellness Center offers information concerning the use and abuse of alcohol and drugs and will meet with students upon request. The Wellness center also displays a bulletin titled “The Stall Street Journal” monthly in the stalls of the restrooms covering a variety of safety topics, including but not limited to, sexual assault, drug and alcohol use, and abuse and domestic/dating violence.

The State of Wyoming sets the legal age to purchase or possess alcohol at 21. Persons violating the provisions of the law concerning the purchase, possession, or consumption of alcohol are subject to arrest and prosecution and, upon conviction, are subject to a fine and/or imprisonment or other sanctions assessed by the court. For more information the Casper Police Department or the Natrona County District Attorney’s Office may be contacted.

## Sexual Assault Prevention and Response

Casper College is committed to and seeks to maintain a safe academic and work environment. The college prohibits sexual misconduct including sexual harassment, sexual violence, and domestic violence, dating violence, and stalking. The college has a duty to prevent and redress sexual misconduct under federal law including Title IX of the Education Amendment of 1972, Violence Against Women Act, and the Violence Against Women Reauthorization Act of 2013. Sexual Misconduct and Discrimination Policy

<http://catalog.caspercollege.edu/content.php?catoid=7&navoid=18599> .

During orientation, students and new employees receive face to face Title IX training; additionally, the “Not Anymore” program is available online at any time. The Stall Street Journal also addresses the subject with preventative tips and resources for assistance if you or someone you know is a victim.

### **Reporting**

Anyone who believes they have been the recipient of sexual misconduct is encouraged to report the incident as soon as possible to any of the following offices or agencies:

- Title IX Administrator (307) 268-2667
- Director of Human Resources (307) 268-2025
- Campus Security (24 hours a day) (307) 268-2688
- Casper Police Department (24 hours a day) (307) 235-8278 or 911
- Counseling Services (307) 268-2267
- Student Health (307) 268-2263
- Vice President for Student Services Office (307) 268-2201

The Denver Regional Office of the Department of Education or the Equal Employment Opportunity Commission Office in Denver is also available to address harassment issues. Confidentiality will be maintained for all parties involved, insofar as possible.

Any college employee who receives a complaint of sexual misconduct must immediately notify the Title IX coordinator at (307) 268-2667. College policy explicitly prohibits retaliation against individuals for bringing harassment complaints. Individuals found responsible for harassment are subject to disciplinary action.

The reporting party may decline to notify law enforcement or Campus Security. In such cases, college employees are required to provide the safety and security coordinator with the type, date, time, and location of the offense for Clery Act reporting purposes only. Campus Security will contact law enforcement if the victim is under age 18, requires medical attention, is intoxicated or impaired and may be incapable of making an informed decision, is too distraught to make wishes known, the alleged perpetrator is still on the scene, or there is an immediate danger to the college community or the community at large.

### **Notification of law enforcement**

Persons reporting incidents of domestic violence, dating violence, sexual assault or stalking have the option and the right to report such incidents to Casper College Campus Security and/or law enforcement.

Casper College Campus Security is not a sworn law enforcement agency. Any person reporting one of these offenses to Campus Security will be informed that such a report is not equivalent to making a report to law enforcement, that Campus Security is not legally able to file charges against any suspect, refer any matters to the Prosecutor's Office, gather or process evidence in an official capacity, or otherwise enter any information into the public criminal justice system. If the victim wishes to ONLY report the offense to Campus Security, he/she shall be informed that this course of action will likely make criminal prosecution of the suspect at a later date difficult if not impossible. Any evidence gathered by Campus Security, any statements taken, and any investigation done will be useful only in an on-campus disciplinary proceeding unless they are requested at a later date by law enforcement. All victims will be encouraged to contact law enforcement at the time of the report to Campus Security, and Campus Security will assist them in doing so. In cases where the victim declines to make a report, he/she will be asked to sign a form indicating his/her choice to either have law enforcement contacted or not contacted. If the person refuses to sign the form, his/her verbal choice will be noted on the form.

Victims have the right to decline to make a report to either Campus Security or to law enforcement. In such cases, the office or individual receiving the report shall not contact either entity, but if designated as a Campus Security Authority (CSA) under college policy, shall make a report to the Director of Campus Security, that a report of domestic violence, dating violence, sexual assault or stalking was received, the date and time that the incident occurred, and the location of occurrence so that the incident may be reported on the college's annual crime statistics as required by the Clery Act.

Law enforcement will be contacted by Campus Security automatically in the following cases:

- When the victim is under the age of 18
- When the victim has been injured or is ill and a reasonable person would believe that he/she requires medical attention
- When the victim is intoxicated or otherwise impaired to the degree that a reasonable person would believe him/her incapable of making an informed decision
- When the victim's emotional state prevents him/her from making his/her desires known
- When the alleged perpetrator is still on the scene
- When the circumstances indicate that there is an immediate danger to the college community or the community at large

Any student, staff member of Casper College, or an affiliated educational institution with a presence on the campus, or an employee of a contract company based on the campus who is in possession of a no-contact order, restraining order, protective order, or other document issued by a criminal, civil, or tribal court may provide a copy of said document to Campus Security.

Campus Security is not a sworn law enforcement agency and has no ability to enforce any document issued by a court of law. However, upon receipt, Campus Security Officers will be made aware of the existence of the document and the name of the person possessing it, as well as any information available concerning the person against whom the order has been issued so that they may be informed as to a potentially dangerous situation and may contact the Casper Police Department if a call for assistance is made in regard to a violation of the order.

### **Confidentiality**

The college will make all reasonable efforts to maintain the confidentiality of the parties involved in an investigation or hearing to the extent permissible by law. Confidential discussions about sexual misconduct may be available from people who, by law, have special professional status, such as the counselors in the Counseling Services Office. They can be reached at 307-268-2267 during business hours or Campus Security can contact them for the student after hours. Other resources include The Self-Help Center of Casper (307-235-2814) and the Natrona County Victim & Witness Services Office (307-235-9282).

### **Resources and Support**

The college's immediate priority is the well-being and safety of the reporting party. The college will provide the reporting party with written and verbal information about appropriate college or local resources, including law enforcement, legal, medical, counseling, and victim advocacy services. Reporting parties will be informed of options for changing academic, living, and working situations, if requested and reasonably available. Reporting parties will be advised of the importance of preserving evidence.

### **Interim Actions**

The college will take necessary actions in response to an allegation maintain safety for the parties involved and the college community. Casper College values and upholds the equal

dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

### **Due Process**

Casper College is committed to providing a workplace and educational environment, and other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Casper College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.

### **Investigating a Complaint**

The college will conduct a prompt, fair, and impartial investigation into complaints of sexual misconduct, whether or not a law enforcement investigation occurs. College representatives trained on sexual misconduct and Title IX issues will investigate complaints. The college will protect the confidentiality of those involved to the extent possible under the law.

The college may enforce its policies whether or not legal proceedings occur. If there is sufficient evidence, the Title IX Coordinator will issue sanctions and notify both parties of the decision. If either party disagrees with the outcome, they may request an appeal in accordance with the Student Conduct and Discipline Policy or the Employee Grievance Policy. If an appeal is granted, both parties will be notified of the outcome. The standard used to determine whether a violation occurred is by preponderance of the evidence, resulting in a judgement that the accused “more likely than not” either did or did not commit the alleged violation.

### **Sanctions and Protective Actions**

Upon a finding of sexual misconduct, disciplinary action will take into account the nature and severity of the violation.

Disciplinary actions include, but are not limited to:

- Written warning
- Probation
- Suspension
- Expulsion
- Removal from college housing
- Restriction of privileges
- Community service
- Mandatory education
- Termination of employment.
- In addition, the college may take protective measures as appropriate, such as no-contact orders or trespass notices. The college will assist the reporting party in changing academic, work, transportation, or living situations if requested and reasonably available.



Local law enforcement is responsible for enforcing legal actions. Sanctions issued by the college will stand regardless of the outcome of legal proceedings.

## By-Stander Intervention

Bystanders are witnesses who see a specific action or event but are not directly involved in the event. Being a positive active bystander can include:

- Speaking out against statements, attitudes, or behaviors that may perpetuate a culture of endorsing violence as acceptable or inevitable.
- Stopping situations that could lead to a sexual assault.
- Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or calling for help.
- Supporting and helping others to respond to problematic situations.
- Report to resident assistants (RA's), campus security, or the Title IX coordinator.

## Sex Offender Registration

The Wyoming Department of Criminal Investigation maintains a registry of Sex Offenders for the State of Wyoming. This registry can be searched by offender name, street name, city, county, zip code or map. Information concerning registered offenders including a photograph can be accessed in this manner.

The website to access the Wyoming Sex Offender Registry is <http://wysors.wyo.gov/sor/SOR>

Additionally, the Natrona County Sheriff's Office sends bulletins to Casper College Security to advise them of registered offenders who have either enrolled or become employed at the college. These bulletins along with information and photographs downloaded from the Wyoming Sex Offender Registry are maintained in a book in the Campus Security Office (Strausner Hall # 205). Any person may request to view the book by contacting Campus Security at (307) 268-2688 during business hours.

## Student Discipline/ Code of Conduct

Code of Conduct:

Casper College is dedicated to providing an academic environment that supports learning and the development of responsible personal and social conduct. Students are expected to treat others with civility, dignity, respect, and abide by all federal, state, and local laws, and college policies, rules and regulations both on and off campus. Casper College reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community.

The Student Code of Conduct is a means to communicate the goals of the college and maintain a healthy campus environment. In addition to policies listed in the Casper College Policy Manual, Student Handbook, and all school, department, or program requirements, students residing in campus housing are subject to the conduct standards described in the Residence Hall Handbook, Terms and Conditions for Occupancy, and other campus housing materials. Students participating in campus activities and college sports are subject to conduct standards set by the

campus team/activity and regulations set by conference, regional, and national organizations responsible for the sanctioning of the sport or activity. Students are responsible for becoming familiar with all conduct policies, rules, and regulations specified in official college publications.

The college may discipline students who violate standards. Students have a right to due process to ensure sanctions are appropriate for the code violations, educational, corrective, and serve as a deterrent. Only the president can expel a student for code violations. Removal from college housing for conduct that endangered or has the potential to endanger the life or safety of any person, including the student, or resulted or may result in property damage is a reasonable safety response and not a disciplinary sanction for the purposes of this code.

## Student Rights and Responsibilities

Students have certain rights as long as they abide by all college policies and federal, state, and local laws. Students are expected to adhere to the Student Code of Conduct and are subject to disciplinary action up to expulsion for code violations.

## Student Code of Conduct Link

Follow this link to the Student Handbook for a complete list of student rights, responsibilities and code of conduct

[https://www.caspercollege.edu/content.php?catoid=16&16651#\\_ga=2.19035064.1015607469.1601303531-927292707.1583259307](https://www.caspercollege.edu/content.php?catoid=16&16651#_ga=2.19035064.1015607469.1601303531-927292707.1583259307)

## College Jurisdiction

The college has jurisdiction over conduct that occurs on college property, or at college athletic events, or other officially sponsored activity and may include off-campus conduct that endangers the health or safety or adversely affects the college community or the pursuit of its mission.

## Criminal Activity off Campus Regarding Recognized Student Organizations

Casper College has no recognized student organizations such as fraternities or sororities with off-campus locations that are monitored by the College. Criminal activity that occurs off campus that involves members of recognized student organizations is monitored and recorded by the Casper Police Department, the Natrona County Sheriff's Office, or other law enforcement agency with jurisdiction over the location where the criminal activity occurs.

## Missing Student

In the event that any person (Casper College employees, faculty, student employee, or volunteer) believes or has reason to believe that a student living in on-campus housing at Casper College is missing for 24 hours\*, he or she must report this information to the Campus Security Department (Strausner Hall # 205; (307) 268-2688) or local law enforcement (Hall of Justice, 201 N. David Casper, WY 82601; (307) 235-8278 or 911 immediately.

\*If the reporting person believes or has reason to believe that the person whom is missing is in danger of harm or the circumstances surrounding the person's disappearance suggest that he/she did not depart willingly, the person should make the report in less than 24 hours. College employees must report such information to Campus Security immediately.

All students living in on-campus residential housing facilities have the option to register a confidential contact person of their choosing to be notified in the event that they are determined to be missing. The name and contact information of this person will be made available only to college officials assisting in the attempt to locate the missing person and to law enforcement officials.

All students should be aware that law enforcement will be contacted in every case where a student is deemed to be missing, even if the student has not designated a confidential contact person.

In the event that the missing student is less than 18 years of age and is not emancipated, his/her custodial parent(s) or guardian will be notified by the college in addition to any additional contact person designated by the student.

Any official report of a missing student will be immediately referred to law enforcement.

## Procedures upon Receiving a Report of a Missing Person

Upon receiving such a report, the person to whom the report is made will immediately contact the Campus Security Department and/or the Vice President Support Services (VPSS).

After gathering such information as is available, including personally interviewing the person who made the initial report if possible, the Vice President of Student Services and/or the Campus Security official to whom the report was passed on will request a search of the campus for the missing person be conducted. If the missing person holds an on or off-campus job and the employer is known, an attempt to contact his/her employer will be made to ascertain whether the person has been at work. If applicable, the missing person's key fob will be checked for the last recorded access. Campus Dining Services will be contacted to determine the date and time of the last activity on the missing person's account. Others residing on the missing person's floor in the residence hall will be interviewed, and all places on campus where the missing person is known to frequent will be checked. The missing person's confidential contact person, if one is designated, will be contacted and asked whether they are aware of the person's whereabouts. Parents or other persons listed within the student's records may also be contacted. If these efforts prove fruitless, the VPSS or Campus Security official will contact local law enforcement. In the event that the missing person is under the age of 18, his/her parents or guardian will also be contacted.

The VPSS or Campus Security official will provide law enforcement with a picture of the missing student if one is available as well as any information available that might aid law enforcement in identifying or locating the person. The college will cooperate with law enforcement in any way possible in the furtherance of their investigation.

## Weapons

Possession or carrying of a weapon in college buildings is prohibited. Exceptions may be granted for a limited period and for specific purposes related to a college class, program or training. Exceptions must be applied for through Campus Security and are granted by the president. The college provides limited storage for firearms for residential students. Contact Campus Security for more information or review the full policy in the Casper College Policy Manual.

## Student Handbook Link

<http://catalog.caspercollege.edu/content.php?catoid=19&navoid=18307#ga=2.123712392.2010845950.1601150732-1137298717.1578515397>

## 2019 ANNUAL FIRE SAFETY REPORT

The Casper College Annual Fire Safety Report as required by the Higher Education Opportunity Act (Public Law 110-315) will be posted on the campus security webpage. It is also published below:

### 2017 Fire Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment	Number of Deaths Relating to a Fire	Value of Property Damage Caused by Fire
Residence Hall	0	0	N/A	0	0	\$0
Wheeler Terrace	0	0	N/A	0	0	\$0
Civic Apts.	0	0	N/A	0	0	\$0
Thorsen Apts.	0	0	N/A	0	0	\$0

### 2018 Fire Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment	Number of Deaths Relating to a Fire	Value of Property Damage Caused by Fire
Residence Hall	0	0	N/A	0	0	\$0
Wheeler Terrace	0	0	N/A	0	0	\$0
Civic Apts.	0	0	N/A	0	0	\$0
Thorsen Apts.	0	0	N/A	0	0	\$0

## 2019 Fire Statistics

Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries Requiring Treatment	Number of Deaths Relating to a Fire	Value of Property Damage Caused by Fire
Residence Hall	1	1	Electrical Outlet	0	0	\$100
Wheeler Terrace	0	0	N/A	0	0	\$0
Civic Apts.	0	0	N/A	0	0	\$0
Thorsen Apts.	0	0	N/A	0	0	\$0

### Addresses of Residential Facilities

Residence Hall – 1920 Campus Drive Casper, WY 82601

Wheeler Terrace Apartments – 475 College Drive Casper, WY 82601

Civic Apartments – 455 College Drive Casper, WY 82601

Thorsen Apartments – 2138 Josendal Drive Casper, WY 82601

### Description of Fire Safety System for each on-campus student housing facility

The fire alarm system, which is installed to NFPA 72, includes an alarm panel; smoke detectors and manual pull alarms, monitored by on-premises security department on a 24-hour basis. The residence hall also has fire alarm-indicating devices (horn/strobes) in all common corridors.

Manual pull stations are located at all exits in the residence hall. The residence hall is equipped with fire separation doors, which are also controlled by the fire alarm system.

There are 6 fire extinguishers on each of the three levels of the Residence Hall, including one outside of each common kitchen.

Each residence room has a smoke detector, which is connected to the fire alarm system in each building.

The residence hall is equipped with a fire suppression system (sprinklers), which are installed to NFPA 13 specifications. The fire suppression systems are monitored through a water-flow switch and upon the activation of the water-flow switch the fire alarm will activate. Wheeler Terrace, Thorsen and Civic Apartments are equipped with a fire suppression system installed to NFPA 13 R specifications.

The fire suppression systems are activated by sprinkler heads with a fusible link that melts at 155 F.

Amount of water dispersed when activated: Heads-Residential ~ minimum 18 GPM.

Buildings covered include the Residence Hall and Wheeler Terrace, Civic and Thorsen Apartments.

### **Number of Fire Drills Held the Previous Calendar Year**

Residence Halls – 1

Wheeler Terrace – 0

Thorsen Apartments – 0

Civic Apartments – 0

### **Electrical Appliances, Smoking and Open Flames in Student Housing Facilities**

Because of the fire hazard involved, hot plates, space heaters, sun lamps, hamburger cookers, toasters, toaster ovens, and all other electrical equipment with open coils are not permitted.

Residents may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriter Laboratory) approved. Students are urged to avoid duplication of appliances with roommates whenever possible including microwaves and refrigerators.

Students may have personally owned refrigerators in their rooms if the machines comply with the following specifications:

- maximum capacity 6 cubic feet;
- motor 115-volt, 60 cycle AC, 100 watt;
- good electrical condition and UL approved

Refrigerator must be operated and maintained in full compliance with safety and sanitary standards.

Because of the potential fire hazard, candles may not be burned in the residence hall. Incense may not be burned in the residence hall because of the potential fire hazard and the allergic reaction of other residents.

Smoking is not permitted in any area within the residence hall, including lobbies, hallways, bathrooms, stairways, or laundry rooms. Smoking is allowed outside the residence hall at a distance of 15 feet from the entrance, and students are asked to use the appropriate ash tray receptacles outside each door.

Violations of this policy will be subject to the normal campus disciplinary system.

### **Student Housing Evacuation Procedures**

Casper College feels that our residence hall is fundamentally “fire safe.” However, in the interest of your safety and peace of mind, we have prepared the following list of evacuation procedures.

## **Important!**

Please do not attempt to put out fires of a serious nature. Your safety is of primary importance to us. There are fire extinguishers in each corridor for minor fires, but in the event of a major incident, please activate the fire alarm system by pulling a fire alarm pull station, evacuate the building, and wait for the Casper Fire Department to handle the situation.

## **Evacuation Procedure**

If possible, close all windows and door of your room before leaving the building. All students should leave the building by the nearest exit. Do NOT proceed toward the middle of the building or use the stairways leading to the lobby area of the hall.

The first student to leave the building should stay at the outer door and hold it wide open to facilitate the departure of following students.

When leaving the building, follow such precautions as walking instead of running, walking on the side of the hall that your room is on, and carefully walking when you reach the stairway.

While on the stairway, if you are from the top floor you should stay next to the handrail as you reach the second floor so those from the second floor may enter the flow of traffic and proceed down the stairs beside you. If the first floor is not completely evacuated by the time upstairs residents get to the first floor, first floor residents should wait until the upper floors are evacuated and then follow out immediately.

The resident assistants should be the last to leave their respective floors, checking to see that each room has been evacuated and doors left closed.

All students must leave the building at any time when a fire alarm is sounded. Students found remaining in the building are placing themselves in a potentially dangerous situation.

Students will be advised when it has been established that it is safe to reenter the building. Fire alarm pull stations are located in each hallway near the center of the hall and at each exit. All labeled fire doors are to be kept closed.

Report unlighted EXIT signs to a resident assistant.

**Anyone caught activating a false alarm will receive severe disciplinary action.**

**False alarms are a violation of city ordinance.**

## **Policies for Fire Safety Education and Training Programs for Students, Faculty and Staff**

The college added a section to the crisis response guide that deals with emergency evacuations and the use of fire extinguishers.

Resident assistants and dorm staff were trained in fire safety at the beginning of the school year. The training includes looking for fire/safety hazards, what to do if a sprinkler head activates, evacuation drill, and fire extinguisher training.



## **Titles of Every Person/Organization to Which Individuals Should Report That a Fire Has Occurred**

- Casper College Campus Security Department
- Casper Fire Department
- Casper College Housing and Student Life Department
- Casper College Physical Plant
- Campus Safety and Security Coordinator and Judicial Review
- Director, Student Life and Housing
- Area Coordinator, Student Life and Housing
- Resident Assistant, Student Life and Housing
- Vice President, Student Services
- Director, Facilities Operations
- Safety/Facility Planning Analyst

## **Plans for Future Improvements**

Fire safety checklist for all buildings to be completed monthly by custodial staff (exits, fire extinguishers, emergency lighting).

Continued fire safety training for maintenance, custodial, and housing staff.

## **Campus Fire Log**

The Casper College Campus Fire Log will be maintained in Strausner Hall alongside the Casper College Daily Crime Bulletin posted there for viewing by the public. The campus fire log will also be posted to the campus security webpage.

## CASPER COLLEGE CRIME STATISTICS

On-campus numbers include on-campus student housing numbers.

Public property numbers are obtained from the Casper Police Department and Natrona County Sheriff's Office.

Non-campus property numbers are obtained from law enforcement agencies of jurisdiction where such properties are located.

### **Murder/Non-negligent Manslaughter**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### **Negligent Manslaughter**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### **Forcible Sex Offense**

**(Rape, Forcible Sodomy, Sexual Assault w/Object, Forcible Fondling)**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 2	2017 – 0	2017 – 0	2017 – 0
2018 – 1	2018 – 1	2018 – 0	2018 – 2
2019 – 2	2019 – 2	2019 – 0	2019 – 1

### **Non-forcible Sex Offense (Incest, Statutory Rape)**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Robbery

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Aggravated Assault

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 1	2017 – 0	2017 – 0	2017 – 0
2018 – 1	2018 – 1	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Motor Vehicle Theft

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 2	2018 – 0	2018 – 0	2018 – 0
2019 – 1	2019 – 0	2019 – 0	2019 – 0

## Burglary

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 3	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 3	2019 – 1	2019 – 0	2019 – 0

## Arson

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## HATE CRIMES

A hate crime is a criminal offense committed against a person or property, which is motivated in whole or in part by the offender's bias.

Bias is a preformed negative opinion or attitude toward a group of persons based on their: race, gender, religion, disability, sexual orientation, ethnicity, national origin, or gender identity.

### **Murder/Non-negligent Manslaughter**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### **Negligent Manslaughter**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### **Forcible Sex Offense**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### **Non-forcible Sex Offense**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Robbery

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Aggravated Assault

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Motor Vehicle Theft

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Burglary

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## Arson

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

**Larceny-Theft**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

**Simple Assault**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property-
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

**Intimidation**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

**Destruction, Damage or Vandalism of Property**

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## LIQUOR, DRUG AND WEAPON ARRESTS

### Liquor Arrests

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 1	2018 – 0	2018 – 0	2018 – 0
2019 – 2	2019 – 1	2019 – 0	2019 – 0

### Drug Arrests

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 2	2017 – 2	2017 – 0	2017 – 0
2018 – 2	2018 – 0	2018 – 3	2018 – 0
2019 – 2	2019 – 2	2019 – 0	2019 – 0

### Weapon Arrests

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

## LIQUOR, DRUG AND WEAPON REFERRALS

### Liquor Referrals

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 36	2017 – 36	2017 – 0	2017 – 0
2018 – 31	2018 – 31	2018 – 0	2018 – 0
2019 – 73	2019 – 73	2019 – 0	2019 – 0

### Drug Referrals

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 3	2017 – 3	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 3	2019 – 3	2019 – 0	2019 – 0

### Weapon Referrals

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0



## VIOLENCE AGAINST WOMEN ACT STATISTICS

(Note: These statistics are required beginning in the 2013 reporting year)

### Stalking

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 4	2017 – 2	2017 – 0	2017 – 0
2018 – 2	2018 – 2	2018 – 1	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### Domestic Violence

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 0	2019 – 0	2019 – 0	2019 – 0

### Dating Violence

On Campus	On-Campus Student Housing	Public Property	Non-campus Property
2017 – 0	2017 – 0	2017 – 0	2017 – 0
2018 – 0	2018 – 0	2018 – 0	2018 – 0
2019 – 1	2019 – 1	2019 – 0	2019 – 0